



## Professional Qualifications Program For Registered Employment Positions

"Elevating Competence & Professionalism"







## **Note**

This booklet is a guideline only and is not in any way an alternative to the rules and regulations issued by the Capital Markets Authority to regulate the activities of securities, nor does it constitute a reference to any of the procedures and responsibilities of the parties involved in these activities.



## Content

---

Preamble	3
I .Objectives of the Professional Qualifications Program	5
II .Chartered Institute of Securities and Investment (CISI)	6
III .Professional Qualifications Program	7
IV .Exemption Policy from the Professional Qualifications	10
V. Implementation of the Professional Qualifications Program	11
VI .Training for the Professional Qualifications Examinations	14
VII .Applying for the Professional Qualifications Examinations	15

---



## Preamble:

The Capital Markets Authority (CMA) has adopted its plan to implement the Professional Qualifications Program for Registered Employment Positions to qualify the workforce in the capital markets industry and to raise the level of professional competency and technical capabilities in accordance with best regional and international practices.

This program is a product of the CMA's project of Qualifications Examinations for Registered Employment Positions, in collaboration with the Chartered Institute for Securities & Investment (CISI). It represents one of the important strategic approaches of the CMA that is currently being implemented in light of its overall vision for the development of the capital markets industry. These approaches represent a transition in the course of the capital markets industry in particular and the investment environment in general.

The project commenced with the signing of the memorandum of understanding between the CMA and CISI in 2015, which paved the way for the signing of the final agreement in 2016 which coordinated mutual cooperation and exchange of experiences between the two parties with the aim of qualifying employees in the capital markets industry, and creating local examinations of the applicable laws and regulations. This is considered complementary to the international technical examinations provided by CISI and adopted on an international scale. Following the signing, the CMA formed the project's steering committee and working team in 2017, to work on the implementation of the project.

Upon CMA's completion of the planning and preparation phases of the project and the adoption of the implementation plan in a set timeline, it hereby presents this booklet that aims to introduce the program, its objectives and mechanisms of implementation, and to inform the applicable persons to the Professional Qualifications of the program, the exemption policy and the method of applying for its examinations.





## I. Objectives of the Professional Qualifications Program

The Professional Qualifications Program is intended to raise the level of professional competence, technical ability and legal knowledge of those occupying the Registered Employment Positions of Licensed Persons through professional education and qualifications examinations. The availability of professional expertise and technical capabilities of these registered persons is a cornerstone to ensure the soundness of the capital markets industry in facing the associated risks. Moreover, the program represents a main part of the Fit and Proper Rules that are applied to Licensed Persons and their Registered Employment Positions, which in turn aims to raise the level of financial institutions and local markets, and create an attractive investment environment with the required features.

On the other hand, the implementation of this program acts in accordance with the provisions of Article (3-3-3) of Chapter Three (Registered Persons) of Module Five of the Executive Bylaws of Law No. 7 of 2010 Regarding the Establishment of the Capital Markets Authority and Regulating Securities Activity and their Amendments, which stipulates:

**"The Authority may take all necessary procedures to verify the technical and professional abilities that qualify a candidate for Registered Employment Positions, including setting the necessary rules and conditions and passing qualification exams set by the Authority and the possibility of holding an interview for the candidate if deemed necessary."**

## II. Chartered Institute for Securities & Investment (CISI)

The Chartered Institute for Securities & Investment (CISI) is a non-profit organization based in the United Kingdom. It is a leading professional specialist in the fields of securities, investments and preparation of qualification exams to be passed by employees of financial institutions. CISI emerged from the London Stock Exchange in 1992. In 2009 it was granted a Royal Charter as one of the recognized professional bodies.

