Information Notice

Continuing Education Planning

June 9, 2008

Suggested Routing

- Compliance
- Continuing Education
- Legal
- Training

Key Topics

- Continuing Education
- Firm Element

Referenced Rules & Notices

- Notice 08-29

Executive Summary

On June 3, 2008, the Securities Industry/Regulatory Council on Continuing Education (the Council) released the semi-annual Firm Element Advisory (see *Regulatory Notice 08-29*). The Council suggests that firms consult the Firm Element Advisory when developing their Firm Element training needs analysis.

FINRA offers a range of training resources that address many of the topics that the Council has outlined in the Firm Element Advisory. These may be suitable for Firm Element training and are available on demand through *www.finra.org*.

FINRA's training resources are offered in several formats and are available for free or a nominal charge:

- **Podcasts:** Short audio recordings on specific targeted topics, which can be heard online or downloaded to a portable media player (see *www.finra.org/podcasts*).
- **Webcasts:** Online streaming video presentations that take about 10 minutes to watch; monthly completion tracking reports are available (see *www.finra.org/webcasts*).
- **E-Learning Courses:** More in-depth online training featuring assessment tests, real-time completion tracking and certificates of completion (see *www.finra.org/elearning*). Available in two options:
  - Text-based: In-depth, 25- to 30-minute modules that include decision-based learning scenarios.
  - Video: Streamlined, 15-minute presentations on rule requirements and that include brief scenarios.

Financial Industry Regulatory Authority

- **Online Workshops:** 90-minute video workshops available on demand. These are previously recorded panel discussions with industry experts and include links to related online resource materials (see *www.finra.org/onlineworkshops*).
- **Phone-In Workshops:** 60- to 75-minute teleconferences available on demand. These are previously recorded presentations by regulators and industry experts (see *www.finra.org/phoneinworkshops*).

Firm Element Advisory Topics	FINRA Offering
Anti-Money Laundering	**For staff working with retail customers:** AML—Retail: Exploring New Risks (E-Learning) AML—Retail: Recognizing and Escalating Suspicious Activity (E-Learning) AML—Retail: The Responsibility to Know Your Customer (E-Learning) AML—Retail: Recognizing Red Flags (E-Learning) AML: Do You Know Your Customer (Webcast) AML: Examples of Red Flags (Webcast) **For staff working with institutional customers:** AML—Institutional: Exploring New Risks (E-Learning) AML—Institutional: Identification and Reporting Issues (E-Learning) AML—Institutional: Identifying and Managing Higher-Risk Clients (E-Learning) AML—Institutional: Recognizing Red Flags (E-Learning) AML—Institutional: Know Your Customer (Webcast) **For staff working in operations:** Anti-Money Laundering for Operations Staff (Webcast) AML—Operations: Recognizing Red Flags (E-Learning) **For compliance staff:** What to Expect: Anti-Money Laundering (Webcast) AML Compliance (Online Workshop)

Firm Element Advisory Topics	FINRA Offering
Communications	Communications with the Public: What a Registered Representative Should Know (Webcast) Communications with the Public: An Introduction to Compliance Issues (E-Learning) What to Expect: Filing Communications for Review (Webcast)
Approval of Filed Sales Material	Principal Approval of Sales Material (Podcast)
Designations	Seniors: Communications (Podcast)
Electronic Communications	Electronic Communications: Reviewing Correspondence (Podcast) Electronic Communications: What and Who (Podcast) Electronic Communications: Introduction to Supervision (Podcast)
"Free Lunch" Seminars	Seniors: Free Lunch (Podcast)
Corporate Finance and Institutional Business	
Fairness Opinions	Fairness Opinions (Podcast)
Finance and Operations	
Recordkeeping Requirements	Record Retention Relief (Podcast)
Transaction Reporting	Transaction Reporting (Phone-in Workshop)
Gifts and Business Entertainment	Business Gifts (E-Learning and Webcast)
Insurance/Annuities	
Life Settlements	Life Settlements (Webcast)
Sales of Unregistered Equity-Indexed Annuities	Equity Indexed Annuities (Webcast)
Margin and Margin Accounts	Margin Accounts (Webcast)

Firm Element Advisory Topics	FINRA Offering
Markups/Markdowns	Debt Mark-Ups (E-Learning) Debt Mark-Ups (Webcast to be released fall 2008) Debt Securities Mark-Up Interpretation (Podcast)
Research	Third-Party Research Reports (Podcast) Foreign Research Analyst Exemption (Podcast)
Sales Practices and Supervision	
529 College Savings Plans	529 College Savings Plan Sales Practices (E-Learning) 529 Plans: The In-State Versus Out-of-State Decision (Webcast)
Municipal Securities Supervisory Requirements	MSRB Issues (to be released fall 2008) (E-Learning and Webcast)
New Products	Hedge Funds: Understanding Sales Practice Responsibilities (E-Learning) Structured Products (E-Learning and Webcast to be released fall 2008) New Product Suitability Considerations (Webcast) Equity Indexed Annuities (Webcast) Compliance Considerations for New Products (Online Workshop)
Proprietary Trading	Unauthorized Proprietary Trading (Podcast)
Supervising Recommendations of Newly Associated Registered Representatives	Supervision of Recommendations After a New Registered Representative Changes Firms (Podcast)
Variable Annuities	Variable Annuities: Sales Practice Issues for 1035 Exchanges (E-Learning) Variable Annuities: Suitability and Disclosure for New Purchases (E-Learning) Variable Annuities: Requirements for Representatives (E-Learning and Webcast)

Firm Element Advisory Topics	FINRA Offering
Variable Annuities (continued)	Variable Annuities: Requirements for Supervisors (E-Learning and Webcast) Rule 2821: Deferred Variable Annuities (Phone-In Workshop)
Senior Investors	Senior Investor Suitability Considerations (E-Learning) Retail Supervision: Sales to Senior Investors Retail E-Learning) Supervisory Considerations for Working with Seniors (E-Learning and Webcast) Considerations for Working with Seniors (Webcast) Protecting Seniors (Podcast) Seniors: Diminished Capacity (Podcast) Seniors: Free Lunch (Podcast) Seniors: Supervision (Podcast) Seniors: Suitability (Podcast) Seniors: Communications (Podcast) Compliance Practices to Protect Senior Investors (Online Workshop)