Continuous Professional Development (CPD) Manual
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Definitions</td>
<td>2</td>
</tr>
<tr>
<td>Continuous Professional Development (CPD)</td>
<td>3</td>
</tr>
<tr>
<td>SCA’s commitment to the highest global professional standards</td>
<td>3</td>
</tr>
<tr>
<td>Definition of the SCA CPD program</td>
<td>3</td>
</tr>
<tr>
<td>Objectives of SCA CPD program</td>
<td>3</td>
</tr>
<tr>
<td>Job categories that should comply with SCA CPD program</td>
<td>4</td>
</tr>
<tr>
<td>SCA’s role in CPD</td>
<td>4</td>
</tr>
<tr>
<td>SCA CPD Disciplines &amp; Learning Activities</td>
<td>4</td>
</tr>
<tr>
<td>Calculation SCA CPD hours</td>
<td>6</td>
</tr>
<tr>
<td>Earning hours by attending workshops</td>
<td>7</td>
</tr>
<tr>
<td>Earning hours at conferences &amp; seminars</td>
<td>7</td>
</tr>
<tr>
<td>Earning hours by passing professional qualifications</td>
<td>7</td>
</tr>
<tr>
<td>Earning hours by Elearning programs</td>
<td>7</td>
</tr>
<tr>
<td>SCA approved training vendors</td>
<td>7</td>
</tr>
<tr>
<td>CPD registrar &amp; documentation</td>
<td>8</td>
</tr>
<tr>
<td>SCA approved professional qualifications</td>
<td>9</td>
</tr>
<tr>
<td>SCA approved academic qualifications</td>
<td>10</td>
</tr>
<tr>
<td>CPD cycle, fees &amp; compliance</td>
<td>11</td>
</tr>
<tr>
<td>non-compliance to SCA CPD program</td>
<td>11</td>
</tr>
<tr>
<td>SCA approved CPD capital market topics and content</td>
<td>12</td>
</tr>
<tr>
<td>UAE capital market regulations</td>
<td>12</td>
</tr>
<tr>
<td>Financial instruments, products and services</td>
<td>13</td>
</tr>
</tbody>
</table>
## DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCA CPD hours</td>
<td>Continues professional development learning system, which rewards specific learning hours for different learning activities, according to a matrix defined by the Securities and Commodities Authority for this purpose.</td>
</tr>
<tr>
<td>Licensed person</td>
<td>The SCA CPD program applies to all licensed persons who are currently working in a financial institution which is regulated by the Securities &amp; Commodities Authority of the UAE (SCA) and registered with a profession licensed and regulated by SCA.</td>
</tr>
<tr>
<td>Workshop</td>
<td>Classroom learning activity <strong>conducted by specialized training vendor</strong>, where the minimum duration of learning is 2 days/14 hours of learning.</td>
</tr>
<tr>
<td>Seminar</td>
<td>Short learning activity which is typically lecture based, and focus on delivering specific information and usually with a single expert who delivers a single topic and has a duration of 2-6 learning hours.</td>
</tr>
<tr>
<td>Conference</td>
<td>Structured learning activity which is mostly lectured based and may include several experts to discuss several interrelated topics.</td>
</tr>
<tr>
<td>E-Learning</td>
<td>Also usually known as distance learning, is a tool and medium to deliver learning through computers, where material of learning and/or the assessment is recorded and conducted electronically.</td>
</tr>
<tr>
<td>Professional Qualification</td>
<td>Specialized learning path authorized by an official institution which mandate a standard knowledge reference and a structured proctored exams before the qualification can be granted.</td>
</tr>
<tr>
<td>Academic Qualification</td>
<td>Structured learning path toward general or specific specialization or industry, managed by an accredited educational institution which follow international education and assessment standards.</td>
</tr>
<tr>
<td>CPD Registrar</td>
<td>eService tool provided by SCA to allow licensed persons to record their learning activities, thus facilitating the verification, validation and monitoring and approval of SCA CPD learning hours.</td>
</tr>
</tbody>
</table>
CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

SCA’S COMMITMENT TO THE HIGHEST GLOBAL PROFESSIONAL STANDARDS

To succeed in the UAE’s highly competitive and constantly evolving securities industry, investment professionals must be committed to furthering their knowledge and skill on a regular and consistent basis. The Emirates Securities & Commodities Authority (SCA) recognises this need for continuous long-term learning and professional growth and has developed a compulsory educational program that will ensure that all licensed persons who are currently working in a financial institution which is regulated by the Securities & Commodities Authority of the UAE (SCA) and registered with a profession licensed and regulated by SCA.

