How to Register and Enroll for NISM Certification Examination, CPE and eCPE Program Online

General Guidelines:

• To register and enroll for NISM Certification Examination, CPE and eCPE Program, candidate needs to fill in the Online Registration Form available on the NISM Certification System at https://cert.nism.ac.in/

• Register and enroll well in advance, for the best chance of reserving a seat on the date and location you prefer.

• Complete your profile before enrolling for a test. Kindly keep the following documents handy before proceeding for Registration. This will allow you to complete your registration more quickly:

1. Scan copy of PAN card (in jpeg/jpg format, below 1 MB)
2. Scan copy of Recent Colour Photograph (in jpeg/jpg format, below 1 MB)
3. Scan copy of Proof of Address (in jpeg/jpg format, below 1 MB)
4. Educational Qualification and Employment details

• Study NISM workbook for the respective examination to help yourself prepare for the test. Study material is free for download, available at https://api.nism.ac.in/cmp/.

- NISM Certification Examinations are conducted across 250+ cities in India
- Enrolments will be closed 48 hours before the Exam / CPE / eCPE date.
- Candidate cannot enrol for CPE / eCPE (for renewal), if his/her existing certificate has already expired (i.e., expired certificates cannot be renewed). To facilitate the candidates to renew their certificate comfortably, NISM allows CPE/eCPE enrolments 12 months before the actual expiry date.

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6	How to Enroll for CPE/ e-CPE Program
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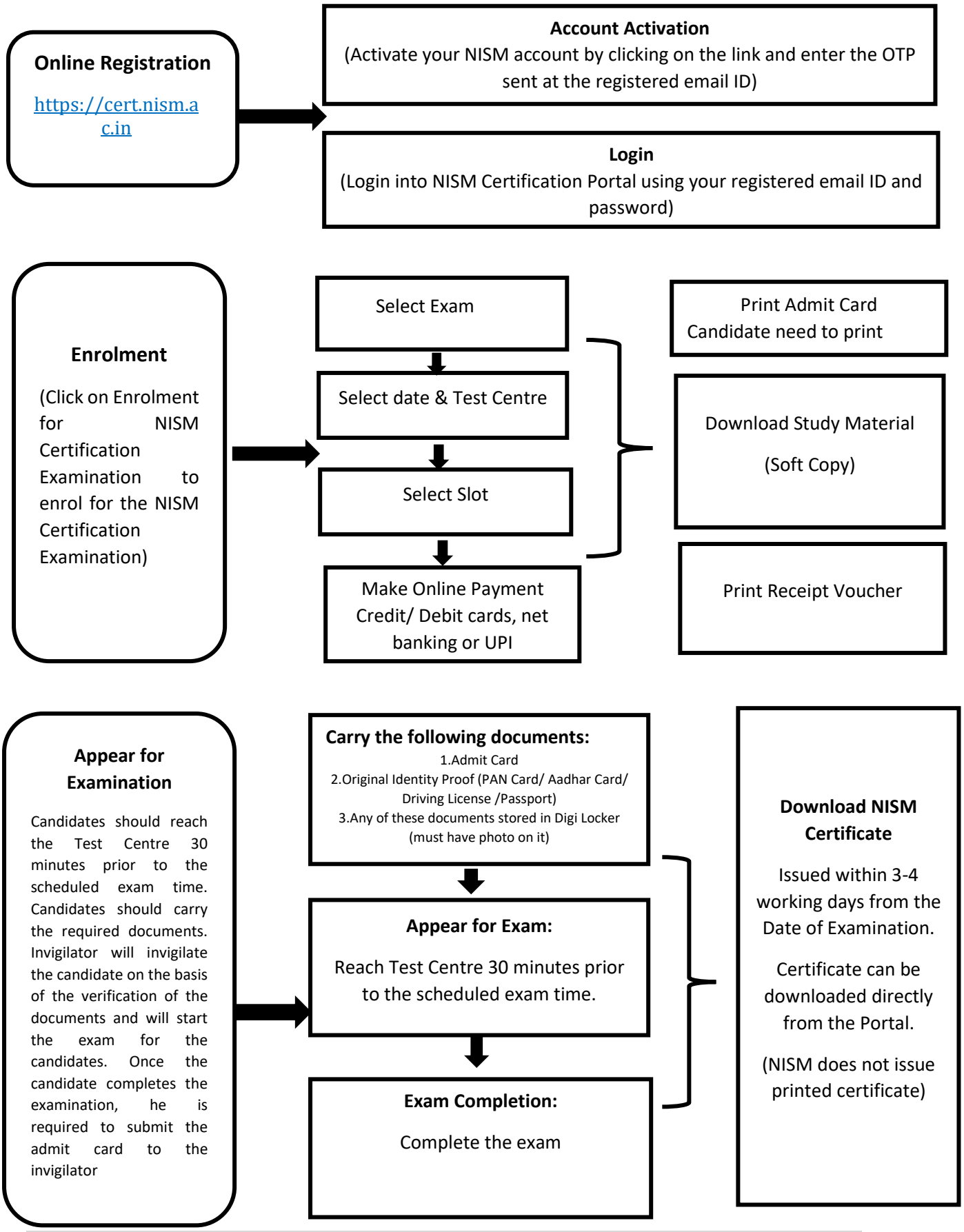
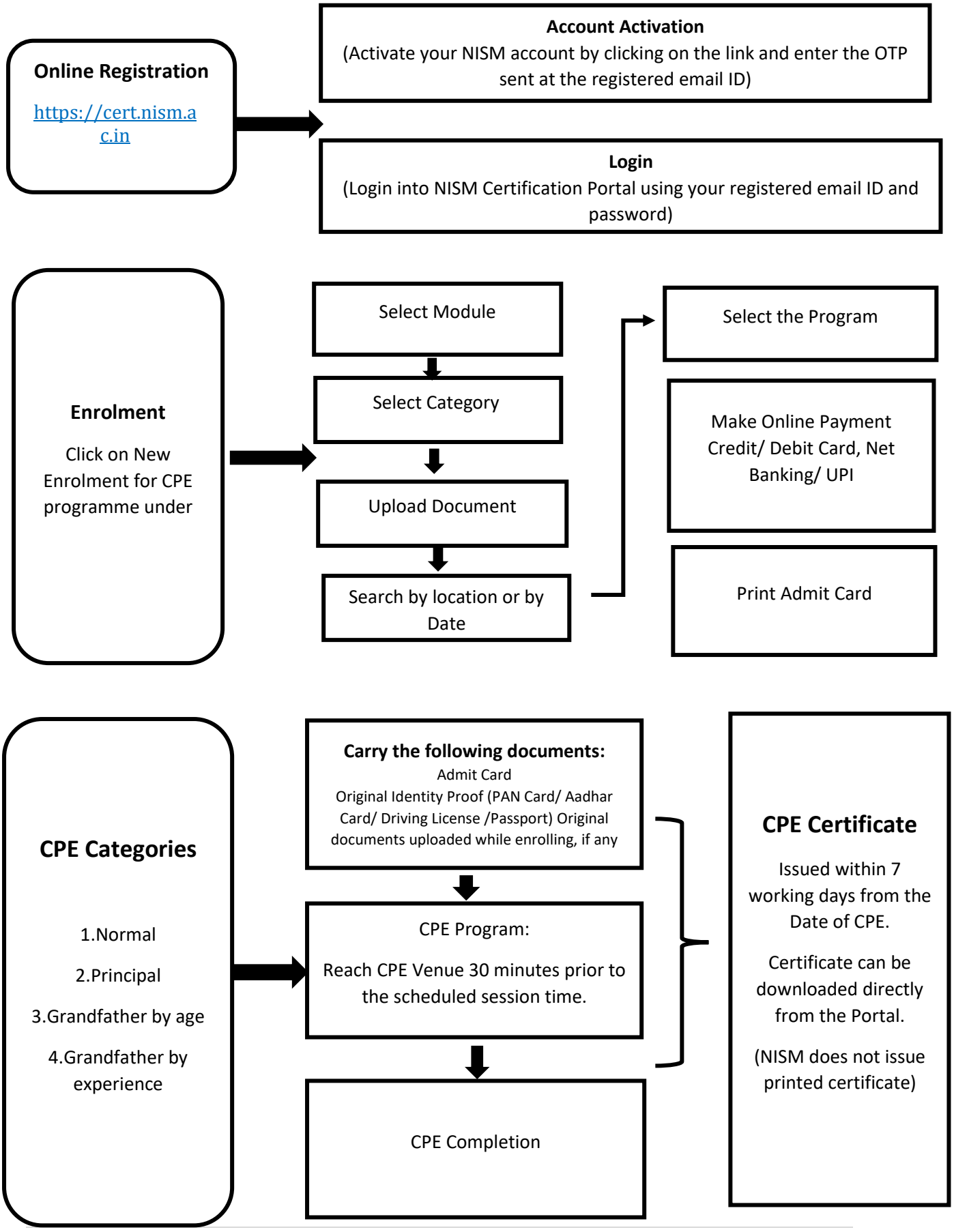
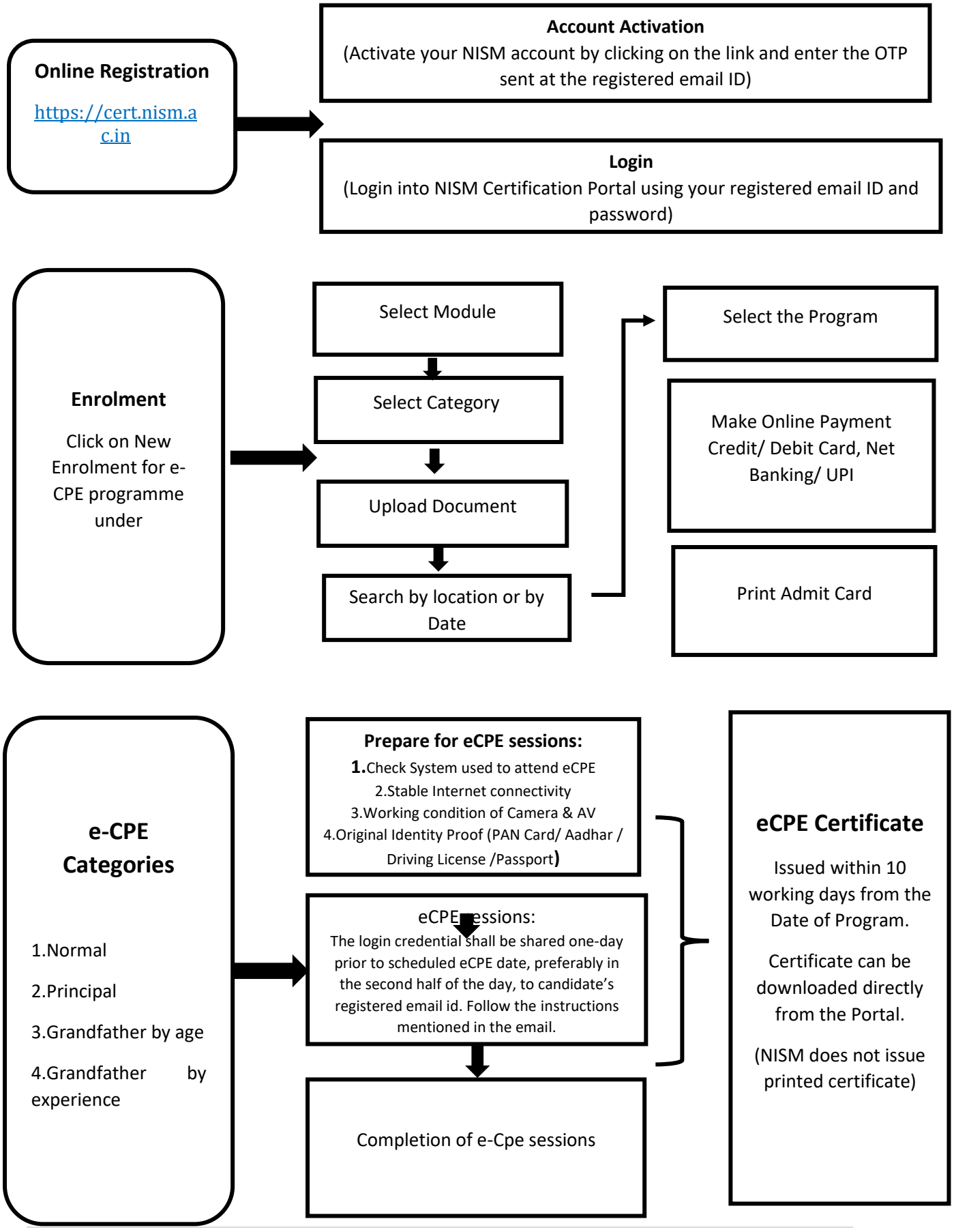
NISM Certification Examinations - Registration and Enrolment Process Flowchart:



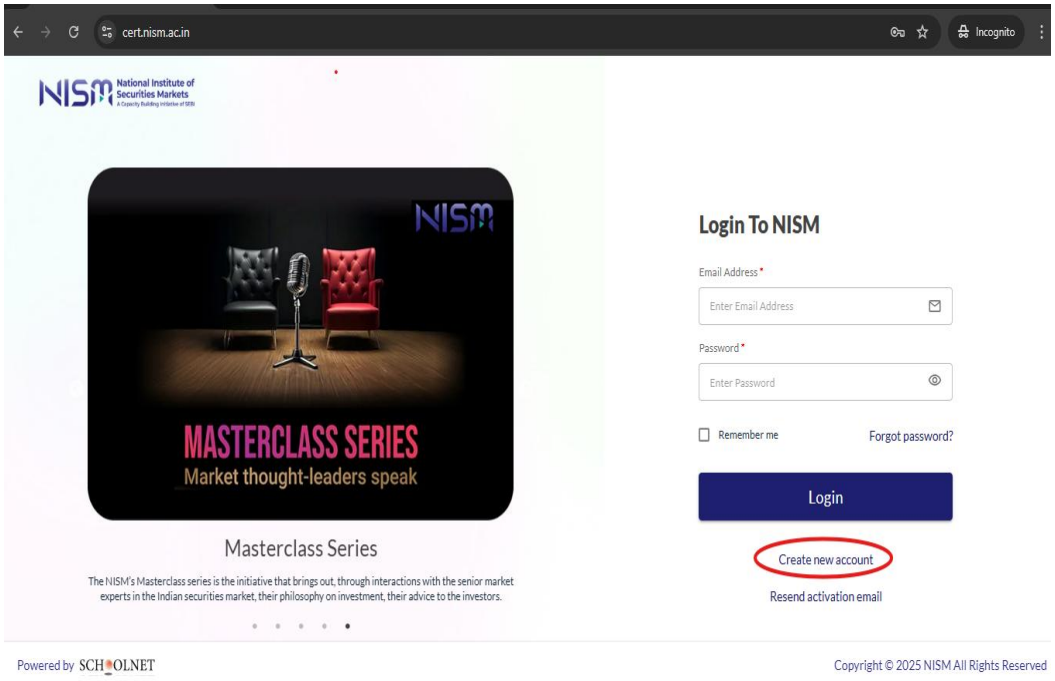
CPE Program - Registration and Enrolment Process Flowchart:



e--CPE Program - Registration and Enrolment Process Flowchart:

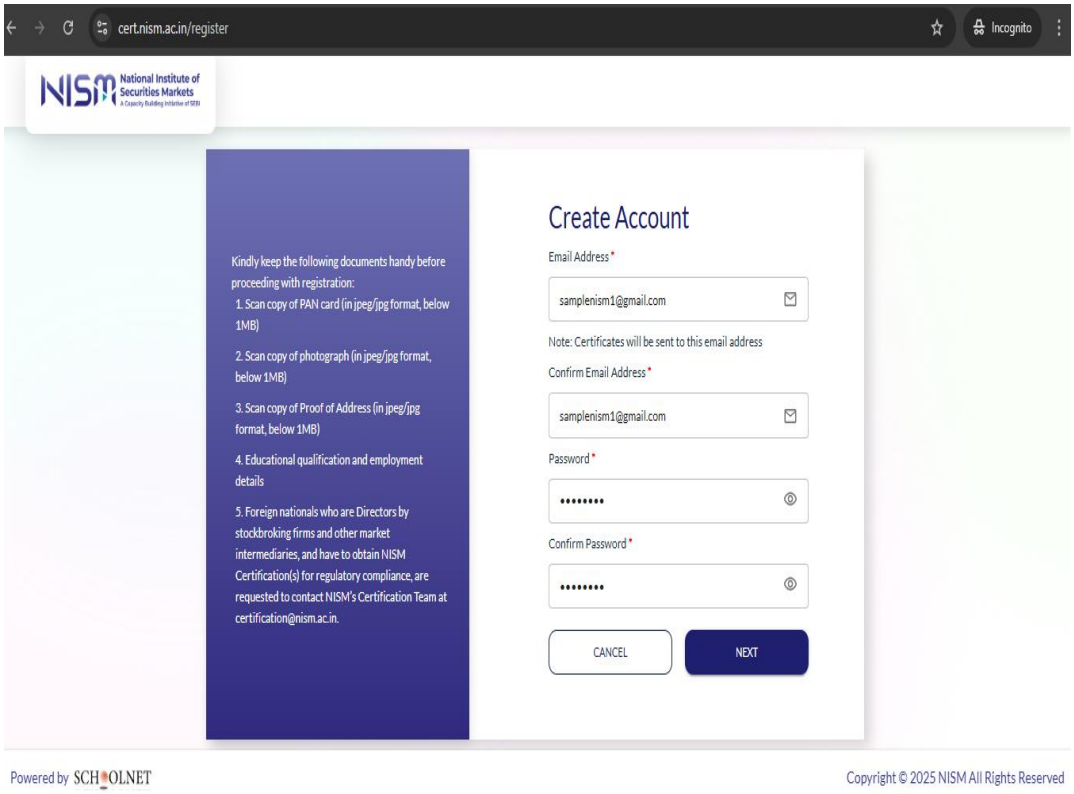


TO REGISTER WITH NISM, FOLLOW THESE STEPS:



Step 1: Login

Visit https://cert.nism.ac.in and click on "Create new Account"



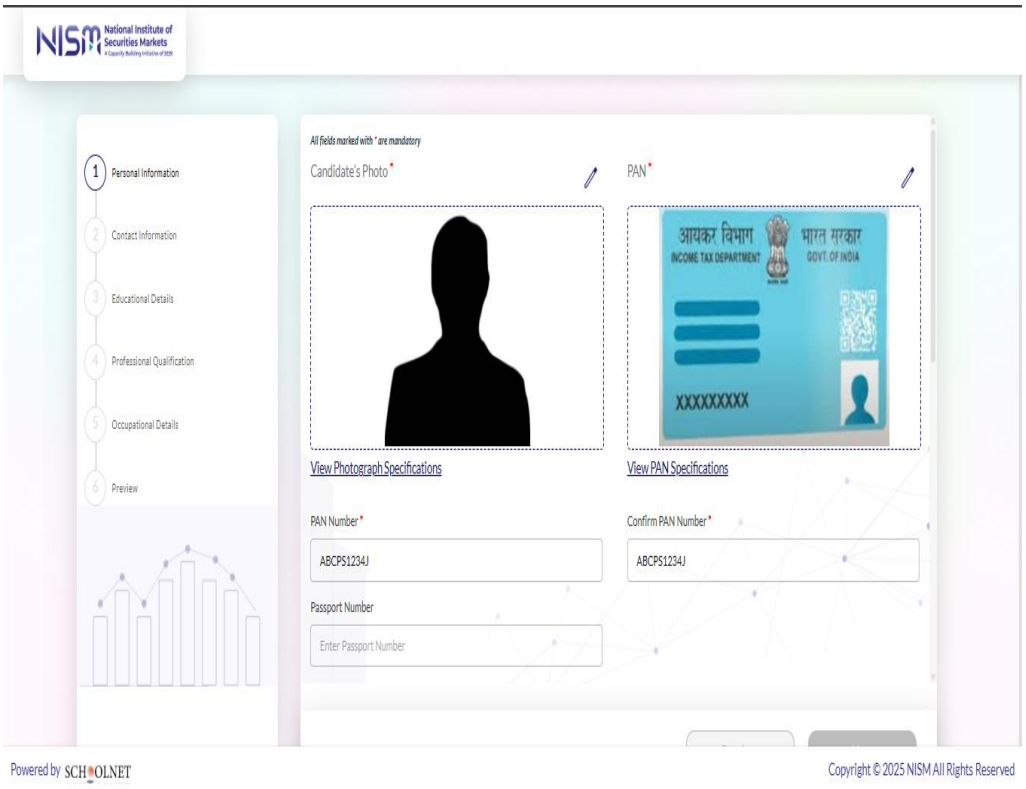
Step 2: Fill the Online Registration Form

Part1 Complete all the required sections highlighted with an asterisk (*)

If the given email id is not available (i.e., registered already), system will show "This email-id already exists".

Use your personal email id and ensure it is always active (and accessible to the candidate) as NISM sends all its communication (including admit card, certificate, etc.) to this email id only.

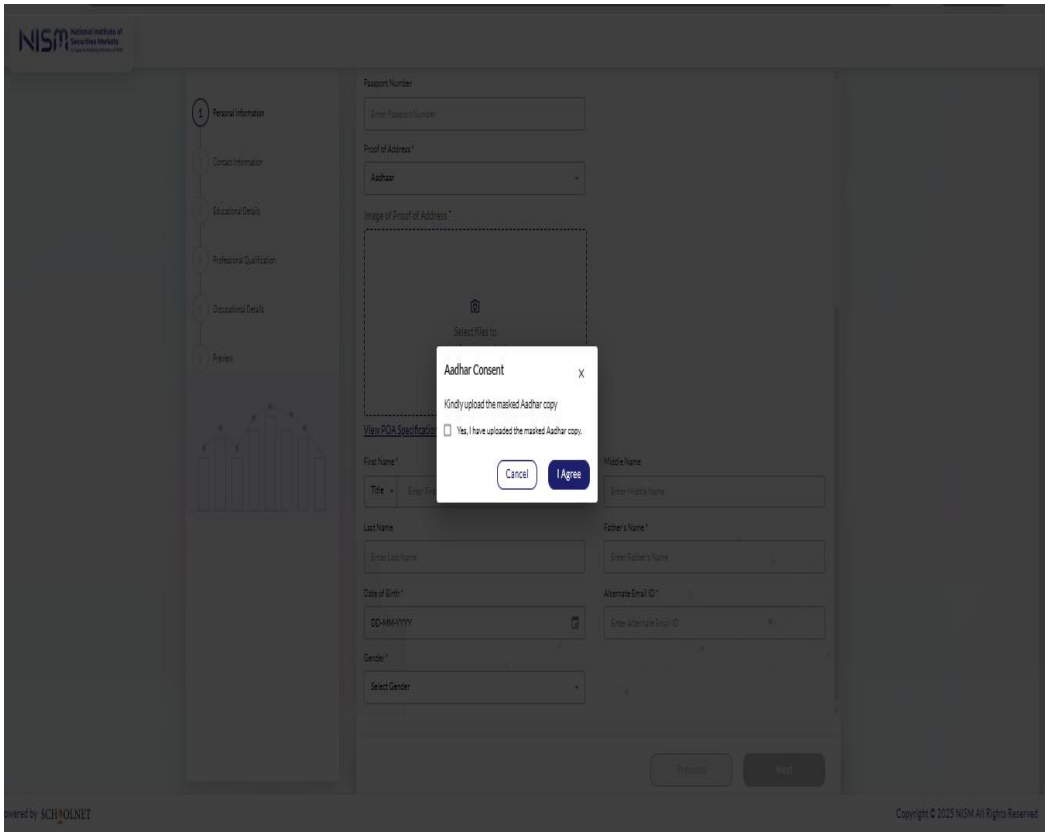
Candidate can retrieve the password by clicking on “FORGOT PASSWORD”



Step 2: Fill the Online Registration Form

Part2 Fill in all the personal details including scanned copy of PAN Card, upload proper recent coloured passport size photograph, as same will be used on Admit card and printed on the Certificate.

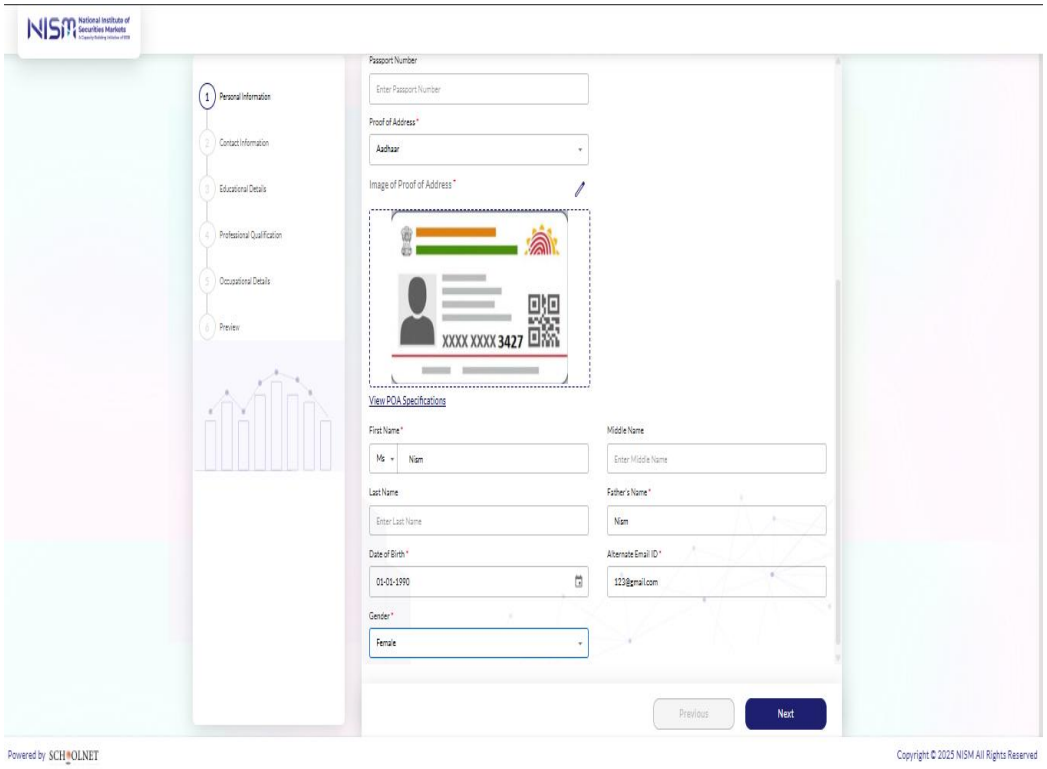
All details filled up in the registration form is verified by NISM to ensure the authenticity of registration. In case the details are found improper, communication will be sent via email on the registered email ID.



Step 2: Fill the Online Registration Form

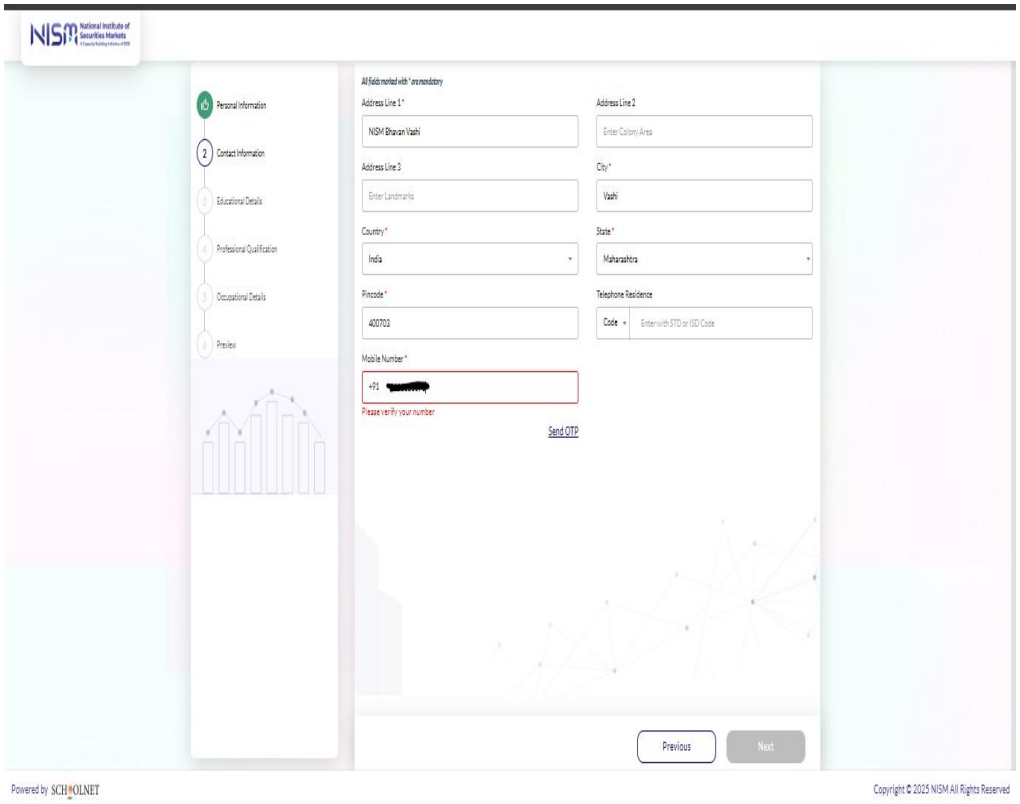
Part2 In Proof of address, if you select, Aadhaar Card, it will give you pop-up message to “upload the masked Aadhaar copy”

Kindly upload the “Masked Aadhaar Copy”



Step 2: Fill the Online Registration Form

Part2 After uploading the document, click on “Next” Button

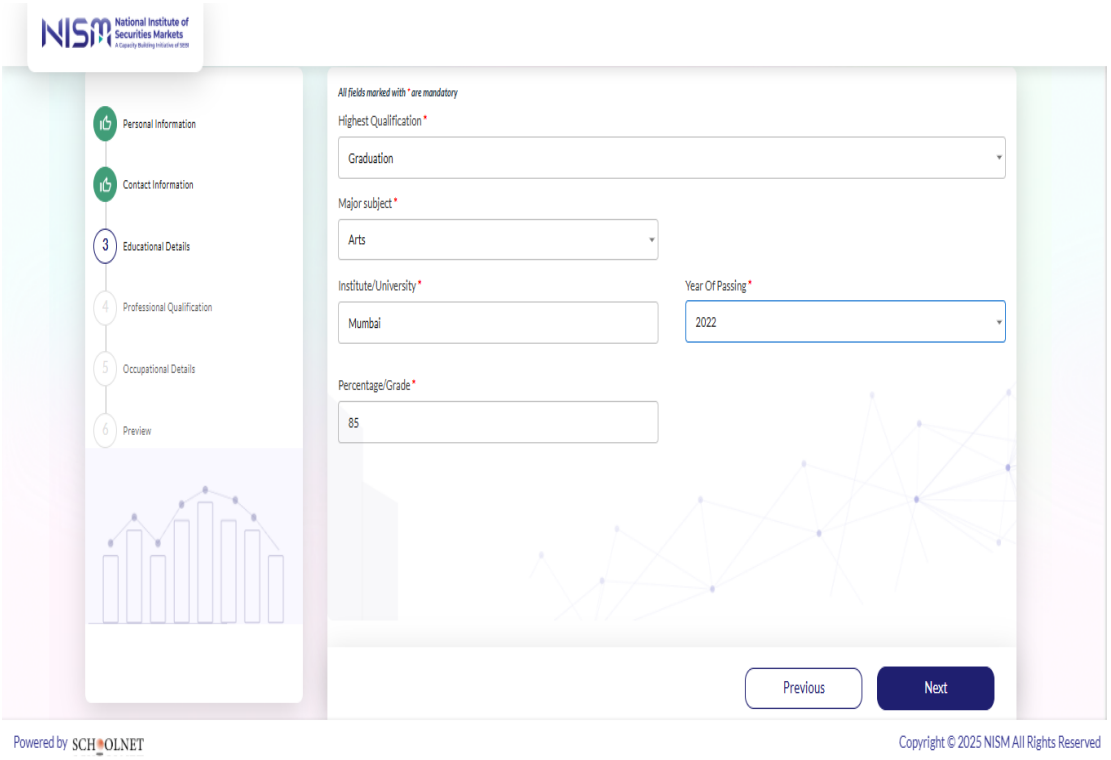


Step 2: Fill the Online Registration Form

Part2 Enter the Address of the candidate and Mobile number.