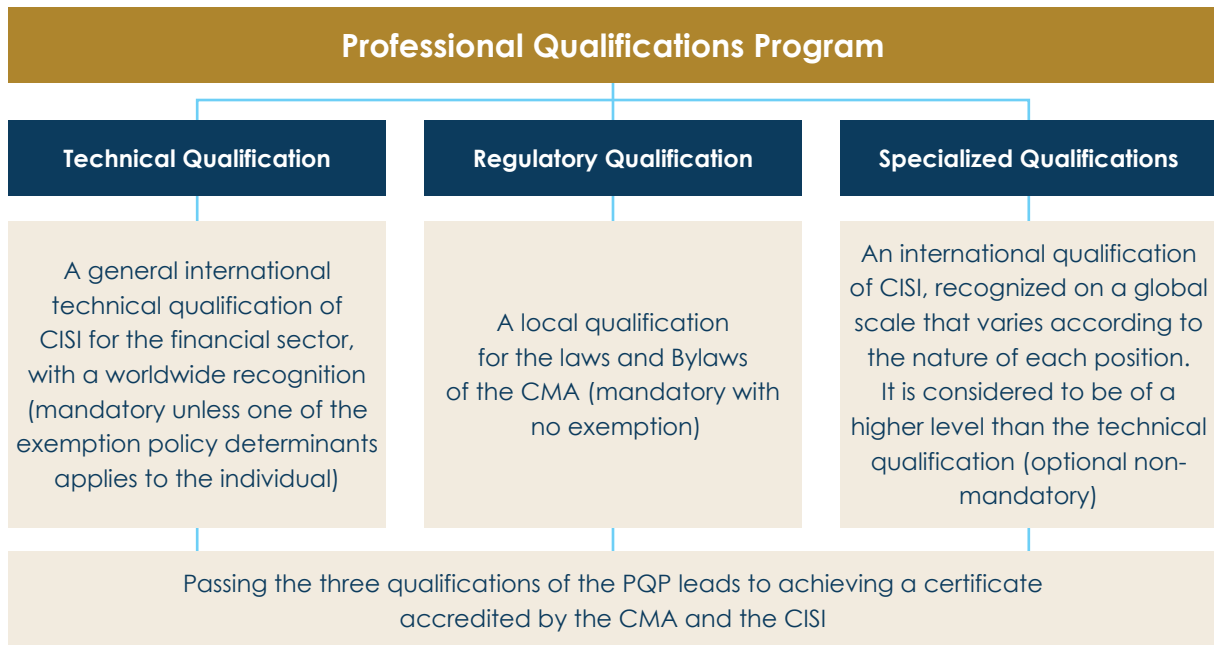
CISI is specialized in the preparation of qualification exams that must be passed for obtaining licenses from the capital markets authorities and financial institutions. It aims to provide and encourage the attributes necessary to be a professional. CISI works extensively on an international basis. Its qualifications are recognized by more than 20 countries. Further, more than 92% of the world's leading banks and financial institutions have been qualified. It can be said that CISI has a "global community" of circa 45,000 members in 111 countries. In 2018 more than 40,000 CISI exams were sat in 81 countries.



### III. Professional Qualifications Program (PQP)

In cooperation with the CISI, the CMA has worked on the preparation of a Professional Qualifications Program (PQP) for Registered Employment Positions in accordance with regional and international best practices. The program consists of three different qualifications, all of which are relevant to the financial sector. Each qualification is obtained by passing its respective exam successfully.

The qualifications vary between a general financial sector qualification, a second local qualification related to the CMA's rules and regulations, and a third qualification specializing in the nature of each Registered Employment Position. The qualifications also vary in the extent to which their application is mandatory as follows:



The table in the next page shows the classification of the various Registered Employment Positions for the Licensed Persons and the three qualifications related to each Position, which constitute the Professional Qualifications Program (PQP):