DEFINITION OF THE SCA CPD PROGRAM

SCA is aware of the need to foster a culture of continuous learning amongst individuals who carry on any capital market activities regulated under the UAE’s Market Membership Regulations issued in 2000 as well as Securities Brokergage Regulations No. 27 of 2014. The SCA CPD program requires that all licensed persons who are currently working in a financial institution which is regulated by the Securities & Commodities Authority of the UAE (SCA) and registered with a profession licensed and regulated by SCA to attend and or complete a minimum of 30 SCA CPD hours of learning per annum according to the terms and guidelines illustrated in this manual.

OBJECTIVES OF SCA CPD PROGRAM

Through the provision of a structured SCA CPD program it is expected that investors will gain assurances that the UAE’s capital market professionals do not only satisfy the “fit and proper” criteria, but are also capable of performing their functions effectively, efficiently and fairly. Furthermore, the confidence of the international community in the UAE will be enhanced as higher standards are applied.
JOB CATEGORIES THAT SHOULD COMPLY WITH THE CPD PROGRAM

The SCA CPD program applies to all licensed employees who conduct capital market activities as regulated under the UAE Securities & Commodities Authority & Market Regulation No.4, 2000.

SCA’S ROLE IN CPD

The SCA CPD framework will involve the following parties within the Authority:

- **SCA Training Centre (SCATC):** provides user guide and information, process CPD eService requests, evaluate, verify, validate and approve SCA CPD hours.
- **SCA Licensing Department:** monitors compliance of CPD hours, and related procedures.

SCA CPD DISCIPLINES & LEARNING ACTIVITIES

To remain licensed SCA requires each registered and authorised individual to complete 30 CPD hours of educational per annum. SCA CPD learning activities must be related to at least one of the (7) disciplines as shown on the graph below:

- Investment
- Finance
- Capital Market
- Anti Money Laundering
- Compliance
- Regulations
- Corporate Governance
According to SCA CPD disciplines, licensed persons may decide on the topics that best fit their individual learning objectives, organization requirements or industry trends. **The Learning Activities have been described and identified** as explained on the table below:

<table>
<thead>
<tr>
<th>Learning Activity Type</th>
<th>Definition</th>
<th>Conditions</th>
</tr>
</thead>
</table>
| Workshop               | Classroom learning activity conducted **only by an external specialized training vendor** which combines theory/lecture with simulation or practice. | o Only provided by an external specialized training vendor  
 o Minimum duration of 2 days/14 hours of learning |
| Seminar                | Short learning activity which is typically lecture based, and focus on delivering specific information and usually with a single expert who delivers a single topic. | o Seminars with promotional nature are excluded.  
 o 2 to 6 learning hours |
| Conference             | Structured learning activity which is mostly lectured based and may include several experts to discuss several interrelated topics. | o 5 hours to 3 days |
| E-Learning             | Also usually known as E-learning, is a tool and medium to deliver learning through computers, where material of learning and/or the assessment is recorded and conducted electronically. | o No duration limit  
 o Material size and content will be subject to SCA evaluation for CPD hours calculations |
| Professional Qualification | Specialized learning path authorized by an official institution which mandate a standard knowledge reference and a structured proctored exams before the qualification can be granted. | o Only approved list of qualifications |
| Academic Qualification | Structured learning path toward general or specific specialization or industry, managed by an accredited educational institution which follow international education and assessment standards | o Case by case approval |
CALCULATION SCA CPD HOURS