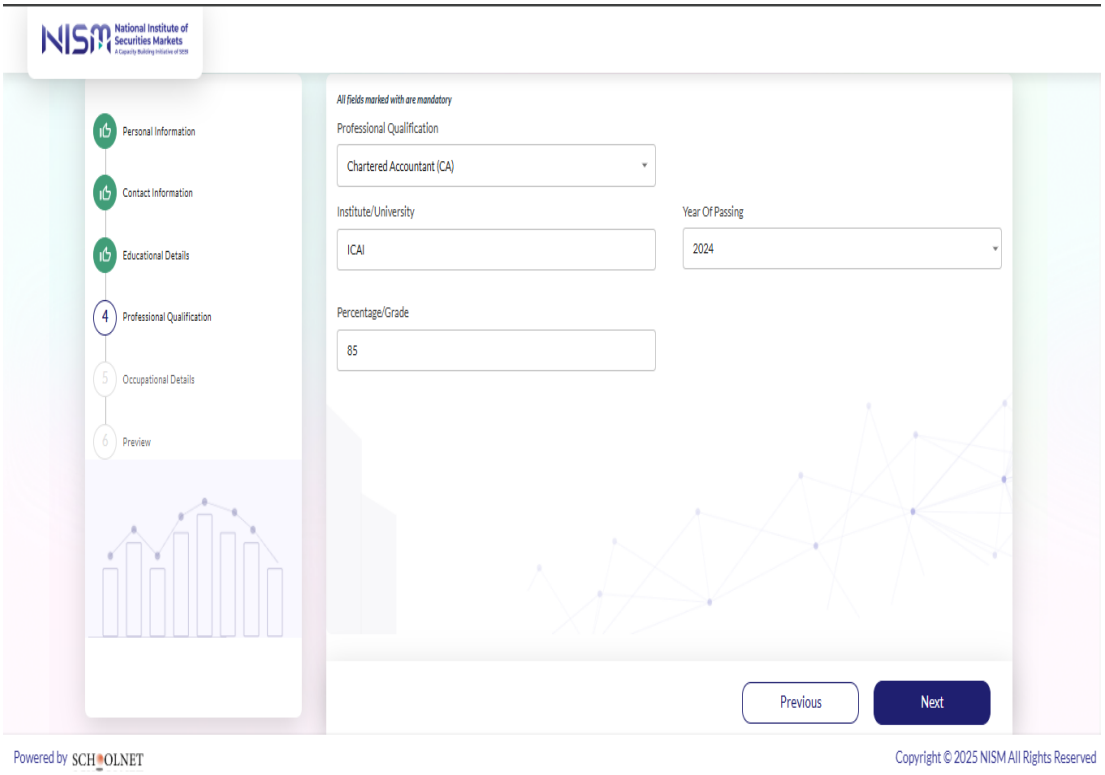
Verify your mobile number and enter the OTP received on your mobile number.

Click on “Next” button



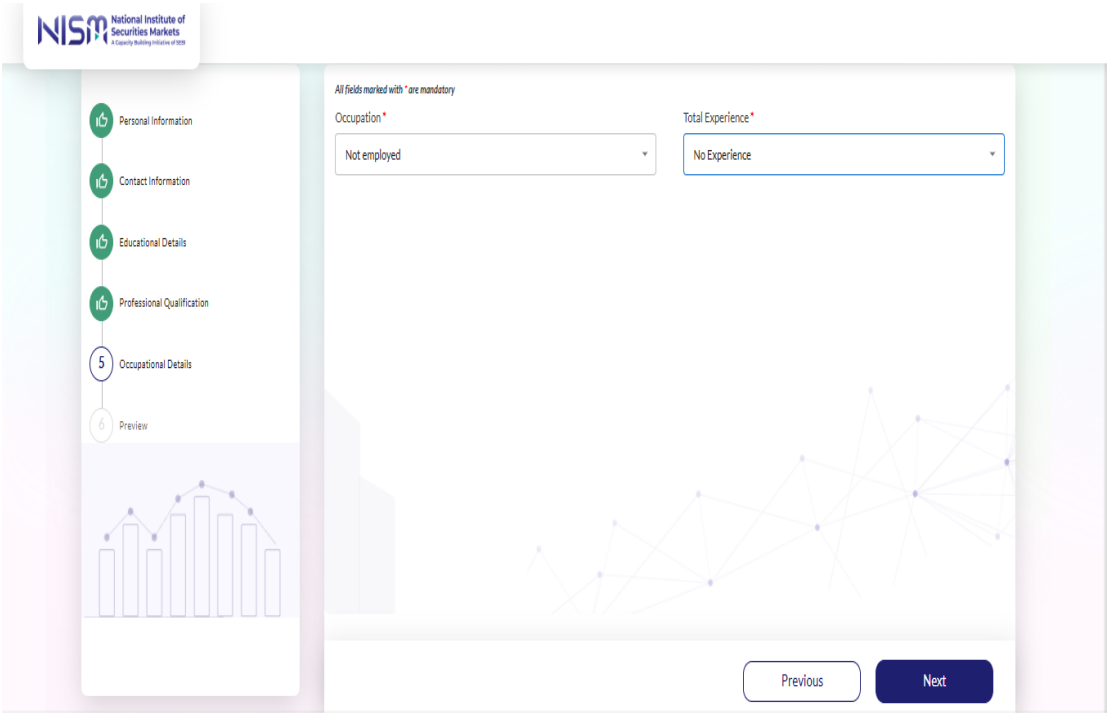
Step 2: Fill the Online Registration Form

Part2 Enter the Educational Qualifications and click on "Next" Button.



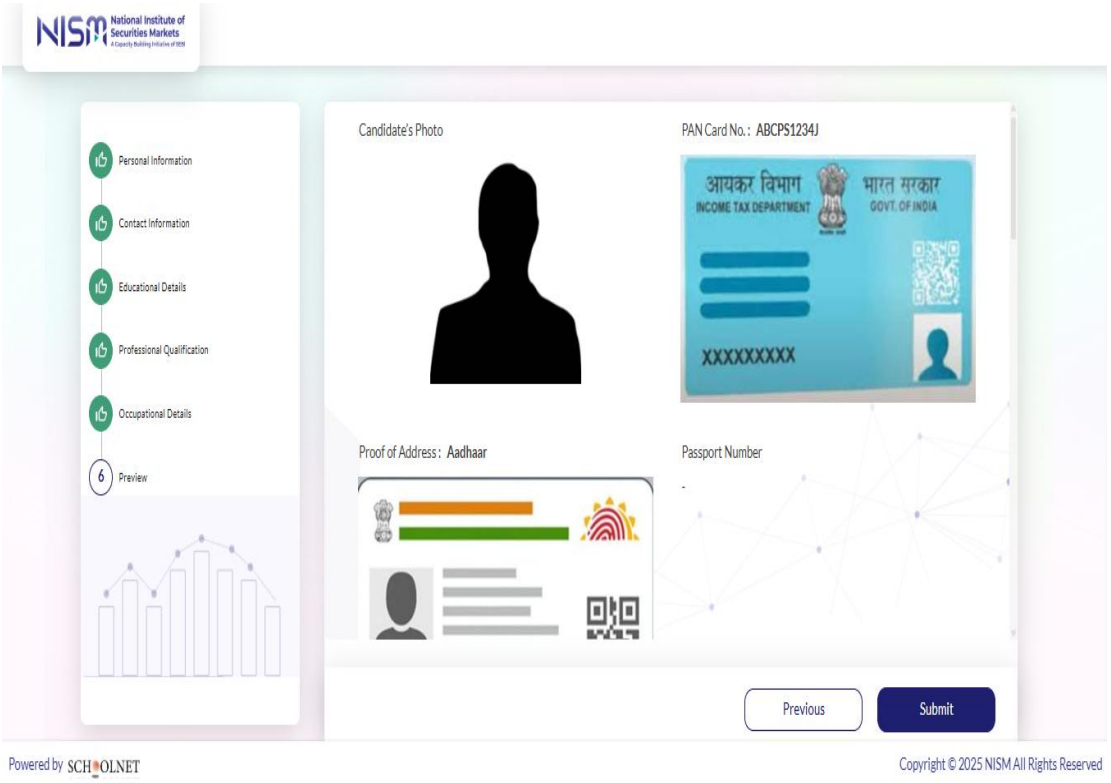
Step 2: Fill the Online Registration Form

Part2 Enter the Professional Qualifications and click on "Next" Button.



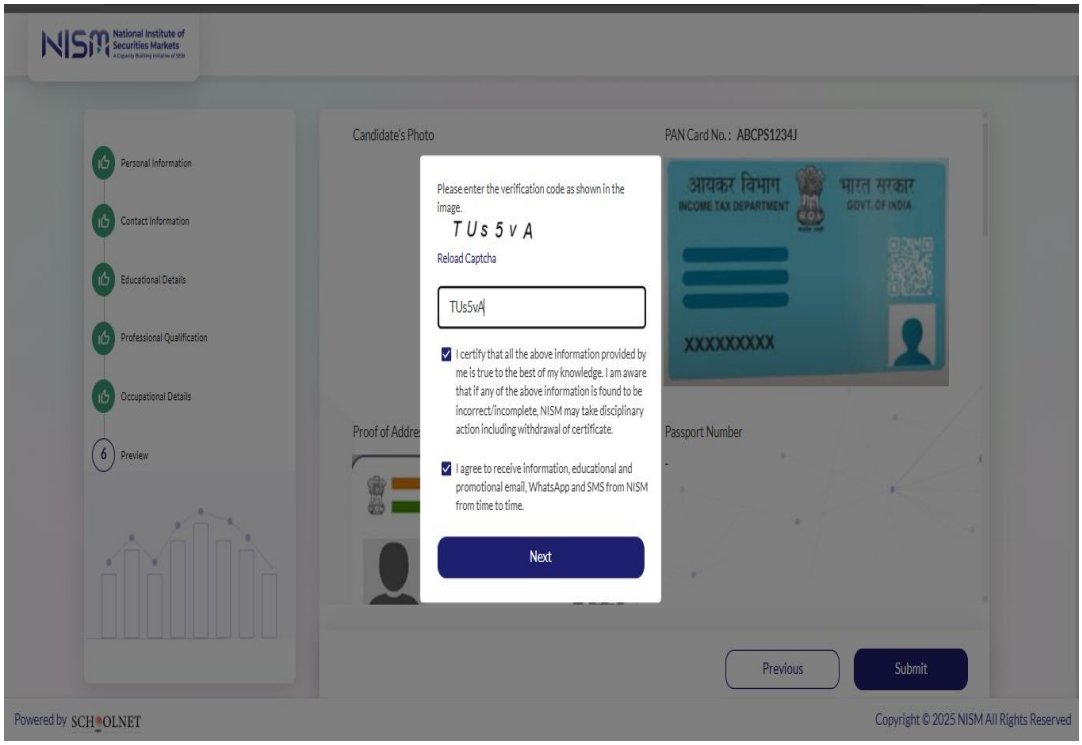
Step 2: Fill the Online Registration Form

Part2 Enter the Occupation/ Employment details and click on "Next" Button.



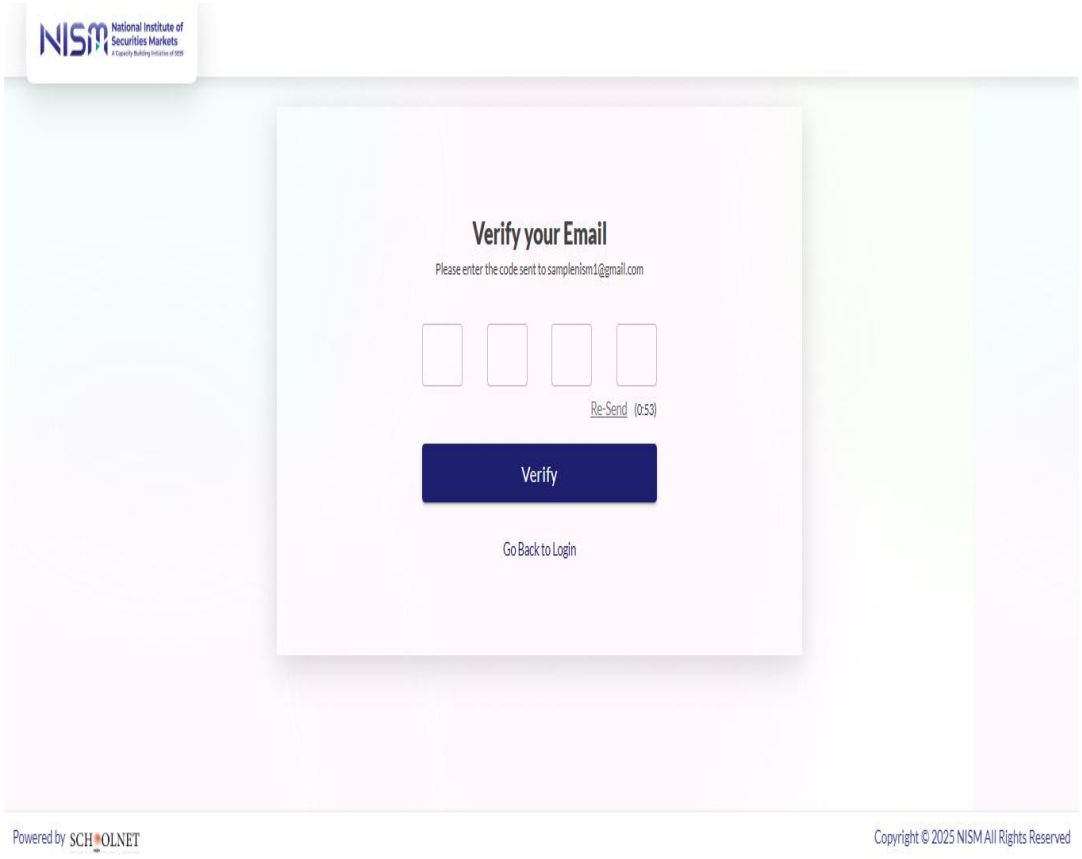
Step 2: Fill the Online Registration Form

Part2 Check all your details entered in the Form and After completing the registration form click on "SUBMIT" to receive the activation link.



