About Continuing Education
The Securities Industry Continuing Education Program (Program) is a two-part program. The Regulatory Element consists of periodic computer-based training on regulatory, compliance, ethical and supervisory subjects. The Firm Element consists of annual, firm-developed and administered training programs designed to keep specified registered employees current regarding job- and product-related subjects. Continuing Education requirements do not apply to Investment Adviser-only representatives.

The Securities Industry/Regulatory Council on Continuing Education (the Council) has advisory and consultative responsibilities with regard to the development, implementation and ongoing operation of the Securities Industry Continuing Education Program. The Council also provides resources to assist the industry in complying with continuing education requirements.

The CE Online Program provides participants with the flexibility to satisfy their CE Regulatory Element requirement from a home or office computer—anytime, anywhere. For more information, read Regulatory Notice 15-28 or visit FINRA's website or www.cecouncil.com.

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**Firm Element**

The Firm Element requires each firm to annually develop and implement a written plan for training its covered registered persons based on an assessment of its own specific training needs. The training can be carried out through a wide variety of methods or delivery mechanisms available to the firm and appropriate to its needs. The Firm Element is not tracked through Web CRD.

For more information regarding the Firm Element please go to [www.cecouncil.com/firm-element](http://www.cecouncil.com/firm-element).

**Regulatory Element**

All registered persons are required to participate in a Regulatory Element Program consisting of periodic training on regulatory, compliance, ethics, supervisory subjects, and sales practice standards. For more information regarding the Regulatory Element, please go to [www.cecouncil.com/regulatory-element](http://www.cecouncil.com/regulatory-element).

Web CRD monitors the Regulatory Element of the representative’s CE cycle by establishing a Base Date.

An individual’s Base Date is one of the following:

- A registered person’s initial securities registration approval date with an Self-Regulatory Organization (SRO), such as FINRA;
- The qualification examination waiver date;
- The new securities registration approval date for a registered person that has been terminated for two or more years and is reentering the industry.

Registered persons must complete the Regulatory Element on the second anniversary date of his or her Base Date and every three (3) years thereafter, or as prescribed by FINRA. On each occasion the Regulatory Element must be completed within one hundred twenty (120) days of the individual’s anniversary date. A representative to completes the Regulatory Element online using: [FINRA’s website](http://www.finra.org).

**CE Session Types**

The type of regulatory element session required is dependent on the registration(s) held by the individual. For individuals with multiple registrations, the session assignment will be based on their highest level of registration.

- **S-101** – The program designed for Registered Persons
- **S-201** – The program designed for Supervisors/Principals

**NOTE:** Effective December 8, 2018, the S106 and S901 Continuing Education (CE) Programs will be retired as stand-alone programs. Individuals who previously completed these programs instead will be required to complete the S101 CE Program. Please refer to [Information Notice 10/02/18](http://www.finra.org) for additional information.
Active Military Leave

FINRA provides registration and licensing relief to FINRA registered persons and certain formerly registered persons who volunteer or are called into active military duty.

The documentation required for Active Military Leave can be submitted by mail or faxed to:

FINRA
Registration & Disclosure, Reg Services & Ops
9509 Key West Avenue
Rockville, MD 20850
Fax: (301) 216-3716

Requests must contain a copy of the individual's orders (official call-up notification) or a copy of the letter of leave request for individuals that voluntarily join and a letter from the firm (on firm letterhead). When the individual's military service ends and he or she returns to the firm or begins working at a new firm, the firm should provide to FINRA a letter from the firm (on firm letterhead) and a copy of the individual's discharge papers that indicate the start and end dates of service.

For additional details regarding the relief provided for active military service, see Notice to Members 06-08.

Special Accommodations

All participants are prescribed a 120-calendar-day period to complete their CE Online session. FINRA has eliminated the 3½-hour time limit, thereby allowing participants to progress at their own pace during your 120-calendar-day window. FINRA has made every effort to make the CE Online Program as user friendly as possible for all participants, regardless of physical, sensory or cognitive ability. In most cases, participants who have required accommodations in the past will no longer need to apply for accommodations when using the CE Online Program. For additional details, please review FINRA’s CE Online Delivery Accommodations page.

If it is believed that the participant will be unable to complete their session using their existing technology and are in need of accommodations, please contact FINRA Candidate Services at (800) 999-6647 Option #2. Support is available Monday through Friday from 8 a.m. – 6 p.m., Eastern Time (ET). FINRA’s Special Accommodations team will evaluate the request as quickly as possible.