- SCA CPD hours may be awarded for learning actives that took place within the same CPD cycle.
- Acquiring CPD hours requires providing evidence on at least one of the following criteria:

  (A) Completion of Learning hours (attendance/participation)
  (B) Pass of Proctored Assessments (Professional Qualification)
  (C) Pass of Institutional Assessment (Academic Courses)

- The calculation of hours based according to the table below:

<table>
<thead>
<tr>
<th>CPD hours per activity</th>
<th>Workshop Academic Qualification</th>
<th>Conferences Seminar eLearning</th>
<th>Professional Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Frequency for each activity</td>
<td>Up to 15</td>
<td>5</td>
<td>Up to 30</td>
</tr>
<tr>
<td>Maximum calculated CPD hours per year</td>
<td>No limit per activity</td>
<td>30 hours</td>
<td></td>
</tr>
</tbody>
</table>

*Important Notes:*
- Calculation of SCA CPD hours is specific to SCA standards and is not necessarily equivalent to CPD hours granted by other institutions.
- No “back dating” of hours is permitted.
- No “carrying forward” of hours from one year to the next is permitted.
- Professional or Academic Qualifications will be subject to verification and validation.
- Please review “SCA APPROVED & RECOGNIZED PROFESSIONAL & ACADEMIC CERTIFICATES/ PROGRAMS” section.
- SCA CPD approval process is managed by the eService in a duration of 5 to 10 working days.
EARNING HOURS BY ATTENDING WORKSHOPS

- A workshop is considered when a minimum duration of 2 days/14 hours of learning is achieved.
- The topic and objectives of the workshop must be in a related to SCA CPD disciplines.
- Workshops may be awarded 5 to 15 CPD hours as per the assessment conducted by SCA.
- Workshops provided internally must be conducted by an external specialized training vendor.

EARNING HOURS AT CONFERENCES & SEMINARS

- Seminar or Conference attendance may be awarded up to 5 CPD hours.
- There is no limit to the number of conferences & seminars that may be attended.
- SCA public awareness sessions, seminars or conferences may be considered for CPD only if its explicitly declared by SCA.

EARNING HOURS BY PASSING PROFESSIONAL QUALIFICATIONS

- Pass of an international professional qualification may be awarded up to of 30 CPD hours.
- Approved Professional qualifications must relate to capital market, investment or finance Disciplines (see list of recognized certification programs- page 9).
- Only official evidence of qualifications/pass of exam is required.

EARNING HOURS BY ELEARNING PROGRAMS

- An E-learning program may be awarded up to 5 CPD hours.
- Evidence of completion, assessment results and content must be provided for verification.
- HR or Vendor Affirmation letter is a key document along with certification.

SCA APPROVED TRAINING VENDORS

1. SCA does not mandate a specific training vendor. However, SCA may at its own discretion disapprove learning activities from specific training vendors based on verification and validation results.
2. SCA strongly recommends that candidates consider the following guidelines when choosing a training vendor for successful CPD compliance:
   - Ensure that the training vendor is reputable and has the adequate learning tools and expertise.
   - Ensure training vendors are specialized in one of the approved 7 SCA CPD disciplines.
   - Ensure that the training vendor will provide you with all required documents as per CPD manual.
   - Ensure the training vendor is accessible for communication and verification purposes by SCATC.
CPD REGISTRAR & DOCUMENTATION

The electronic CPD registrar is the basis upon which SCA verifies and approves each licensed capital market professional CPD achievement on an annual basis. It is imperative therefore that this system be kept up-to-date with all relevant CPD details via CPD portal/online system. The CPD register must include documents in PDF Format, and according to the below table.