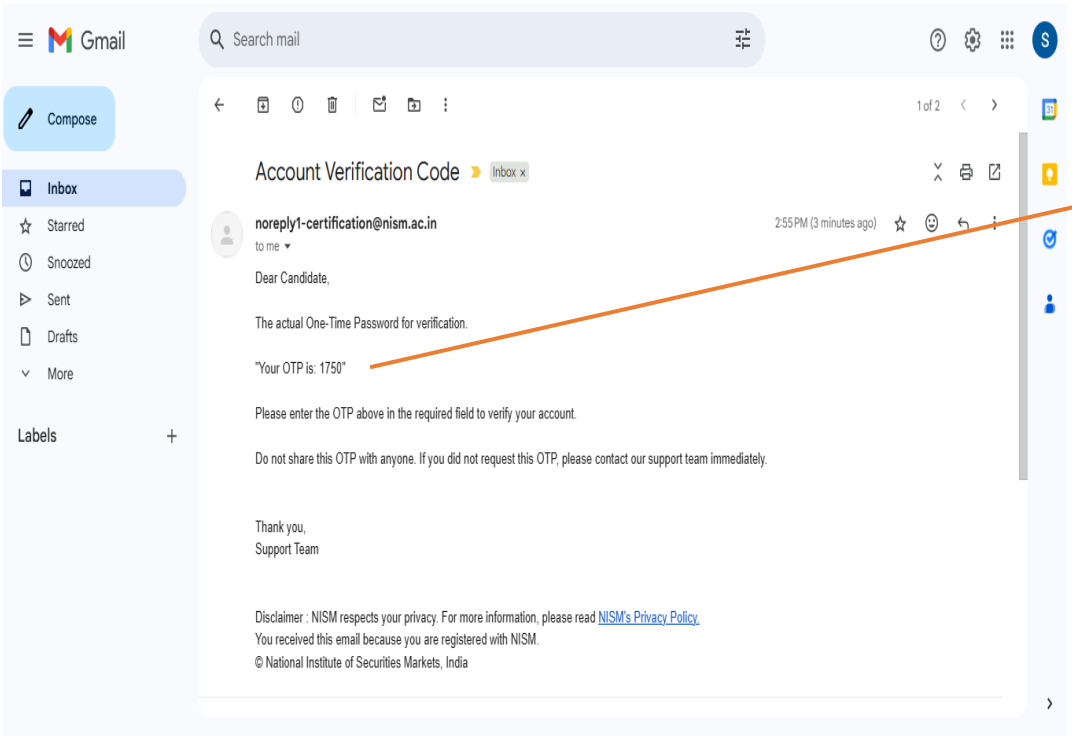
Step 2: Fill the Online Registration Form

Part2 Enter the Captcha and provide the consent and click on "Next" Button



On successful completion of registration an activation OTP will be sent to the registered e-mail address of the candidate.

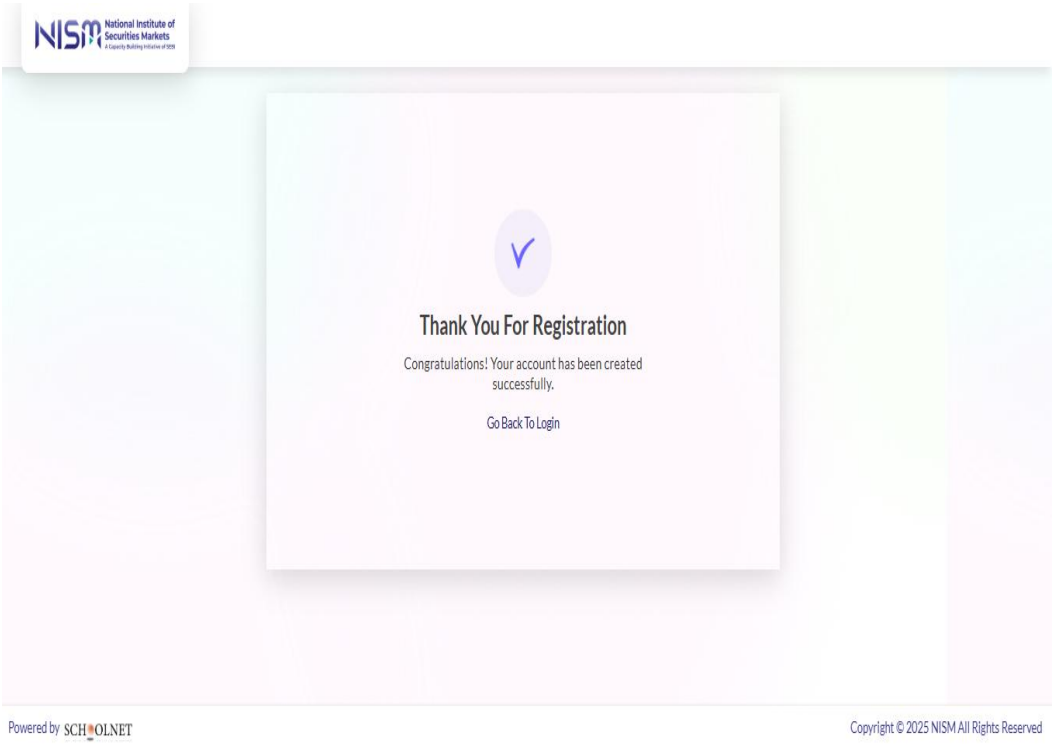
Candidate's Account with NISM will be activated only after the candidate enters the OTP received on his registered email id.



Step 3: Mail of Activation OTP

Part 1 Activation OTP is sent to the registered email id provided by the candidate.

Candidate is advised to check both the Inbox and Spam folder of his email account for NISM's activation OTP.



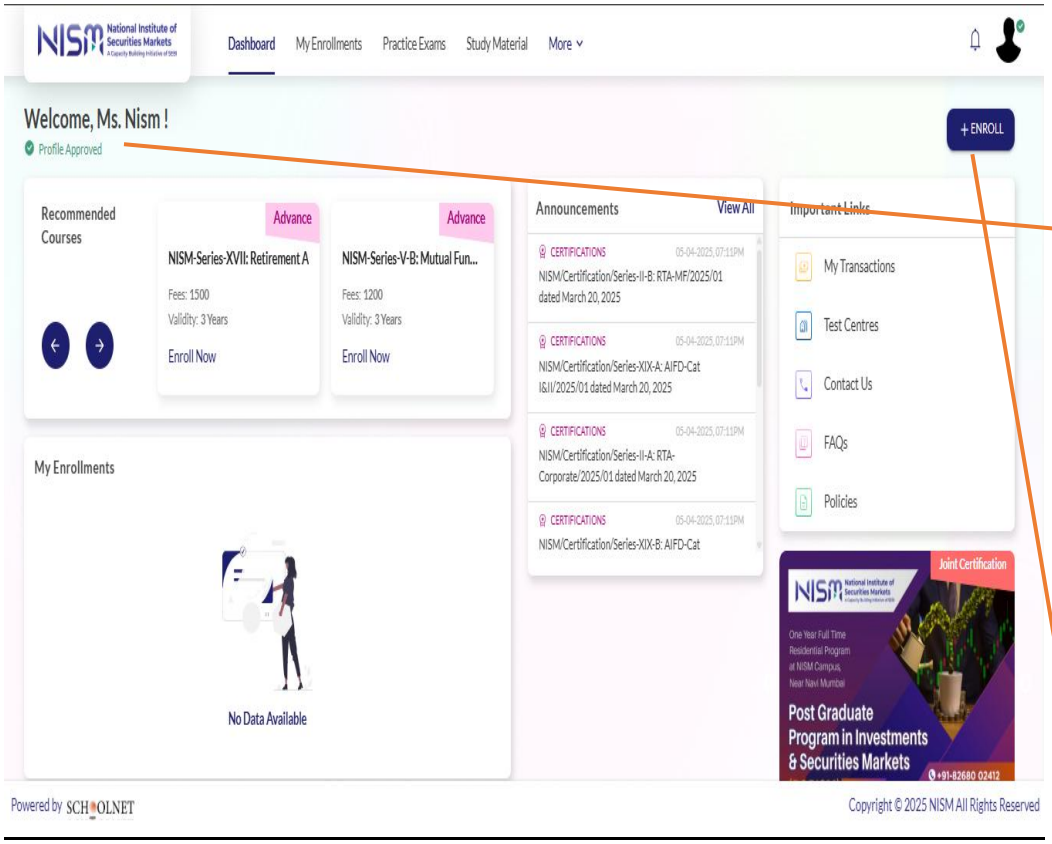
Step 3: Mail of Activation OTP

Part 2 Once the account is activated candidate can login to his account.

The NISM Registration number shall be used for any further communication with NISM.

NISM will verify your newly created account within 48 hours and approves it, if found ok.

TO ENROLL FOR NISM CERTIFICATION EXAM FOLLOW THESE STEPS

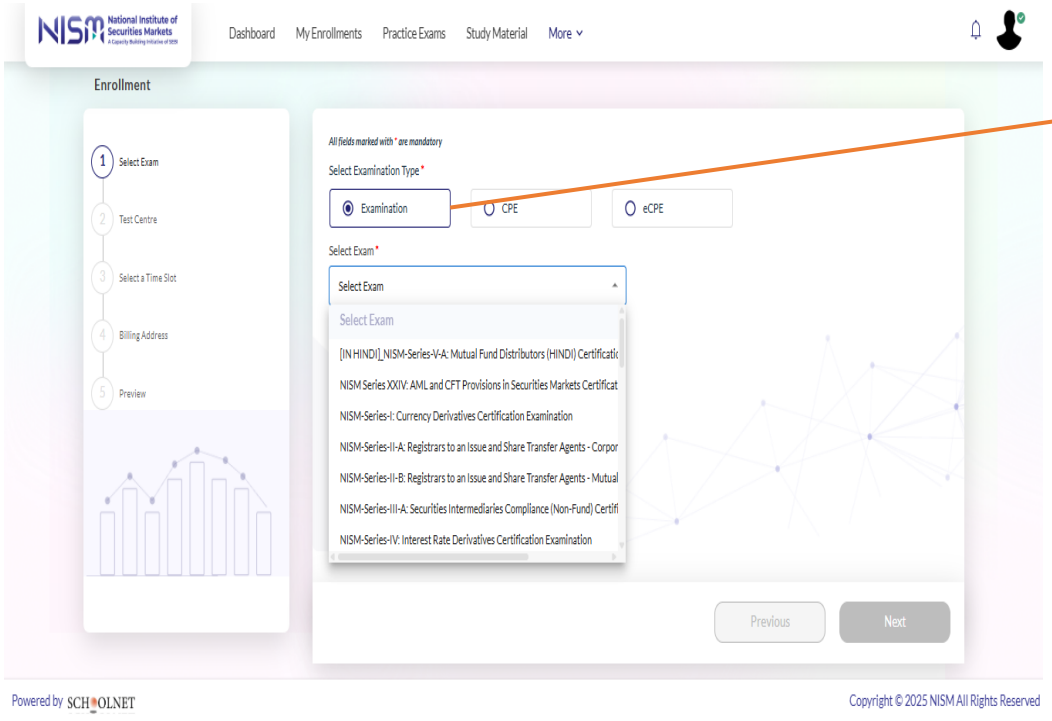


Step 1: Login

Once "Your profile is approved", candidate can login through NISM Certification website by using his e-mail id and the password provided by the candidate at the time of his registration.

Registration Successful Screen and Candidate profile will be displayed as shown.