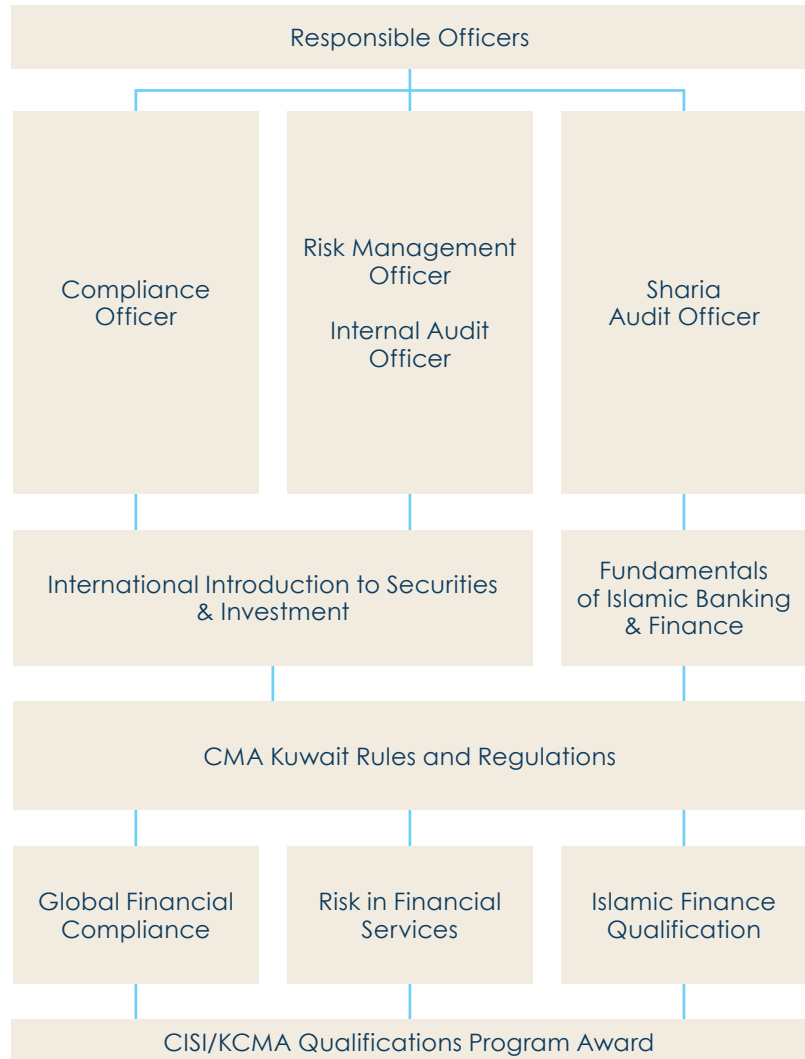
**Registered  
Employment  
Position**

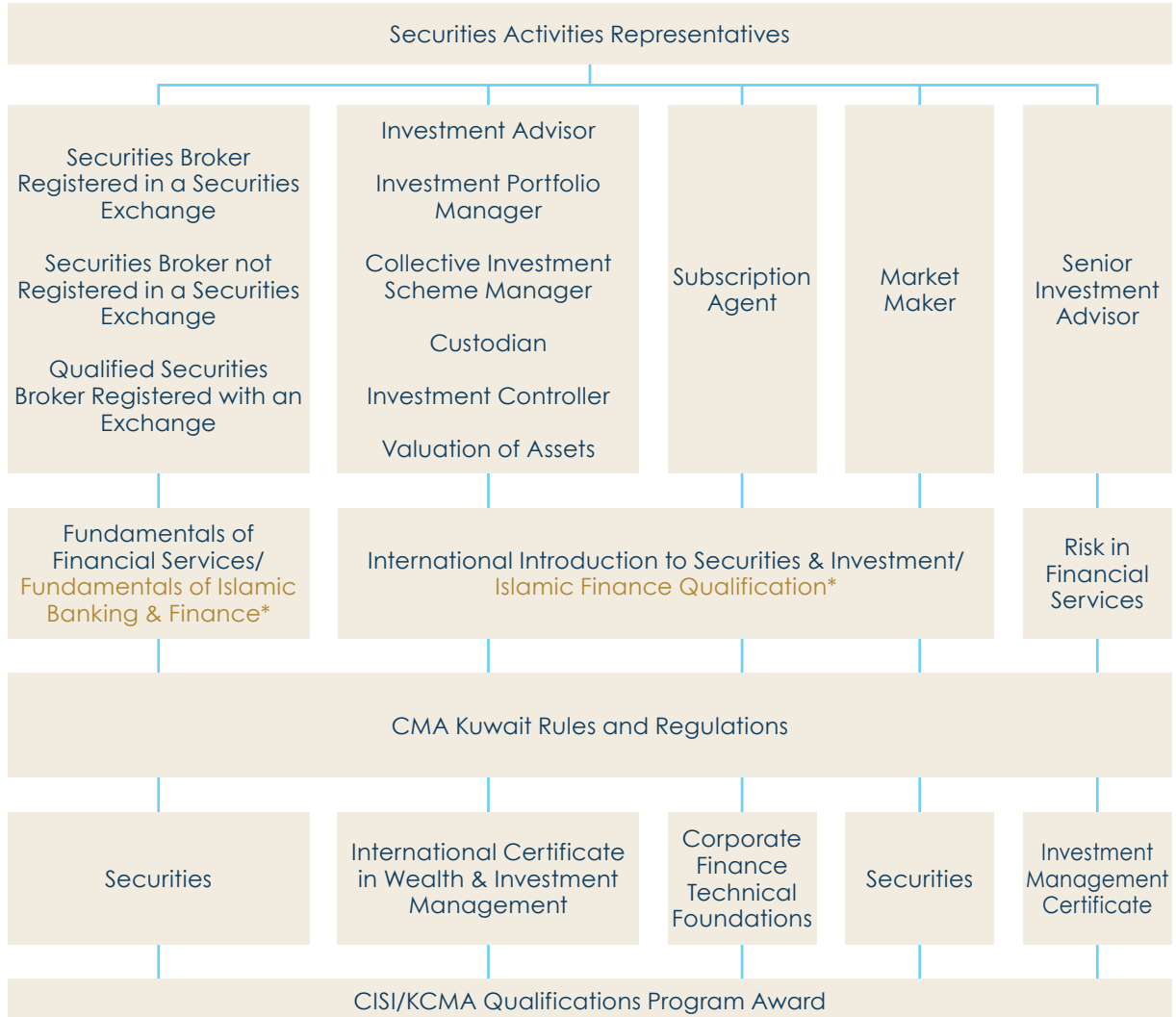
**Technical Qualification  
"Mandatory"**

**Regulatory Qualification  
"Mandatory"**

**Specialized Qualification  
"Optional"**

**Award Achieved**





\* Registered Employment Positions at Licensed Persons that practice their activities in accordance with Islamic Sharia Principles

#### IV. Exemption Policy from the Professional Qualifications

The CMA has set a policy of exempting from the requirements of the PQP for Registered Employment Positions for holders of certain recognized professional certificates and those possessing specific years of experience in the fields related to the technical qualification required for each Registered Employment Position separately. This is considering that the persons have the required knowledge in the field of that qualification, in accordance with the provisions of Appendix (3) "Qualifications and Experience Required in Registered Positions and Employment Positions in Licensed Person in accordance with Fit and Proper Rules" of Module Five of the Executive Bylaws of Law No. 7 of 2010 and their amendments.

Accordingly, the exemption policy's determinants can be summarized as follows:

