



CAPITAL MARKETS CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) PROVIDER GUIDELINES

Institutions interested in seeking accreditation for their CPD programmes should approach Capital Markets Authority Kenya to have their programmes accredited as a Core CPD Course.

Organization Criteria

- Be a Legally Constituted Body corporate: The organization is registered locally or overseas with the appropriate regulatory bodies unless specifically exempted.
- Fit and proper: Key personnel, including and not limited to Chairman / Chief Executive Officer/ President or Directors are fit and proper.
- Ability to continue as a going concern: The organization is financially viable as a going concern. The organization should not have or be expected to have any adverse financial issues such as insolvency or bankruptcy or have entered into any schemes or arrangements with creditors.
- Track record of providing CPD programs: The organization has a proven track record (or is using facilitators with a track record) in the conduct of training relevant to the capital markets industry.

Program Criteria

- Learning objectives and outcomes are clearly stated, relevant and met by the learning activities.
- Content must be relevant to the capital markets and must specifically at least include programmes on Anti-Money Laundering, Financial technology, and related risks such as Cybercrime, Integrity & Ethics, Corporate Governance and Stewardship Code,

Introduction to Derivatives in Kenya, KYC and client suitability, Collective Investment Schemes including REITs, Risk and Current updates on Policies, regulations and services in the Kenya's capital markets. Further the content should also cater for continuous revision of scope and topics to remain relevant to market trends and dynamics.

- Provision for structured programs that include but are not limited to trainings, forums, conferences, e-learning, lecturers, seminars, etc.
- Provision of mechanism or system for logging in CPD hours from members from third party training providers.
- Provision for auditing market practitioner's CPD hours.
- Must offer a standalone Integrity Test module as part of CPD which shall be mandatory in every year as part of the 35 hours.

Ongoing Requirements

- Validation process at regular interval to ensure that learning materials remain relevant.
- Process in place to ensure that feedback from participants is reviewed and followed-up on.
- System in place to confirm evidence of participation in and successful completion of the assessments.
- Records of attendance, assessment results, training materials, assessment materials, evaluation forms are to be retained for **at least five (5) years**. These records can be retained in either hardcopy or softcopy format.
- Service providers should issue clear guidelines on terms of recognition with respect to recognition of third-party trainings that are relevant to the capital markets. This includes trainings by NSE and CMA.

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