<table>
<thead>
<tr>
<th>CPD Activity</th>
<th>Activity Category</th>
<th>Required Documents</th>
</tr>
</thead>
</table>
| Workshop          | Only external (public or in-house) | A. Official Certificate of attendance  
B. Outline or syllabus of training  
C. Contact details of training vendors  
D. Official Affirmation letter from the vendor: (if workshop is conducted in-house) |
| Seminar Conference| external          | A. Official Certificate of attendance  
B. Outline or syllabus of training  
C. Contact details of training vendors |
| E-learning        | Internal/External | A. Official Certificate of attendance  
B. Outline or syllabus of training  
C. Contact details of training vendors  
D. Official Affirmation letter from eLearning vendor: if the E-learning program is provided directly from an external provider  
E. Official Affirmation letter from HR: (if the E-learning program is provided internally by the company/employer) |
| Professional Qualification | Qualification | A. Official certificate of achievement  
B. Only Approved list of qualifications |
| Academic Program  | Accredited University/program in the UAE | A. Official grades reports or transcripts  
B. To whom it may concern letter from the university confirming the candidate degree, enrollment status and list of subjects which were successfully passed  
C. Outline or syllabus of academic programs submitted for CPD |

*It is essential to note that SCATC may require further supporting documents or evidence during the verification and validation processes.*
The following describes key official documents required for CPD approval:

- **Official certificate of attendance:** also known as certificate of achievement, completion or participation. It is an official document that certifies the completion of a learning/training activity and includes key information such as: (candidate name, program topic, duration, dates, official signature, logo of organizer, official stamps).

- **Outline/syllabus:** a brief document that describes the objectives and content of the learning/training activity and typically defines how knowledge areas are organized over the duration of the training activity.

- **Affirmation letter:** an official document which confirms the general information of a learning/training activity, and confirms the participation of specific candidates. This letter must be produced by the training vendor or the HR department of the company. The letter format, components and template can be found at SCATC official website [www.scatc.sca.ae](http://www.scatc.sca.ae)

- **Training vendor contact details:** official communication channels where the training vendor may be approached for information, verification and validation purposes. This may include phone, email, website and address.

---

**SCA APPROVED PROFESSIONAL QUALIFICATIONS**

A successful pass of an official level from any of the following qualifications maybe granted from up to 30 SCA CPD Hours if qualification was granted within the SCA CPD cycle.

Only the following professional exams may be accepted for SCA CPD purposes.

- A. Chartered Institute of Securities & Investment (CISI)
- B. CFA Institute (CFA)
- C. Association of Chartered Certified Accountants (ACCA)
- D. Chartered Institute Management Accountant (CIMA)
- E. Certified Public Accountant Association (FRM)
- F. International Compliance Association (ICA)
- G. Chartered Alternative Investment Analyst (CAIA)
SCA APPROVED ACADEMIC QUALIFICATIONS

*Academic or professional bodies of related disciplines that lack international recognition or credible examination and assessment standards will not be considered for CPD hours award.*

Complete and authentic documents and evidence must be provided. The following are general guidelines of professional and academic qualifications which may be accepted.

**Academic Programs for CPD:**

Academic course may be granted up to 15 SCA CPD hours for each academic course which follows any of the following programs:

A. **Ph.D. program** in finance, accountancy, business, law or other relevant major from a UAE Ministry of Education accredited university. The Ministry of Education has an up-to-date list of all local and international universities that it recognizes and is accredited.

B. **Master’s Program** in finance, accountancy, business, law or other relevant major from a UAE Ministry of Education accredited university. The Ministry of Education has an up-to-date list of all local and international universities that it recognizes.

C. **Bachelor Degree** in finance, accountancy, business, law or other relevant major from a UAE Ministry of Education accredited university. The Ministry of Education has an up-to-date list of all local and international universities that it recognizes.
**CPD CYCLE, FEES & COMPLIANCE**

**SCA CPD Cycle:**
- The SCA CPD cycle will start from 1st of January until 20th December at 2:00 pm.
- The last date of CPD submission is 20 December.
- CPD requests with incomplete evidence or late submission after the 20th of December will be rejected.