Candidate can enroll for by clicking on "Enroll" button

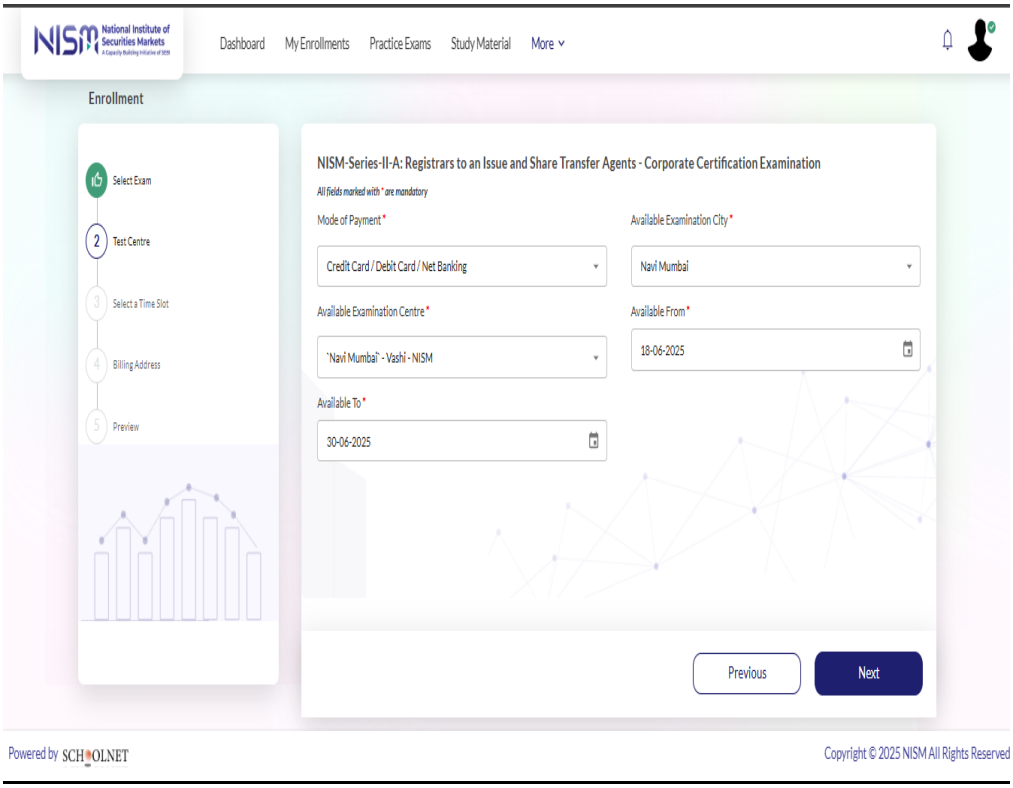


Step 2: ENROLL

Click on "Examination" button to enroll for examination

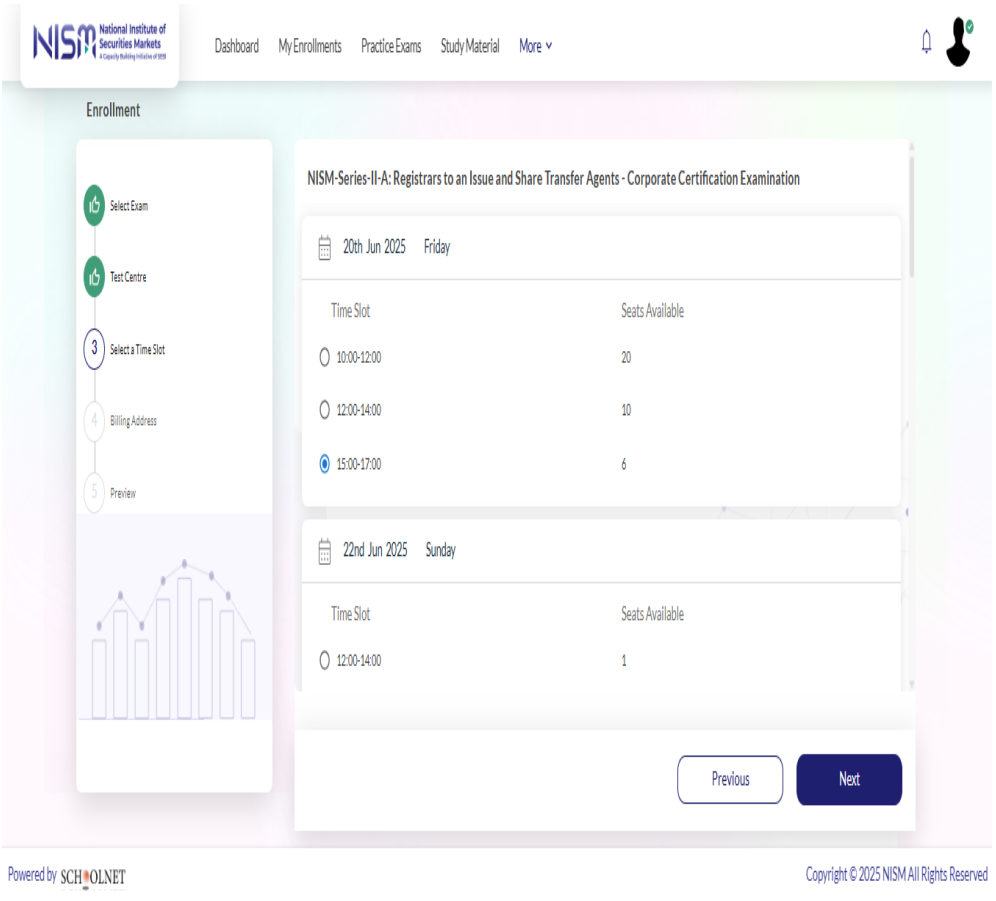
Candidate is allowed to reschedule his exam only upto 4 days prior to the scheduled examination date (allowed only once per each enrolment).

Candidate can choose the examination from the list of NISM examinations displayed on this page.



Step 3: Test Center Selection

Candidate can select the city and test centre to check the seat availability.

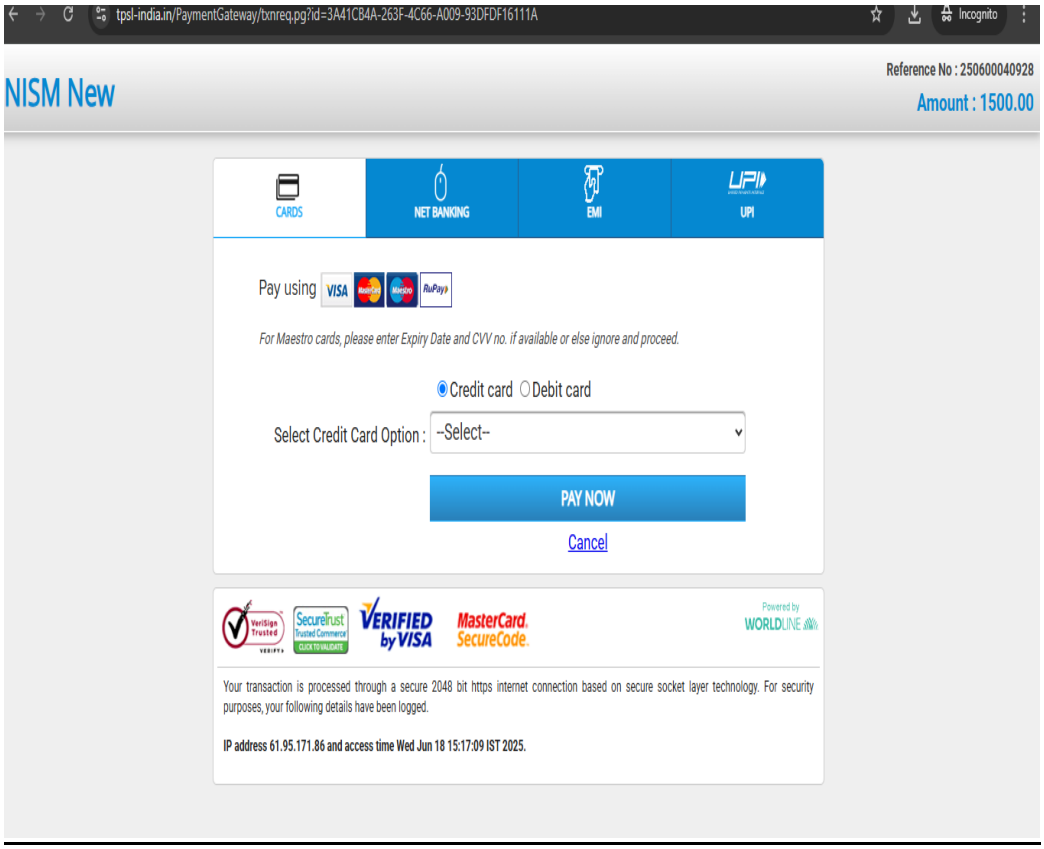


Step 4: Check Seat Availability

Part 1 Candidate can choose the examination centre and can check the number of seats available by selecting the date range.

Part 2 Candidate can select examination slot from the available slots and enroll for the examination.

After selection and seat booking confirmation, the system will take candidate to the payment gateway page to complete the exam fee payment transaction.



Step 5: Make you Payment

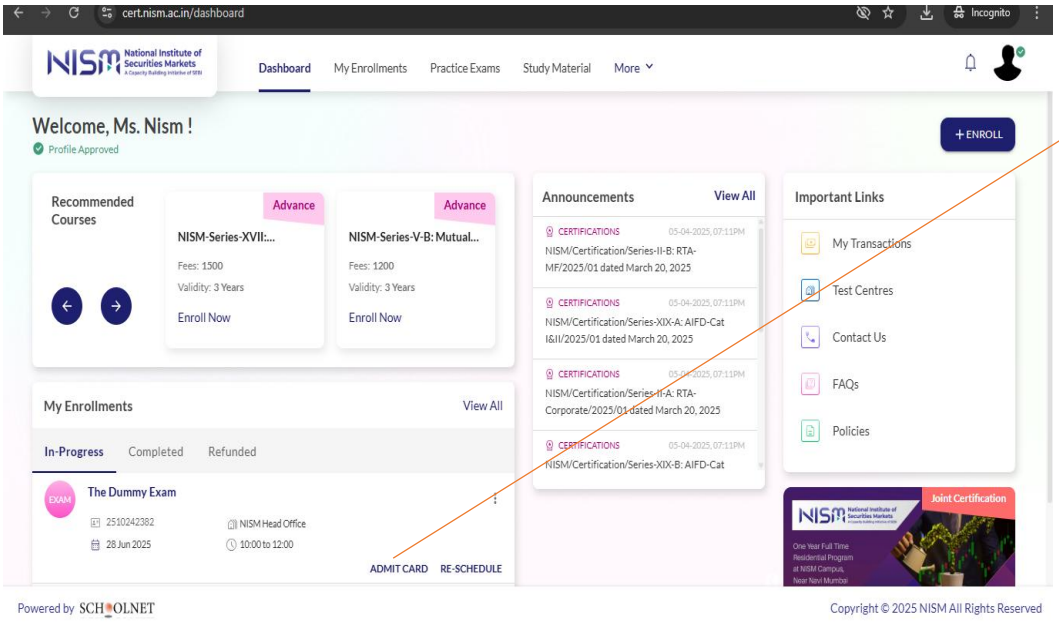
Candidate can proceed by making the payment through NISM payment gateway.

Choose your preferred mode of payment from the options listed

After filling the payment details, click on "Pay Now"

With the NISM Candidate dashboard, candidate can access the following details / facilities:

1. **Edit Profile**: Candidate can change his password, communication address and education qualification. Candidate can edit his photograph, PAN number and scanned copy of the PAN Card only if it is marked as "NOT VERIFIED" by NISM operations team.
2. **Practice Exams**: Candidate can appear for any of the practice exams so as to get a look and feel of the NISM's exam interface and to practice the examination modules.
3. **My Enrollments**: Candidate can check his/her total number of enrolments made for various certification examinations of NISM so far, by using "My Enrollments" tab. Candidate can also download the copy of his certificate from here, after successful completion (passing) of the examination. This copy of certificate is made available here after the necessary approvals at NISM and the same is emailed to the candidate on his registered email ID.
4. **Study Material**: Candidate can download the softcopy of the workbook from this section (The same can also be downloaded from https://api.nism.ac.in/cmp/).
5. **My Transactions**: Candidate can check all transactions made to NISM by using "My Transactions" link. Candidate can also print e-receipt from this link.
6. **Test Centres**: Candidate can check the address and contact details of NISM's Test Centres.
7. **My Certification**: Candidate can check the status of their certificate (validity) by using the "My Certification" link. This link will show all the NISM certification examinations appeared by the candidate till date.



Download Admit Card

Candidate can download Admit Card, and can take the print of Admit Card.

NOTE: After enrolment is done, system will show Candidate's Admit Card. Please print the "ADMIT CARD" and carry it with you for the exam. Also, please carry original Identity Proof as follows (any one of these):

- Pan Card
- Aadhar Card (or, E-Aadhar generated in the presence of the invigilator at the test center)
- Driving License
- Passport

Any of the above documents accessed through DiGiLocker (provided it has the candidate's photograph on it).

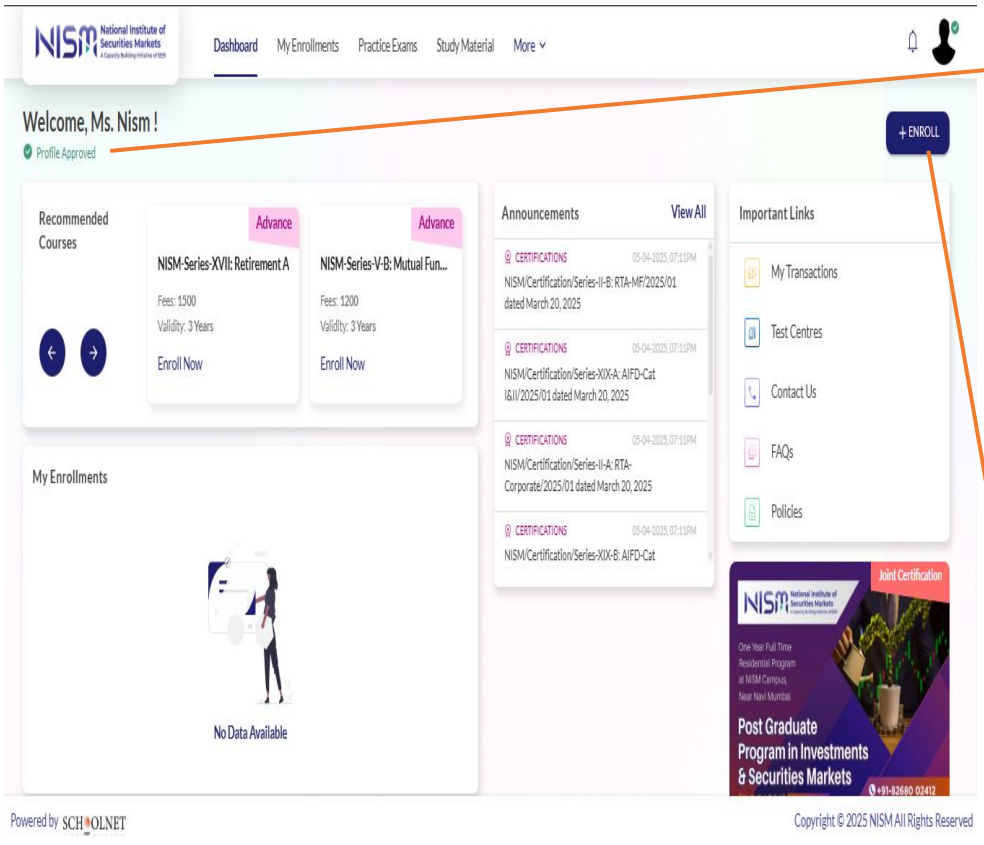
In the absence of above documents, candidates shall NOT be permitted to appear for NISM Certification Examination.

TO ENROLL FOR CPE PROGRAMME, FOLLOW THESE STEPS

The NISM certificate can be renewed by successfully attending the relevant "Continuing Professional Education (CPE)" specified by NISM for that segment, anytime during the last 12-month of its validity. CPE is offered in two formats: as classroom CPE programs and as online eCPE modules. For all practical purposes, certificates obtained through both these formats are deemed to be equivalent.

Upon expiry of the validity of the NISM certificate, that certificate cannot be renewed and the candidate has to obtain a fresh certificate by passing the relevant NISM Certification Examination.

If an eligible candidate successfully completes his CPE or eCPE, his certificate will be renewed for a period of three years from the date of expiry of the existing certificate (irrespective of the date of his CPE/eCPE).

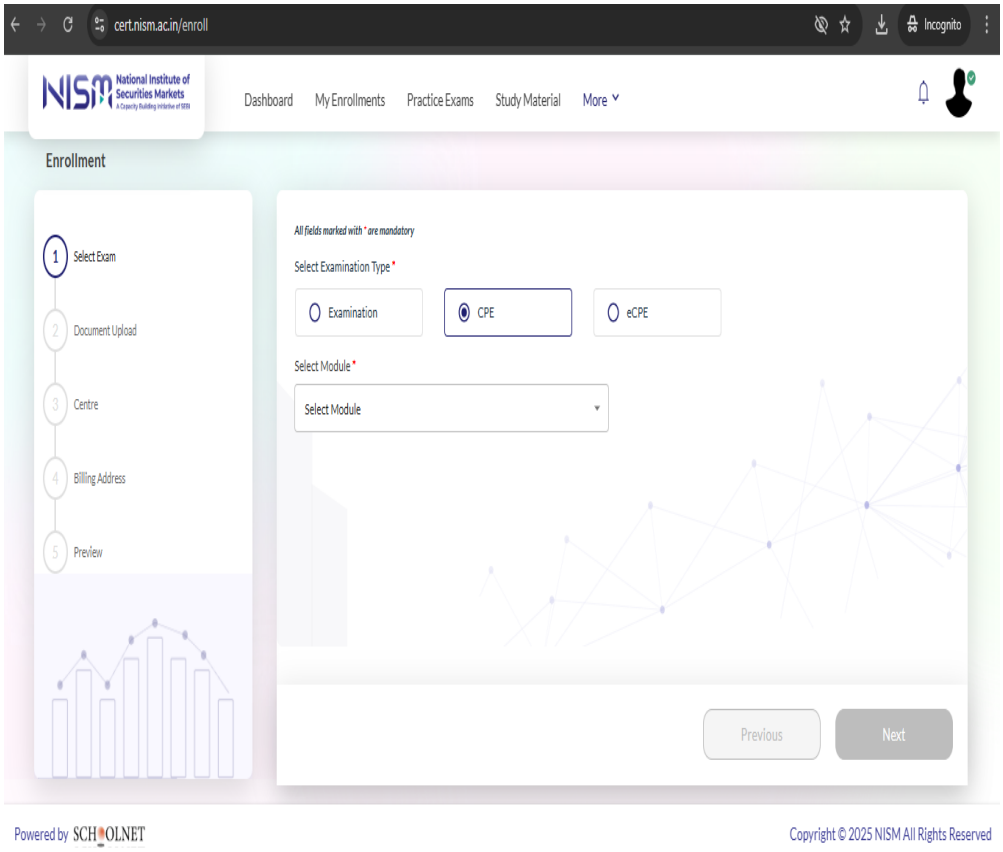


Step 1: Login

Once "Your profile is approved", candidate can login through NISM Certification website by using his e-mail id and the password provided by the candidate at the time of his registration.

