



May 2008

Guide to the Regulatory Element Session

The Regulatory Element of Continuing Education (“CE”) is a computer-based training session that must be completed by registered persons two years after their initial registration and every three years thereafter.

What can I do if I need more information regarding my Regulatory Element Session requirement?

Each firm has an internal process to notify registered persons of their Regulatory Element requirement. Typically, you will be contacted by your Compliance or Registration Department regarding your CE Regulatory Element obligation. If you have further questions, you should discuss them with your designated supervisor.

How long do I have to complete my Regulatory Element requirement?

When your CE Regulatory Element session is required, you will have 120 days to complete the session. You, or your firm, are required to schedule an appointment. Ultimately, you are responsible to complete the requirement. When scheduling a Regulatory Element session with one of the below referenced vendors, be sure that the session is scheduled as early in the 120 day period as possible so that you may obtain your preferred date and location. Scheduling early will provide an opportunity to schedule an additional session, if needed.

Where can I take my Regulatory Element session?

Regulatory Element sessions are delivered through the below listed vendors. Locations can be found by visiting www.finra.org or by contacting the vendors listed below.

- Prometric Testing Centers: Call Prometric's National Call Center at 1-800-578-6273 (toll free) or go to www.prometric.com/finra for Web-based scheduling.
- Pearson Professional Centers: Call Pearson VUE's National Registration Center at 1-866-396-6273 (toll free), or 1-952-681-3873 (toll number) or go to <http://www.pearsonvue.com/finra> for Web-based scheduling.



- If your firm provides In-Firm Delivery of the Regulatory Element, please contact your firm's administrator and follow your firm's procedures to register for your CE session.

If you have further questions regarding locations or scheduling, you should contact your Registration or Compliance Department.

How do I prepare for the Regulatory Element requirement?

Specific preparation for your Regulatory Element session is not required; however, content outlines, references to training materials, and an introduction to the Regulatory Element can be found at www.cecouncil.com/regulatory_element.

Is this a test? Can I fail?

The Regulatory Element is not a test, but you are required to complete the presented materials within the allotted time of three and one half hours. At the conclusion of your session, you will be provided notification of whether you successfully completed the requirement.

If you do not complete your Regulatory Element session within the allotted time, you, or your firm, will need to schedule an additional appointment. You must wait 48 hours from the conclusion of a previous session before scheduling another appointment. In order for your registration to remain active, you must schedule and complete the requirement before the end of your 120 day period.

What happens if I do not complete my Regulatory Element requirement within the 120 day period?

If you do not complete the Regulatory Element requirement within the 120 day period, your registration(s) will become CE inactive. An inactive registration prohibits you from conducting or being compensated for any securities-related activities that require registration.



What happens after I successfully complete my Regulatory Element requirement?

You will be provided a printed report of your successful completion. It is suggested that you retain this report for your records. Your next CE Regulatory Element requirement will occur in three years.

Please keep in mind that, separate and apart from the Regulatory Element requirement, each firm is mandated to develop and administer **CE Firm Element** training to all “covered registered persons.”¹

Additional Frequently Asked Questions regarding the **Regulatory Element** and **Firm Element** can be found by visiting www.cecouncil.com.

¹ Covered registered persons include any person registered with a member who has direct contact with customers in the conduct of the member's securities sales, trading and investment banking activities, any person registered as a research or supervisory analyst, and to the immediate supervisors of such persons.