**SCA CPD Fees:**
- The CPD annual fee is AED 500.

**SCA CPD Compliance:**
- Candidates who passed “SCA Qualifications-led Licensing Regime” during the SCA CPD cycle must comply to SCA CPD hours according to the below table:

<table>
<thead>
<tr>
<th>Qualification Completion date</th>
<th>SCA CPD Required hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 1 Jan To 28 Feb</td>
<td>30 hours</td>
</tr>
<tr>
<td>2 1 March To 30 April</td>
<td>25 hours</td>
</tr>
<tr>
<td>3 1 May To 30 June</td>
<td>20 hours</td>
</tr>
<tr>
<td>4 1 July To 31 Aug</td>
<td>15 hours</td>
</tr>
<tr>
<td>5 1 Sep. To 31 Oct</td>
<td>10 hours</td>
</tr>
<tr>
<td>6 1 Nov. To 20 Dec.</td>
<td>5 hours</td>
</tr>
</tbody>
</table>

**Example:** A broker representative completed his “SCA Qualifications-led Licensing Regime” on 15th of March.

*How many SCA CPD hours he should achieve before the end the CPD cycle?*

**Answer:** Since he completed “SCA Qualifications-led Licensing Regime” between 1st of March and before 30th of April, he will be required to achieve 25 SCA CPD hours. This will include any learning activities that took place within the same CPD cycle, from the 1st of January.

**NON-COMPLIANCE TO SCA CPD PROGRAM**

SCA licensing department monitor compliance of CPD hours, and related procedures.
SCA APPROVED CPD CAPITAL MARKET TOPICS AND CONTENT

The following set a good reference and example of content or topics of workshops, seminars, eLearning or training activities which may be awarded CPD hours:

**Equity capital market development**

These courses should cover areas related to:

- Financial products & services
- Market participants
- Tools of the trade
- Trading Rules, market structure, mutual funds, REITS
- Market depth and liquidity
- Systemic and prudential risk
- Competition and value creation
- Basic risk factors
- Investment strategies, interest rates, currency inflation and other market risks
- Monetary and fiscal policy as well as economics

**UAE CAPITAL MARKET REGULATIONS**

These training programs should generally cover UAE regulations and their application and include:

- Market integrity and business ethics.
- Application of UAE regulation to the markets.
- Securities fraud and anti-money laundering regulations.
- Professional conduct and Conduct of Business rules (COB).
- Investor protection.
- Compliance.
- Principles of corporate governance.
- Market abuse.
- Transparency and accountability.
- Codes, guidelines and international best practice standards.
- Understanding credit rating agencies.
- Understanding the role that SCA has to play
- Fines and penalties
FINANCIAL INSTRUMENTS, PRODUCTS AND SERVICES

These training programs will focus on the technical, structural and operational issues of financial instruments such as:

- Equities, primary and secondary listing
- Bonds and sukuk
- Warrants.
- In-depth understanding of margin trading, derivatives, futures & options
- Market making.
- Security borrowing and lending and other relevant products and services that currently impact or will impact the UAE’s capital market now or in the future.
- Other capital market financial instruments.

Based on the evidence and support documents provided, a maximum of 5 hours for each activity may be awarded. He can provide his pass certificate for the operational risk to acquire additional (15 hours).

Example One: An SCA Licensed Broker Representative attended three (3) relevant conferences in one year on capital market development topics. Assume that these conferences were both all day events. Each conference ran for 7 hours a day leading to a total of 21 learning hours. In addition, the candidate has studied for CISI “Operational Risk” exam, and successfully passed.

How many CPD hours may be earned?

Answer: This person may have up to 15 CPD hours for the operational risk exam. Each conference may also be awarded up to 5 SCA CPD hours each.
Example Two: A licensed person has attended a two days anti-money laundering workshop in-house, conducted by an external training vendor. Each day took 8 hours of learning including one hour for lunch. The same individual has self-study sessions he estimated to be around 50 hours for Level 1 of the CFA professional exam. The candidate will take the exam in September, but the result will be reported in December.

How many CPD hours may be earned?

Answer: In-house training requires an official letter from the HR or Training department confirming the employee attendance/participation, in addition to attendance certificate. Candidates may earn up to 15 hours for attending the anti-money laundering training.

Self-study hours will not be counted as they cannot be verified, if the candidate pass officially the CFA level 1 exam, he may earn up to 30 SCA CPD hours this specific year.