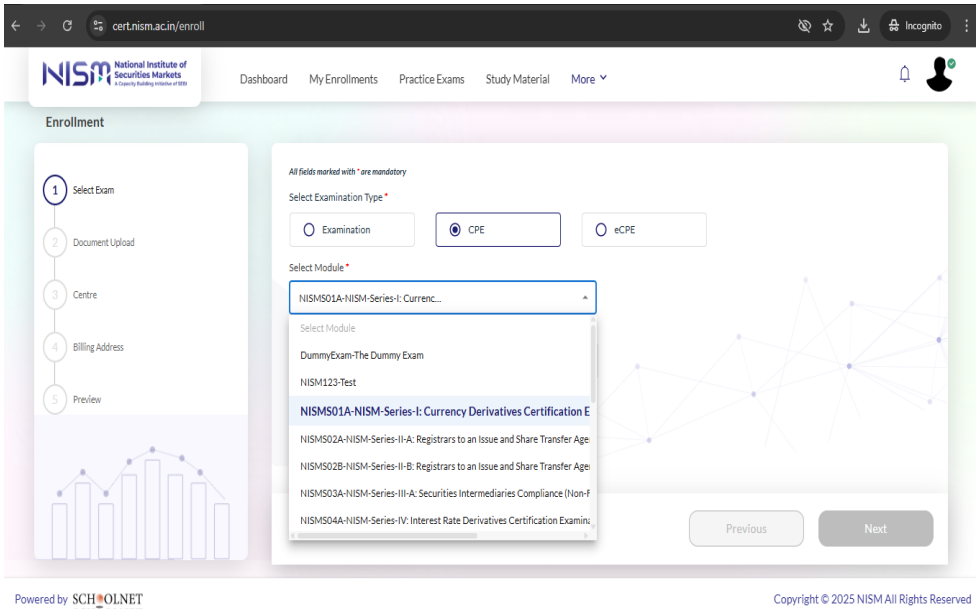
Registration Successful Screen and Candidate profile will be displayed as shown.

Candidate can enroll for by clicking on "Enroll" button



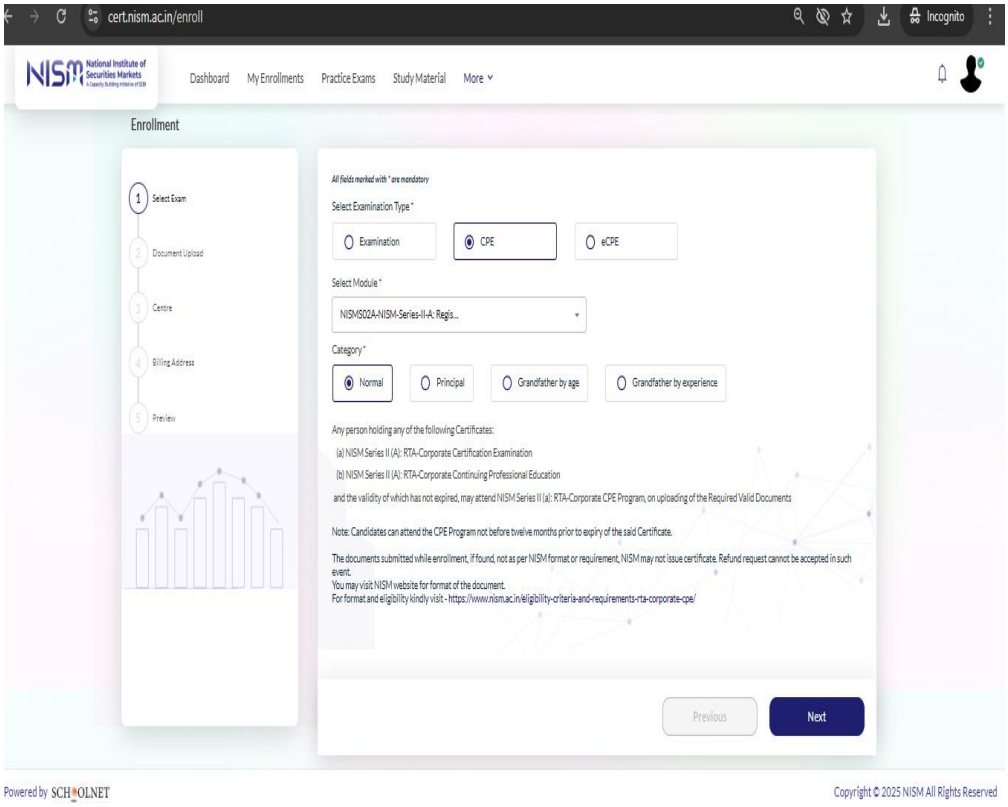
Step 2:

To enroll for CPE, click on "CPE" and then select CPE Training Program



Step 3: Select your preferred Module

Select the CPE module you wish to enroll for.

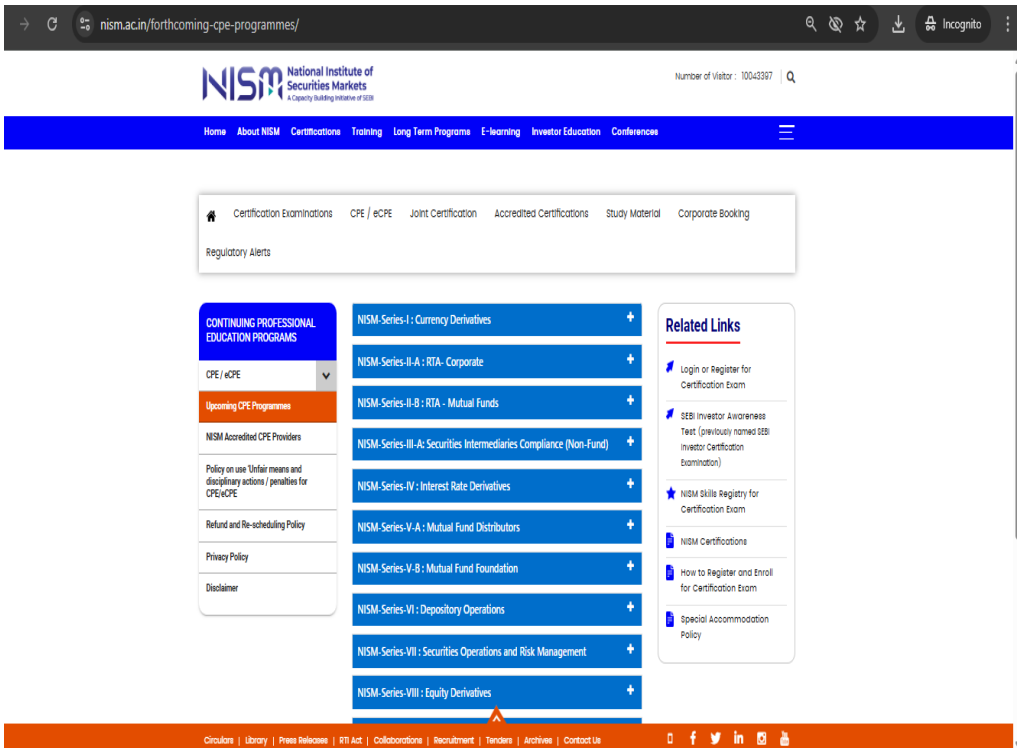


Step 4: Select category

Different CPE modules have different categories and every category has some important requirements (pre-requisites) which are specified under each category.

Select category you are eligible for and upload required documents.

CPE Categories:
1. Normal
2. Principal
3.Grandfathered by Age
4. Grandfathered by Experience



Step 5: Eligibility Criteria and Requirements for CPE modules

Go to: http://nism.ac.in/certification

Click on CPE / eCPE for more information.

Click on the CPE Module to find out more about NISM CPE Programs.

Click on Eligibility Criteria and Requirements to know the specific pre-requisites to attend that particular CPE / eCPE program of your interest.

Required Documents for NISM CPE Examination (under respective Categories)

The following Documents, along with a Admit Card, needs to be submitted at the CPE venue for attending NISM CPE Programs

1. **Normal Category**

- Any ID proof mentioned above

2. **Principal Category**

- Copy of PAN card
- Proof of Designation letter uploaded
- Copy of Registration Certificate of the Intermediary

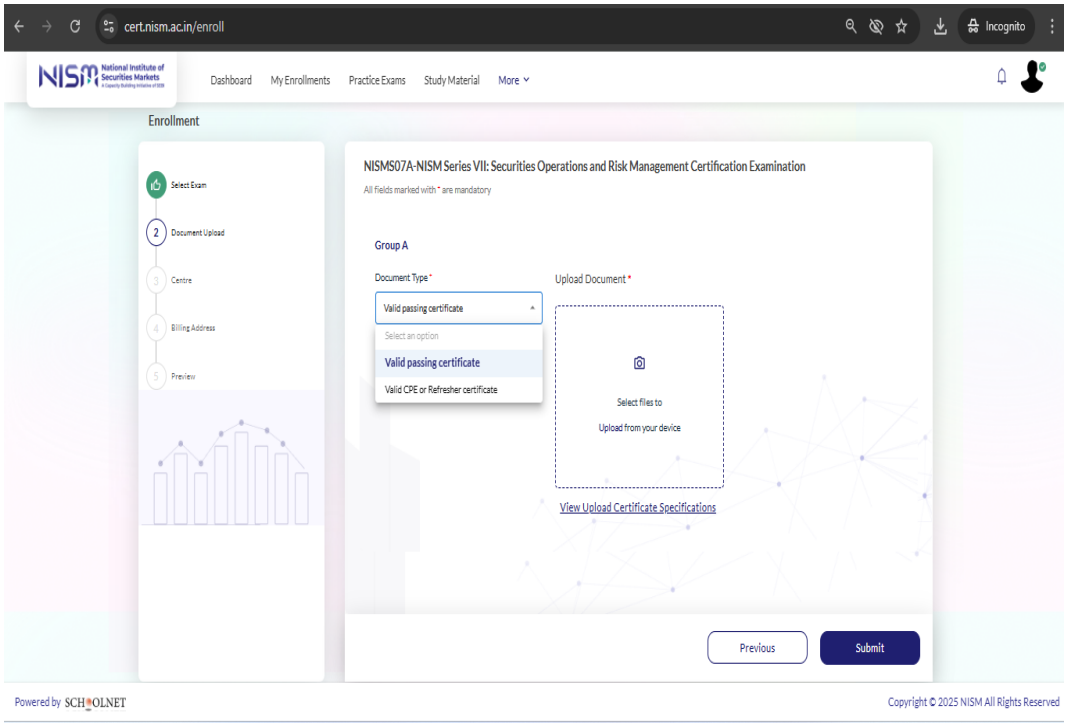
3. **Grandfather by Age Category**

- Any ID proof mentioned above

4. Grandfather by Experience Category

- Proof of experience letter uploaded
- copy of Registration certificate of the intermediary (in which candidate currently working) with SEBI/ Exchange

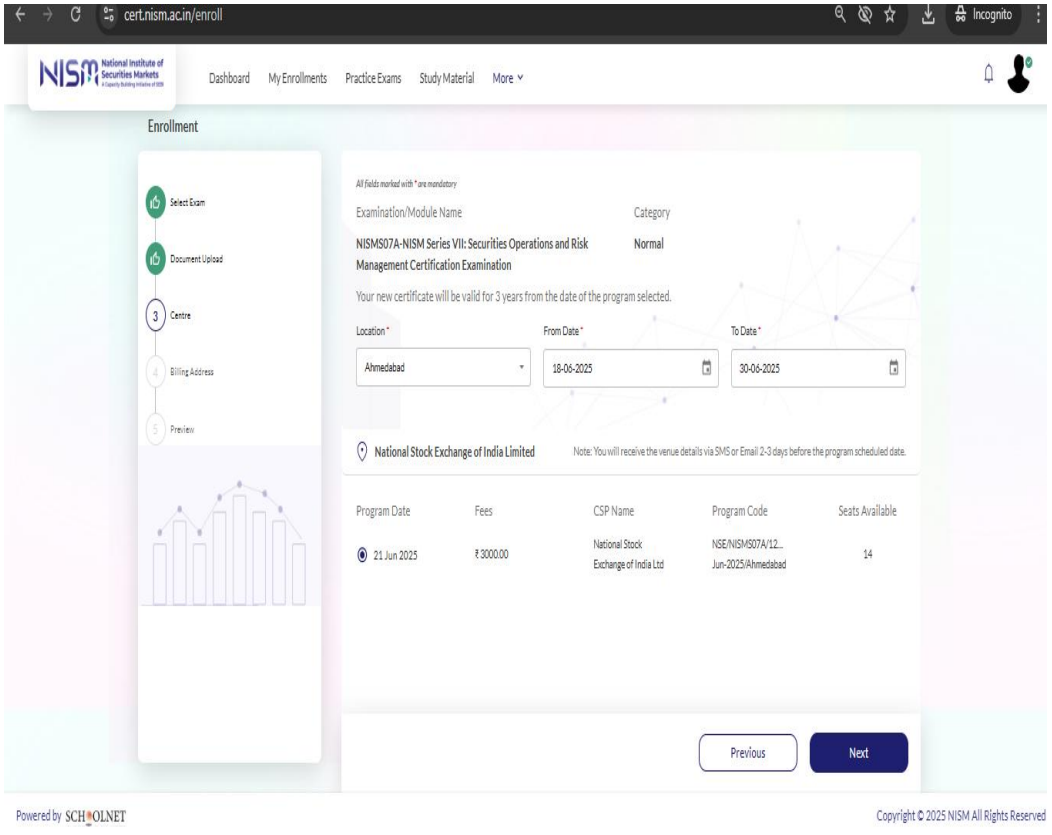
Please refer to the CPE section on NISM's website (www.nism.ac.in) for more details of the pre-requisites and documents to be submitted under each the above-mentioned categories (which varies from one CPE module to another).



Step 5: Enrollment

Select the category

Upload the required documents as per the category.



