Information Notice

October 31, 2008

Suggested Routing

- Compliance
- Continuing Education
- Legal
- Training

Key Topics

- Continuing Education
- Firm Element

Referenced Rules & Notices

- Notice 08-63

Continuing Education Planning

Executive Summary

On October 30, 2008, the Securities Industry/Regulatory Council on Continuing Education (the Council) released the semi-annual Firm Element Advisory (FEA) (see *Regulatory Notice 08-63*). The Council suggests that firms consult the FEA 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 FEA. 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:

- **E-Learning Courses:** Online scenario-based training courses featuring assessment tests, real-time completion tracking and certificates of completion (see *www.finra.org/elearning*).
- **Webcasts:** Short online streaming video presentations; monthly completion tracking reports are available (see *www.finra.org/webcasts*).
- **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*).
- **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*).

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Discussion

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) Anti-Money Laundering – Institutional: Know Your Customer (Podcast) **For staff working in operations:** Anti-Money Laundering for Operations Staff (Webcast and Podcast) AML—Operations: Recognizing Red Flags (E-Learning) **For compliance staff:** Anti-Money Laundering Compliance (Online Workshop) AML – Customer Identification Program (Part 1) (Podcast) AML – Customer Identification Program (Part 2) (Podcast) Anti-Money Laundering: Examples of Red Flags (Podcast) Anti-Money Laundering: Independent Testing (Podcast) Anti-Money Laundering: Suspicious Activity Reporting (Online Workshop)

FIRM ELEMENT ADVISORY TOPICS	FINRA OFFERING
Business Continuity	Business Continuity Planning (Phone-in Workshop) Business Continuity Planning: Recent Survey Findings (Podcast)
Communications	Communications with the Public: What a Registered Representative Should Know (Webcast) Communications with the Public: An Introduction to Compliance Issues (E-Learning)
Approval of Filed Sales Material	Principal Approval of Sales Material (Podcast)
Designations, "Free Lunch" Seminars and Misleading Communications	Considerations for Working with Seniors: Free Lunch (Podcast) Considerations for Working with Seniors: Communications (Podcast) Compliance Practices to Protect Senior Investors (Online Workshop)
Electronic Communications	Electronic Communications: Introduction to Supervision (Podcast) Electronic Communications: Reviewing Correspondence (Podcast) Electronic Communications: What and Who (Podcast)
Corporate Finance and Institutional Business	
Fairness Opinions	Fairness Opinions (Podcast)
New Issue Municipal Securities	NIIDS (New Issue Information Dissemination System) (Phone-in Workshop)
Finance and Operations	
Recordkeeping Requirements	Books and Records (Podcast) Record Retention Relief (Podcast)
Transaction Reporting	Municipal and TRACE Transaction Reporting Teleconference (Podcast) Transaction Reporting (Phone-in Workshop)

FIRM ELEMENT ADVISORY TOPICS	FINRA OFFERING
Gifts and Business Entertainment	Business Gifts (E-Learning, Podcast and Webcast)
Insurance/Annuities	
Life Settlements	Life Settlements (Podcast and Webcast)
Margin and Margin Accounts	Margin Accounts (Webcast)
Markups/Markdowns	Debt Mark-Ups (E-Learning) Debt Mark-Ups (Podcast) Debt Mark-Ups (Webcast) 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)
New Products	Compliance Considerations for New Products (Online Workshop) Equity Indexed Annuities (Webcast) Hedge Funds: Understanding Sales Practice Responsibilities (E-Learning) New Product Suitability Considerations (Webcast) Private Placements (E-Learning and Webcast) Structured Products (E-Learning and Webcast) Structured Products: Definition and Guidance (Podcast)
Proprietary Trading	Unauthorized Proprietary Trading (Podcast)

(continued)

FIRM ELEMENT ADVISORY TOPICS	FINRA OFFERING
Supervising Recommendations of Newly Associated Registered Representatives	Supervision of Recommendations After a New Registered Representative Changes Firms (Podcast)
Variable Annuities	Rule 2821: Deferred Variable Annuities (Phone-In Workshop) Variable Annuities (Podcast) Variable Annuities: Requirements for Representatives (E-Learning, Podcast and Webcast) Variable Annuities: Requirements for Supervisors (E-Learning, Podcast and Webcast) Variable Annuities: Sales Practice Issues for 1035 Exchanges (E-Learning) Variable Annuities: Suitability and Disclosure for New Purchases (E-Learning)
Senior Investors	Compliance Practices to Protect Senior Investors (Online Workshop) Considerations for Working with Seniors (Webcast and Podcast) Protecting Seniors (Podcast) Retail Supervision: Sales to Senior Investors Retail (E-Learning) Senior Investor Suitability Considerations (E-Learning) Supervisory Considerations for Working with Seniors (Podcast) Considerations for Working with Seniors: Suitability (Podcast) Supervisory Considerations for Working with Seniors (E-Learning and Webcast)