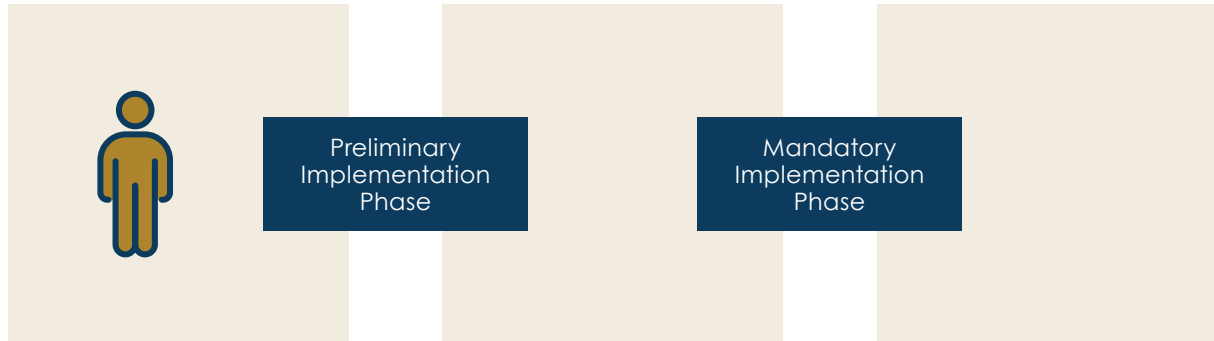


## V. Implementation of the Professional Qualifications Program

The CMA has decided to implement the Professional Qualification Program for the Registered Employment Positions in two phases according to the dates specified and announced by the CMA. The first phase is the preliminary implementation and the second phase is the mandatory implementation. The CMA has divided the segments concerned with the implementation of the PQP into three different segments, taking into consideration persons already registered in the Registered Employment Positions for Licensed Persons prior to the preliminary implementation phase and applications for nomination and registration of such positions after that phase, as follows:

### First Segment:

**Persons registered before the preliminary implementation phase:**



Persons registered in the Registered Employment Positions for Licensed Persons before the preliminary implementation phase of the PQP are exempted from the PQP, and their participation in training courses for the technical and regulatory qualifications or passing these qualifications voluntarily shall suffice. This shall be within one year from the date of the preliminary implementation phase.

The Licensed Persons shall, within one year from the date of the preliminary implementation phase, provide the CMA with the documents proving that they have met one of the following requirements as the case may be:

1. Participation of the persons registered with the Licensed Person in the required training courses for the technical and regulatory qualifications according to the PQP table.
2. Persons registered have met the requirement of the professional certificate or the years of experience required to exempt them from the technical qualification according to the exemption policy.
3. Certificate of passing the technical and regulatory qualifications according to the PQP table.

### Second Segment:

**Applications for nomination and registration submitted between the preliminary and mandatory implementation phases:**



Applicants for nomination and registration for the Registered Employment Positions during the period between the preliminary and mandatory implementation phases are exempted from the PQP until renewal for their registration for the Registered Employment Positions at the CMA, where passing the technical and regulatory qualifications becomes a condition for renewing the registration.

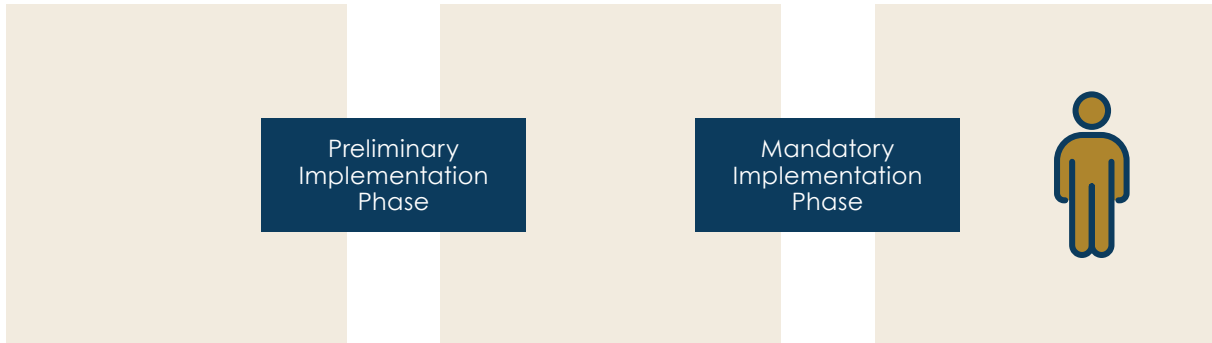
If the CMA approves the application for nomination or registration, the Licensed Person shall, upon renewal of the registration of the Registered Employment Positions, provide the CMA with the documents proving that they have met one of the following requirements as the case may be:

1. Certificate of passing the technical and regulatory qualifications in accordance with the PQP table.
2. The registered person have met the professional certificate requirement or years of experience required for exemption from the technical qualification in accordance with the exemption policy.