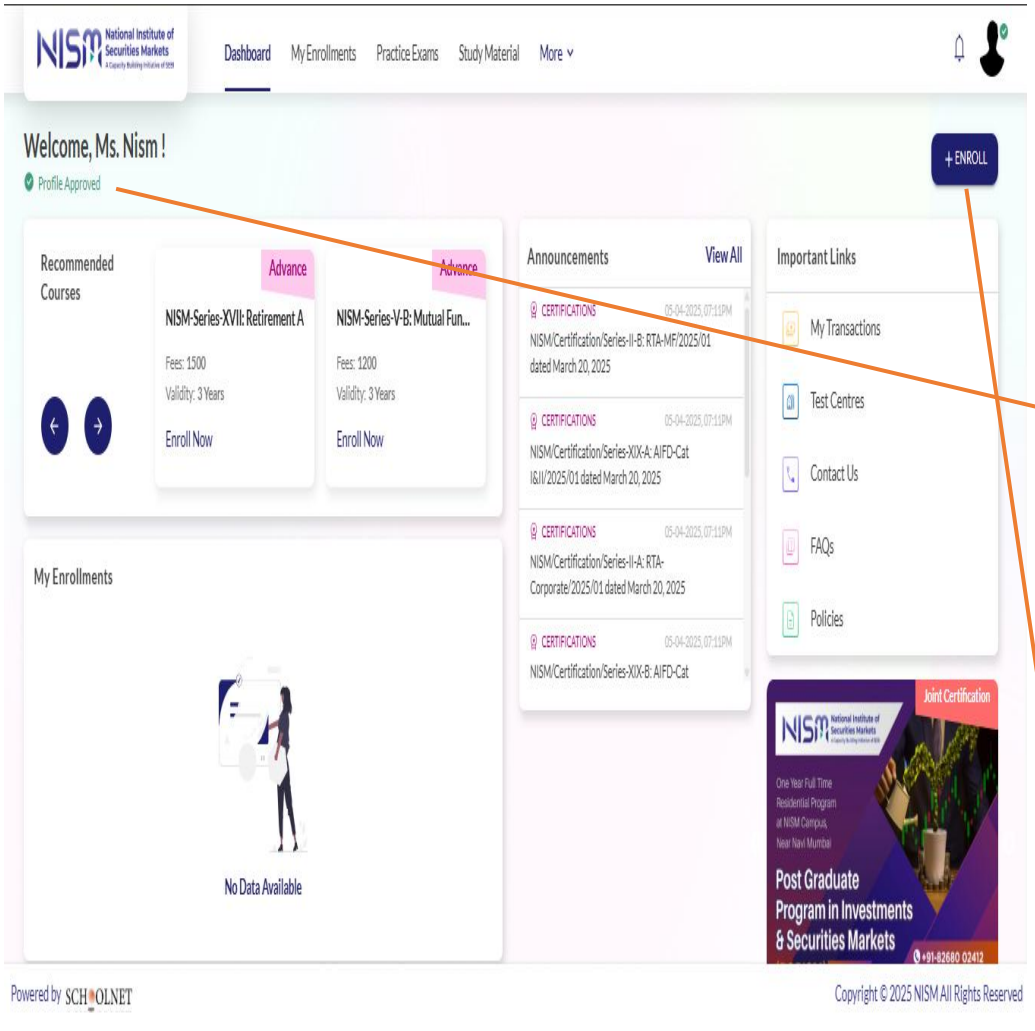
Candidate can search by location or by date to view the CPE program information along with available seats.

Candidate can then select the preferred CPE program and proceed to fill GST details. By default, “Unregistered” is selected and candidate can click on “Same as Profile Address” to auto fill the remaining details.

Candidate can complete the enrollment process by making the payment through NISM payment gateway using different payment options provided.

TO ENROLL FOR eCPE PROGRAMME FOLLOW THESE STEPS

eCPE is the additional and convenient mode of CPE provided to the candidates. eCPE allows a candidate to renew their expiring certificate by completing the CPE requirement at a date and time of his/her convenience. A candidate can attend the eCPE from his/her home or office without having to travel to a CPE location. Completing the eCPE online is considered as equivalent to attending the classroom CPE program at a physical location. Hence, a candidate can choose to meet his CPE requirement by: (a) either attending a eCPE program online, or (b) by attending a classroom CPE program. In both these cases, the existing certificate will be re-validated for a period of three years from the date of expiry of the existing certificate.



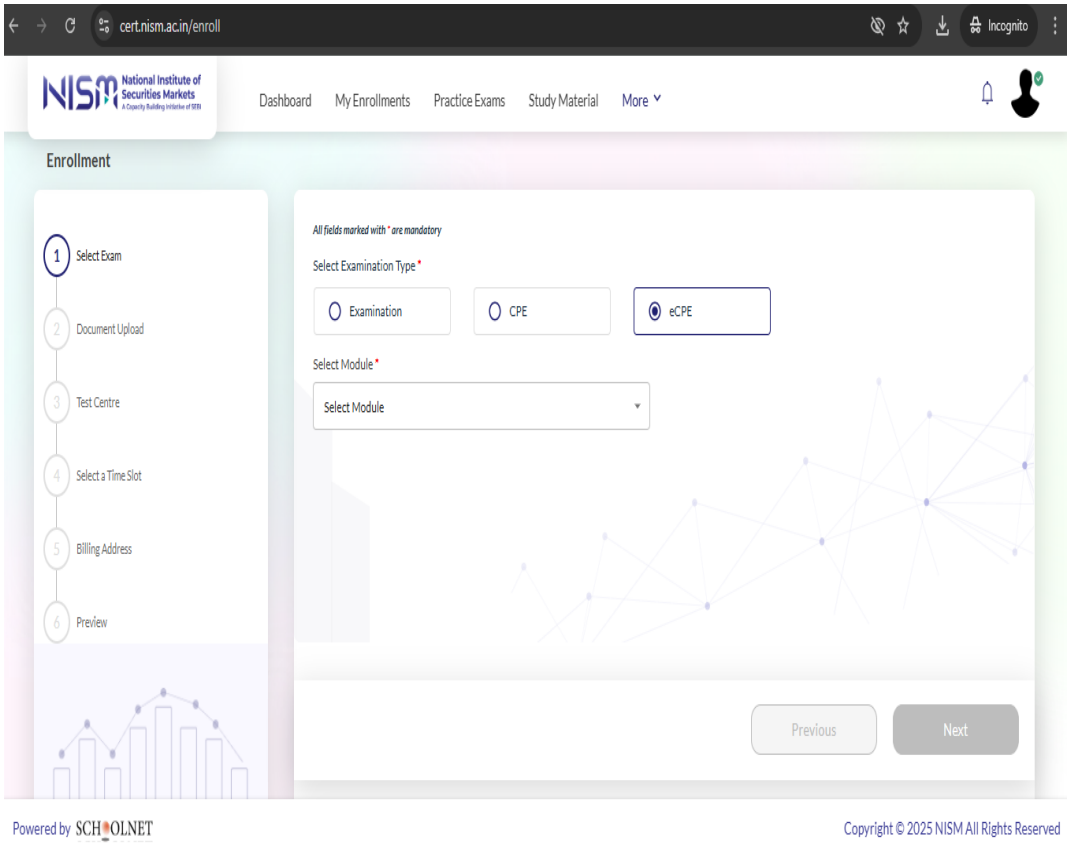
Step 1: Login

If not already registered with NISM, please refer to the "Registration" section in this document and complete the registration process.

Once "Your profile is approved", candidate can login through NISM Certification website by using his e-mail id and the password provided by the candidate at the time of his registration.

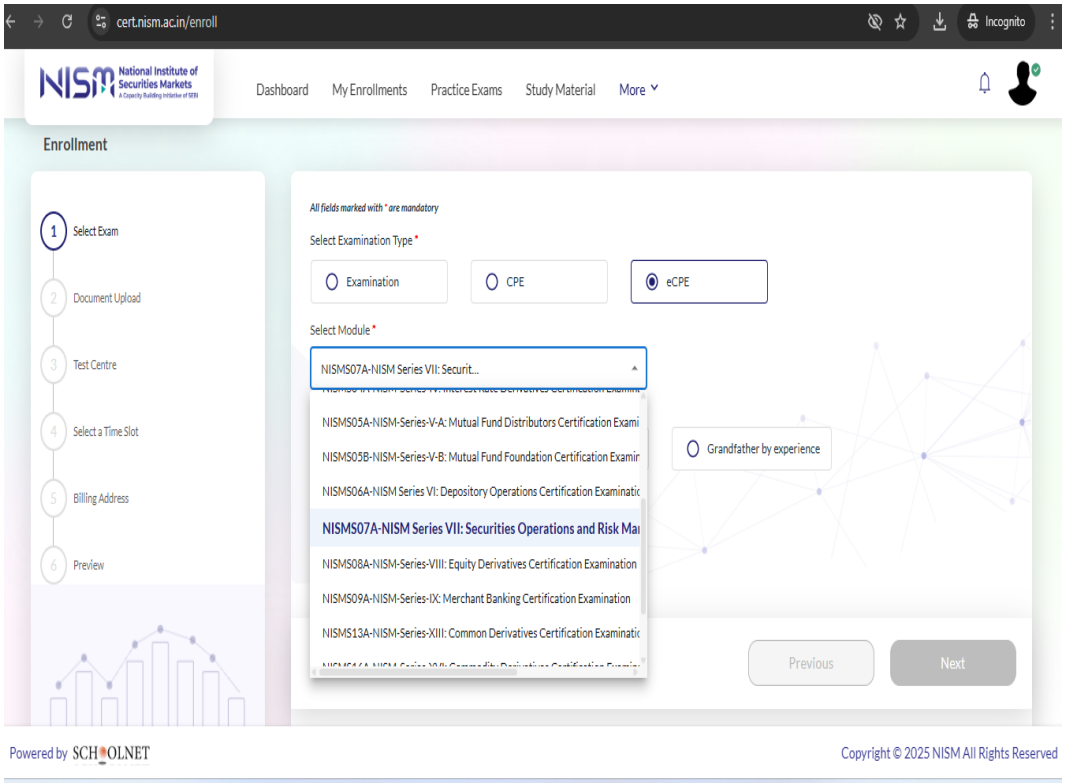
Registration Successful Screen and Candidate profile will be displayed as shown.

Candidate can enroll for by clicking on "Enroll" button



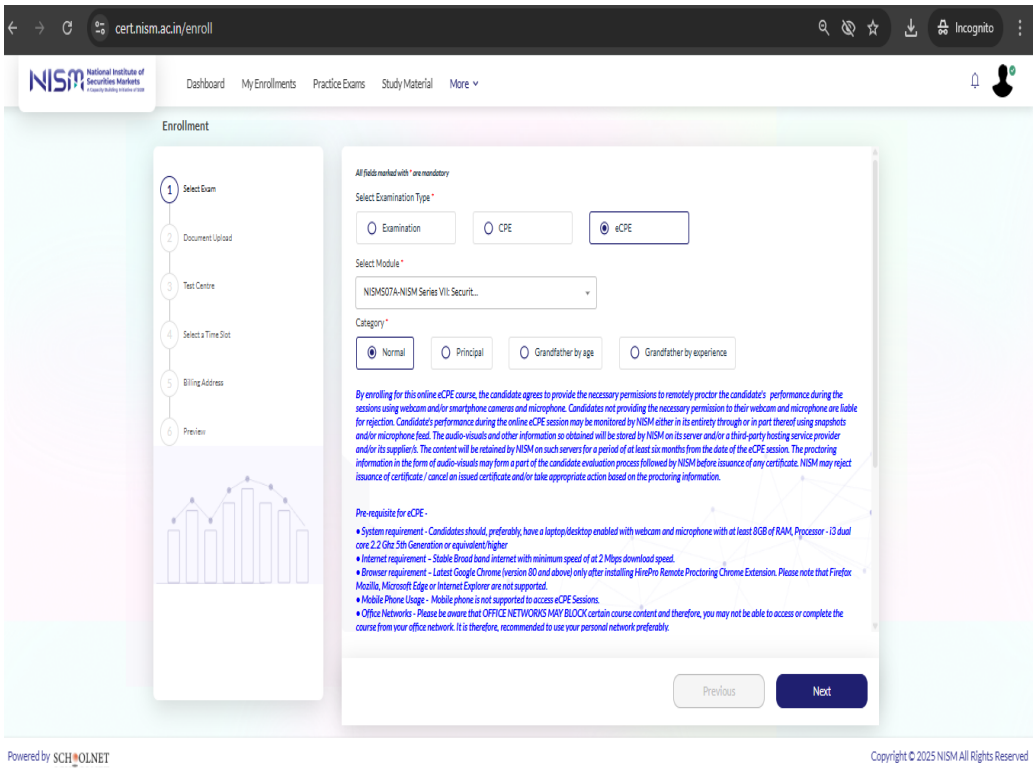
Step 2:

To enroll for eCPE, click on "eCPE" and then select eCPE Training Program



Step 3: Select your preferred Module

Select the eCPE module you wish to enroll for.

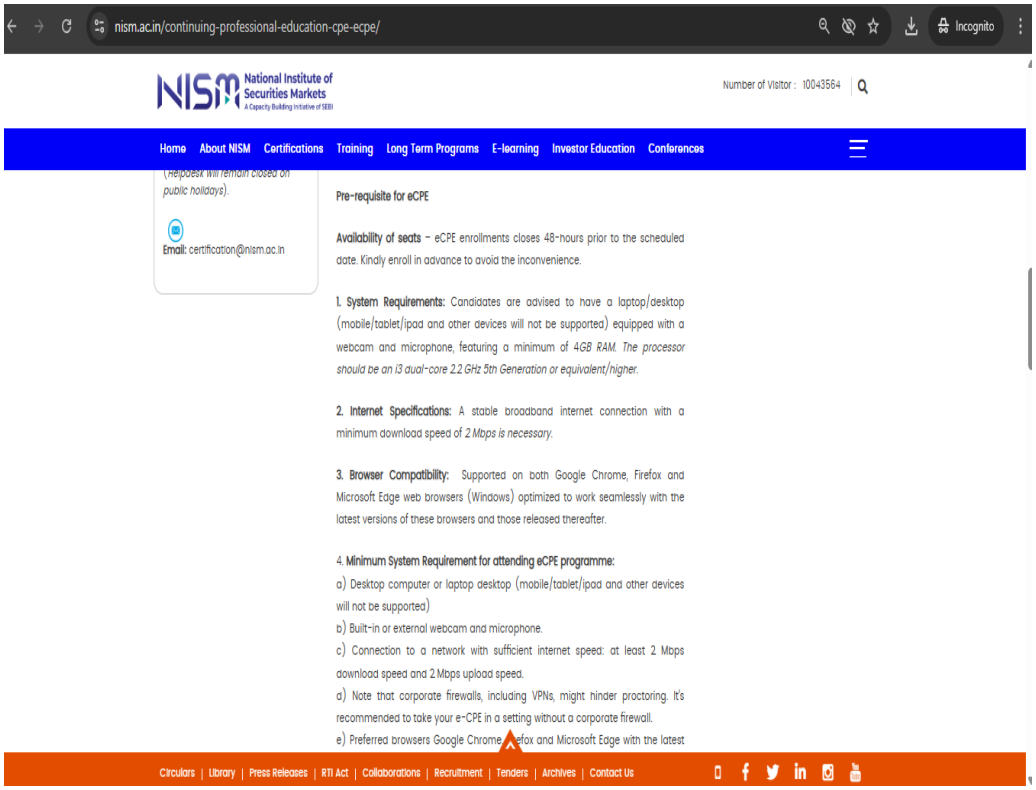


Step 4: Select category

Different eCPE modules have different categories and every category has some important requirements (pre-requisites) which are specified under each category.

Select category you are eligible for and upload required documents.