CE Foreign Deferrals - Discontinued

The foreign deferral process has been discontinued for CE Online. For more information, please refer to FINRA’s Foreign Deferral Policy page.
**Significant Disciplinary Actions**

Incurring a significant disciplinary action results in a requirement to complete the Regulatory Element within 120 days of the effective date of the significant disciplinary action. The cycle for participation in the Regulatory Element may also be adjusted to reflect the effective date of the significant disciplinary action rather than the initial securities registration date.

**Directed Sequence**

Unless otherwise determined by FINRA, a registered person will be required to retake the Regulatory Element and satisfy all of its requirements in the event such person:

(A) is subject to any statutory disqualification as defined in Section 3(a)(39) of the Exchange Act;

(B) is subject to suspension or to the imposition of a fine of $5,000 or more for violation of any provision of any securities law or regulation, or any agreement with or rule or standard of conduct of any securities governmental agency, securities self-regulatory organization, or as imposed by any such regulatory or self-regulatory organization in connection with a disciplinary proceeding; or

(C) is ordered as a sanction in a disciplinary action to retake the Regulatory Element by any securities governmental agency or self-regulatory organization.

The retaking of the Regulatory Element shall commence with participation within 120 days of the registered person becoming subject to the statutory disqualification, in the case of (A) above, or the disciplinary action becoming final, in the case of (B) and (C) above. The date of the disciplinary action shall be treated as such person's new base date with FINRA.

**Directed Session**

A Directed Session is an additional CE session directed by a regulator, but is not the result of a significant disciplinary action. The Directed Session does not affect the individual's Base Date.
Continuing Education Information in View Individual

Firms can view current and historical CE information through the Web CRD View Individual function. The Continuing Education section displays current and historical Continuing Education (CE) information for an individual. Information displayed includes the individual’s CE Status, Base Date, and upcoming CE Requirement window. The system defaults to the Current CE Regulatory Element Status screen.

For individuals completing their CE session online, the CE Appointments section will display how many modules have been completed and the last access date.

To view a history of CE anniversary and disciplinary requirements, select the CE History link from the left navigation panel.
Web CRD Tools Available for Monitoring CE Cycles

Firms are responsible for monitoring an individual’s CE cycles and advising the individual of his or her requirement. Web CRD provides three mechanisms to monitor an individual’s CE cycle:

- Queues
- Reports
- Firm Notifications

Individual Queues

The following individual queues are available to firm users in Web CRD for monitoring CE requirements for individuals at your firm:

<table>
<thead>
<tr>
<th>Queue Name</th>
<th>Queue Description</th>
<th>Queue Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approaching CE Requirement</td>
<td>Lists individuals who will enter their CE requirement window within the next 28 days. Individuals remain in this queue for 28 days prior to their CE window begin date.</td>
<td>Individual CRD #&lt;br&gt;Individual Name&lt;br&gt;Billing Code&lt;br&gt;Type of CE Session&lt;br&gt;Window Begin/End Dates&lt;br&gt;Scheduled Appointments&lt;br&gt;Online Last Accessed Date</td>
</tr>
<tr>
<td>CE 2-Year Termed</td>
<td>Lists individuals who have been terminated due to being CE Inactive for 2 years. Notices enter this queue when the SRO registration status for an individual becomes CE 2-Year Termed. Individuals remain in queue indefinitely for historical purposes.</td>
<td>Individual CRD #&lt;br&gt;Individual Name&lt;br&gt;Billing Code&lt;br&gt;CE 2-Year Term Date</td>
</tr>
<tr>
<td>CE Inactive</td>
<td>Lists individuals who have become inactive because they did not satisfy the CE requirements. Individuals remain in queue until (1) CE is completed, (2) firm terminates the individual or (3) automatic termination occurs.</td>
<td>Individual CRD #&lt;br&gt;Individual Name&lt;br&gt;Billing Code&lt;br&gt;New Hire&lt;br&gt;Type of CE Session&lt;br&gt;Window Begin/End Dates&lt;br&gt;Scheduled Appointments&lt;br&gt;Online Last Accessed Date</td>
</tr>
<tr>
<td>CE Satisfied</td>
<td>Lists individuals who have satisfied their CE requirements within the specified time frame. Individuals remain in queue indefinitely for historical purposes.</td>
<td>Individual CRD #&lt;br&gt;Individual Name&lt;br&gt;Billing Code&lt;br&gt;Type of CE Session&lt;br&gt;Satisfied Date</td>
</tr>
<tr>
<td>Currently CE Required</td>
<td>Lists individuals that are required to take the CE session. Individuals remain in this queue as long as they are within their 120-day requirement window and the requirement is incomplete.</td>
<td>Individual CRD #&lt;br&gt;Individual Name&lt;br&gt;Billing Code&lt;br&gt;Type of CE Session&lt;br&gt;Window Begin/End Dates&lt;br&gt;Scheduled Appointments&lt;br&gt;Online Last Accessed Date</td>
</tr>
</tbody>
</table>
### Web CRD Tools Available for Monitoring CE Cycles (Continued)