### Third Segment:

Applications for nomination and registration submitted after the mandatory implementation phase:



The PQP is mandatory for applicants who submit an application for nomination or registration for Registered Employment Position with the start of the mandatory implementation phase, so that passing the technical and regulatory qualifications becomes one of the conditions for applying for the nomination or registration.

The Licensed Person shall, at the time of submitting the application for nomination or registration for Registered Employment Positions, provide the CMA with documents proving that they have met one of the following requirements as the case may be:

1. Certificate of passing the technical and regulatory qualifications according to the PQP table.
2. The nominated or registered person have met the requirement of the professional certificate or years of experience required for exemption from the technical qualification in accordance with the exemption policy.



## VI. Training for the Professional Qualifications Examinations

The training for any of the qualifications in the PQP is optional rather than mandatory. The preparation and training for these professional qualifications depends mainly on self-directed study, where the learning materials are obtained at the time of registration for the qualification examinations through the CISI website.

The CISI does not offer training for candidates preparing to sit CISI exams. Instead, the Institute accredits external partners to do so according to the Accredited Training Partner process. CISI approves trainers for each qualification individually according to its own rules and procedures.

The list of training partners accredited by CISI and the accreditation process can be found on the CISI website.



## VII. Applying for the Professional Qualifications Examinations

Qualifications in the PQP are offered at various test centers of which the CISI partners with throughout the world. Candidates can apply to take the exams for these qualifications after registering and paying the relevant fees through the CISI website.

The registration process starts by visiting the CISI website and registering as a new customer or as a member of the CISI. Then, choosing the required qualification and selecting the country, appropriate place and time based on the available options, and then paying the relevant fees. After completing the registration process, the applicant will then be provided with the registration information and the learning materials through e-mail.

The screenshot shows the CISI website's registration page. The header is dark green with the CISI logo on the left and navigation links on the right: 'Sign in / Register', 'Shop', and a search bar. Below the header, there are more navigation links: 'Study with us', 'Join us', 'CIPD', 'Networking & events', 'Integrity & ethics', 'Schools, colleges & universities', 'About us', 'Jobs', and 'MyCISi'. The main content area is white and features the heading 'New customer registration' with a sub-heading 'Please complete the form below to register on the CISI website. This will allow you to purchase workbooks and learning products, book certain CISI events and register for a new CISI Qualification.' The form consists of several input fields: 'First name', 'Last name', 'Salutation' (a dropdown menu), 'Gender' (a dropdown menu), 'Date of birth' (a date picker), 'Address', 'Address 2', 'City', and 'County'.

Please note that additional information relating to the Registered Employment Positions for Licensed Persons may be obtained by reviewing Chapter Three of Module Five of the Executive Bylaws of CMA Law No. 7 of 2010 and their amendments, can be viewed by visiting the CMA website: <http://www.cma.gov.kw>



More information on the CISI, their exams and qualifications, as well as information on registration procedures in the PQP and the locations available for the exams, timelines and fees, can be viewed by visiting the CISI website: <http://www.cisi.org>







[www.cma.gov.kw](http://www.cma.gov.kw)



@cma\_kwt



+965 22903000

**The Steering Committee and Working Team for  
Implementing the Qualifications Examinations Project  
for Registered Employment Positions with the Collaboration of CISI  
Capital Markets Authority**

For further information - kindly contact:

Tel.: (+965) 22903000 - E-mail: [pqp@cma.gov.kw](mailto:pqp@cma.gov.kw)

First Issue April 2019