

Certifying Continuing Professional Development hours

Service Code : 370.08.007.000

Classification : G2B, G2C

Service Type : Procedural

Sub Service
Type : Variation

Service Sector / Department

Professional Training and Examination Center

Service Duration

5 Days

Service Fees

500 AED

Service Audience

Employees at Financial Services Companies

Priority Service

No

Service Description

This service enables employees of financial services companies to accredit training hours following the requirements of the Continuing education and Professional Development program (CPD) and the licensing requirements of the Authority.

Service steps & procedures

Stage (1) Registration in Continuing Professional Development hours' service:

1. Log in via the link sent to the e-mail registered with the Authority or through the following link ([SCA CORE System](#)).
2. Fill in the request form, and attach the required documents.
3. Pay the fees of registration.
4. You will receive an email with a notification via the company's registered email with the Authority.

Stage (2) Continuing Professional Education Hours Registration: -

1. click "Start Service" link.
2. Fill in the request form, and attach the required documents.
3. You will receive an email with a notification via the company's registered email with the Authority.

Requirements & Documents

TERMS AND CONDITIONS:

The Authority must approve the employee who is currently at a licensed financial services company

REQUIRED DOCUMENTS:

Common documents:

- Certificate of attendance/passing of the training activity indicating the number of training hours.

Training courses (outside the Authority):

- Summary of the scientific article
- Contact numbers for the training entity

Seminars and conferences:

- Training activity schedule.
- Contact numbers for the training entity.

E-Learning:

- Attestation letter signed and sealed by the human resources manager of the supplying company.

Note: for more details about service manuals and application forms, kindly visit the following link: [\(PTEC web Page\)](#)

Frequently Asked Question