#### Reports

The following reports are available to firm users in Web CRD for monitoring CE requirements for individuals at their firm:

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Report Description</th>
<th>Report Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approaching CE Queue Report and Download</td>
<td>Lists individuals in the firm’s Approaching CE Requirement queue.</td>
<td>Window Begin/End Dates Session Type Individual CRD # Individual Name Billing Code Scheduled Appointments Online Last Accessed Date</td>
</tr>
<tr>
<td>Approaching CE Two Year Termed Download</td>
<td>Lists individuals who will become CE Two Year Termed in the next 10 days.</td>
<td>Individual CRD # Individual Name CE 2 Year Termed Date</td>
</tr>
<tr>
<td>CE Download</td>
<td>Lists all individuals who are currently employed with the firm and their current CE status.</td>
<td>CE Session Type Individual CRD # Individual Name CE Base Date Window Begin/End Dates Current CE Status Scheduled Appointments Online Last Accessed Date</td>
</tr>
<tr>
<td>Current Inactive CE Individuals Within a Firm</td>
<td>Lists all individuals who are currently employed with the firm and who are currently CE Inactive and the date from which the individual has been CE Inactive.</td>
<td>Individual Name Individual CRD # Filing Date New Hire CE Inactive Start Date Number of Days Inactive CE Session Type Scheduled Appointments Online Last Accessed Date</td>
</tr>
<tr>
<td>Previously Inactive CE Individuals Within a Firm</td>
<td>Lists all individuals who are or were employed with the firm and at the time of employment were CE Inactive during a specified timeframe.</td>
<td>Individual Name Individual CRD # Registration Category CE Inactive Start/End Dates Number of Days Inactive Employment Termination Date</td>
</tr>
<tr>
<td>CE 2 Year Termed Download</td>
<td>Lists all individuals who have become CE 2 Year Termed.</td>
<td>Individual CRD # Individual Name CE 2 Year Termed Date</td>
</tr>
</tbody>
</table>
Web CRD Tools Available for Monitoring CE Cycles (Continued)

Firm E-mail Notifications
Firms can sign up to receive the following CE e-mail notifications, which notify firms when an individual enters the CE queues or is approaching the window for their CE requirement:

- Notify when a registered individual is within 30 days of the end of his or her CE Required window
- Notify when a registered individual is within 90 days of the end of his or her CE Required window
- Notify when registered individuals receive an INCOMPLETE result for a CE session
- Notify when a registered individual enters Firm CE Inactive Queue

Please see the Firm Notification guide for more information on signing up for e-mail notifications.

Tips for Managing CE

- If searching for CE information on a specific individual within the firm, best practice is to view the individual’s CE information through View Individual rather than using the CE queues.
- To monitor the progress of individuals completing their CE session online, the CE Appointments section will display the number of modules that have been completed and the last access date.
- When the 120-day window expires the enrollment is still valid, sit for the requirement without opening another window.
- When the registration status of the individual changes to CE Inactive or CE 2-Year Termed, the individual cannot conduct any business requiring a registration.
- Always check the CE information for “New Hires” during the Pre-Registration evaluation.
- New Hires that are CE Inactive will also appear in the Current Registration Deficiencies Queue with a status of DEFICIENT - CE INACTIVE.
- For New Hires that are CE Inactive, determine the amount of time remaining before a CE 2-Year Termination will become effective.
- Individuals that are terminated will be automatically removed from all CE Queues, except for those with date ranges (historical queues).