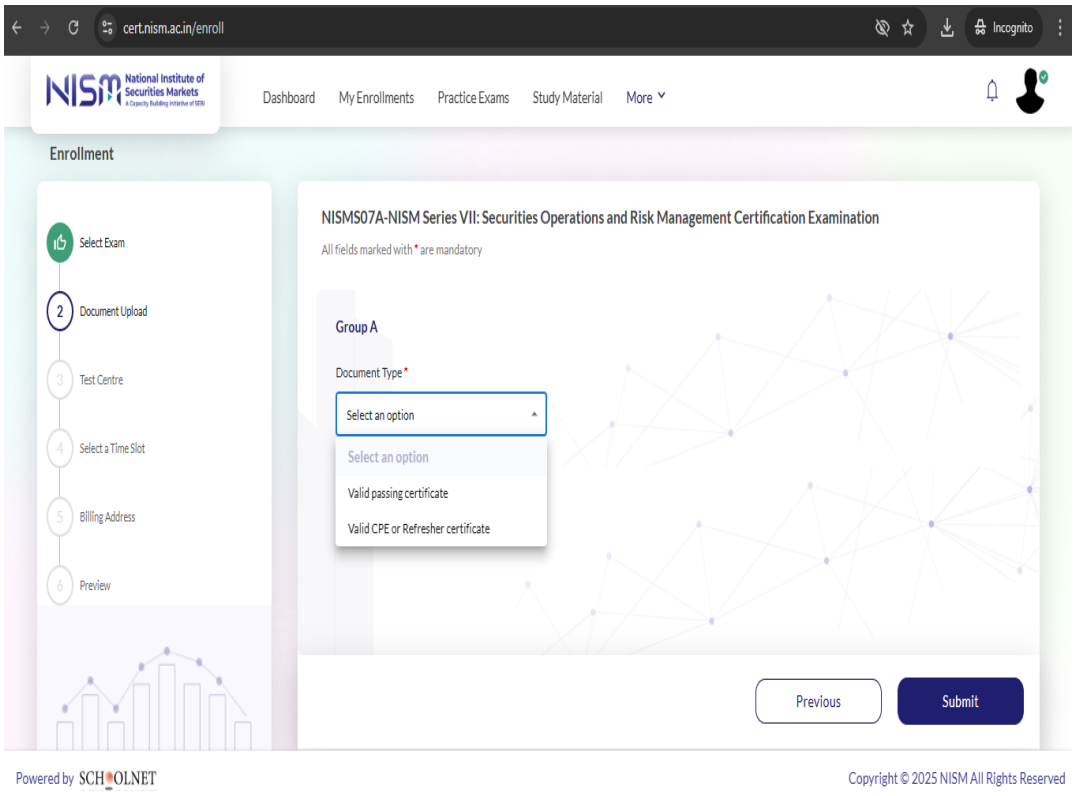
eCPE Categories:
1. Normal
2. Principal
3.Grandfathered by Age
4.Grandfathered by Experience



Step 5: Eligibility Criteria and Requirements for eCPE modules

Go to: http://nism.ac.in/certification
Click on CPE / eCPE for more information.
Click on the CPE Module to find out more about NISM CPE Programs.

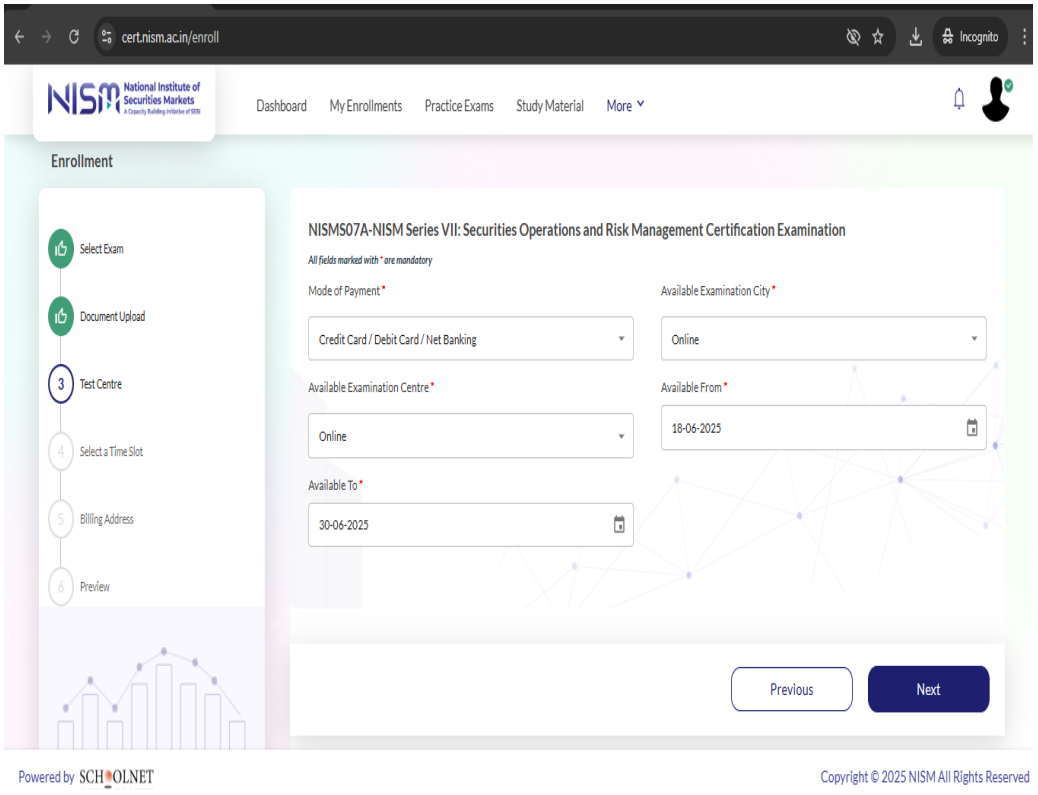
Click on Eligibility Criteria and Requirements to know the specific pre-requisites to attend that particular CPE / eCPE program of your interest.



Step 5: Enrollment

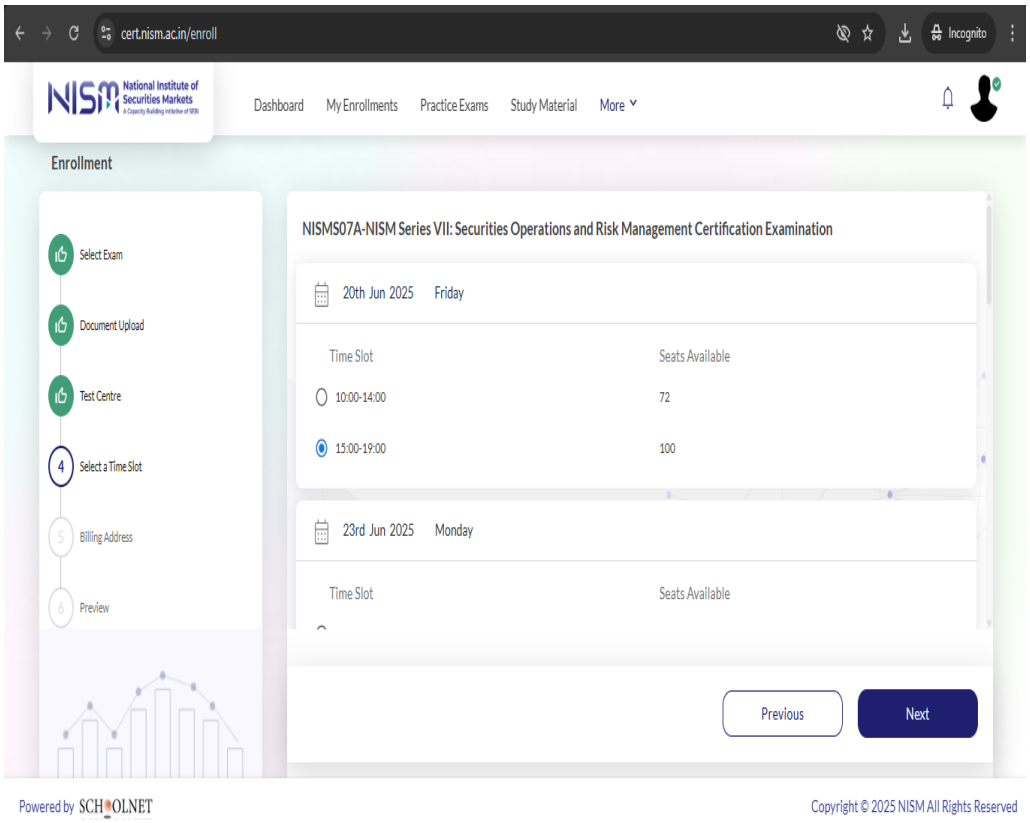
Select the category

Upload the required documents as per the category



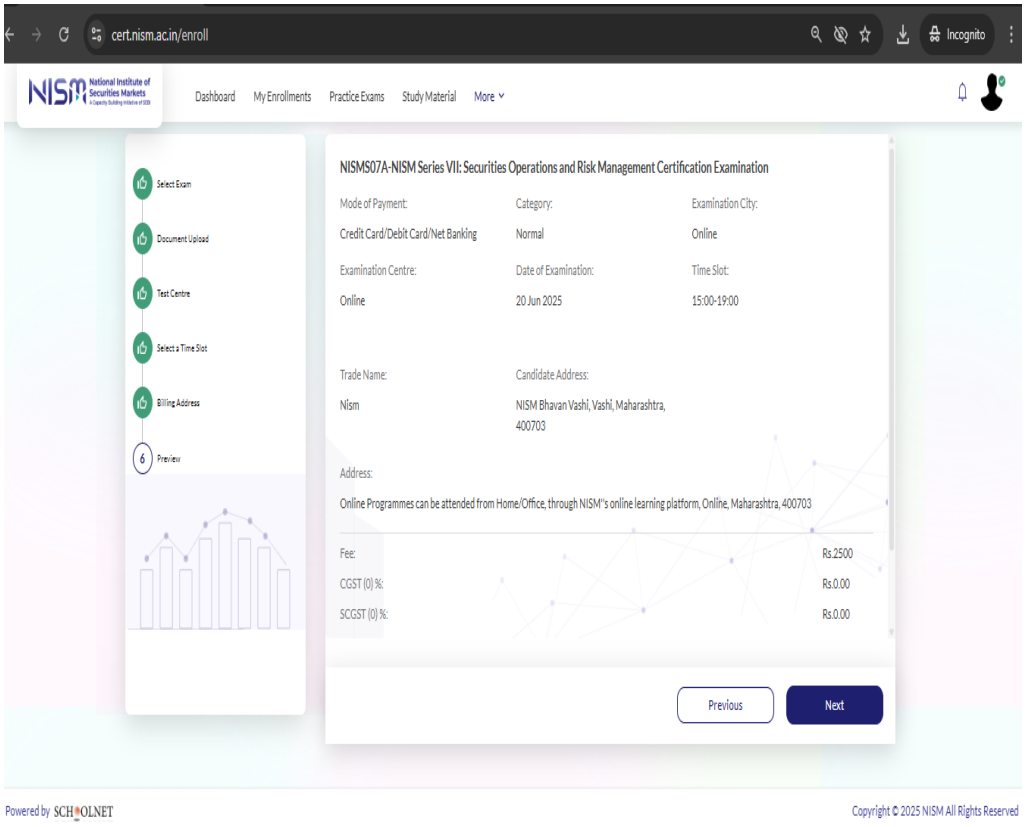
Step 6: Check Seat Availability

eCPE candidates has to select “Online” for both City and Test Centre. On entering the date range, the seat availability on those dates is shown.



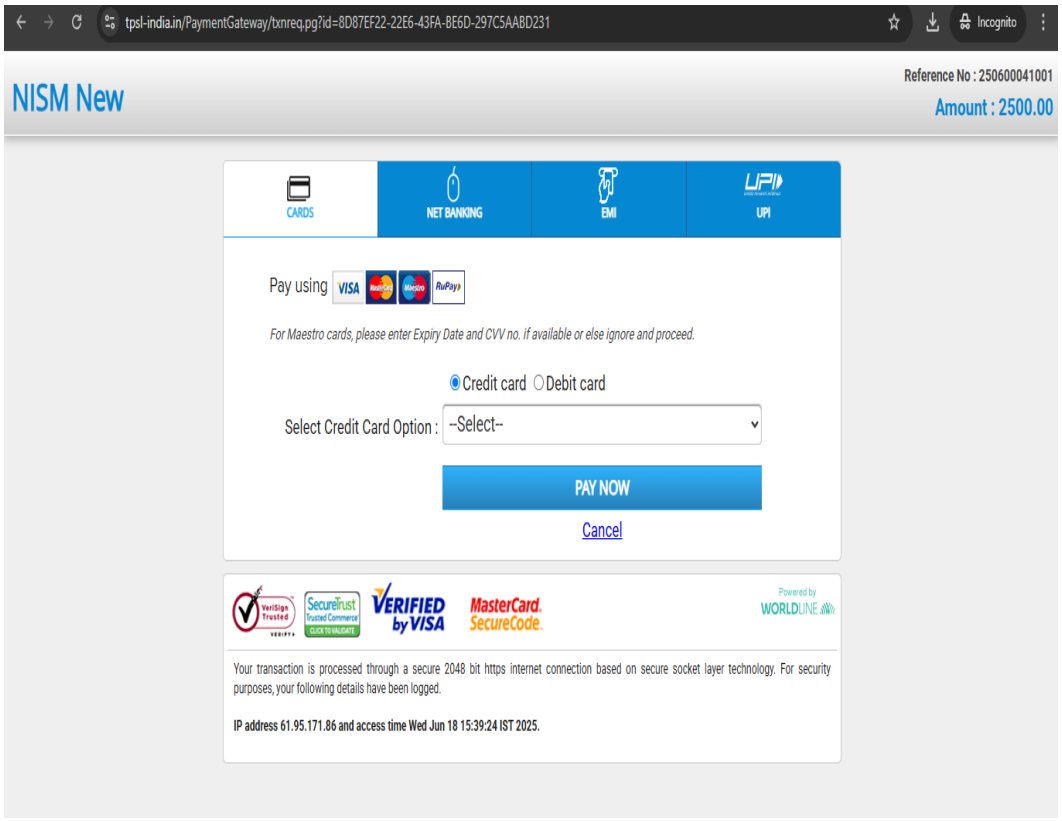
Step 6: Check Seat Availability

Candidate can select eCPE (online) slot from the available slots and enroll for the desired eCPE module & slot.



Step 7: Make your Payment

Candidate can further book the seat by making the online payment for the eCPE. For this, candidate will be redirected to the payment gateway page.



Step 7: Make your Payment

Candidate can proceed by making the payment through NISM payment gateway.

Choose your preferred mode of payment from the options listed

After filling the payment details, click on “Pay Now”

Candidate will receive payment/enrolment confirmation through E-mail and SMS..

Frequently Asked Question (FAQs):

1)I forgot my registered email ID, what should I do?

You can know your registered email ID by contacting NISM helpdesk and by providing NISM Registration number or PAN number.

2)I forgot my password, what should I do?

You can retrieve your password by clicking on "FORGOT PASSWORD" at NISM certification portal.

3)My photograph and PAN number is still not verified, what should I do?

Photograph and PAN details will be verified by NISM before the examination/ CPE Program/ eCPE sessions and if details are found improper the communication will be sent via email on your registered email ID. Please check your "Inbox" and "Spam" folders for this email from NISM.

4)From where can I print my admit card?

Admit card can be printed after successful completion of enrolment. It can be downloaded by logging into NISM Certification Portal using your registered email ID and the password.

5)My account is debited but I have not got the enrolment, what should I do?

The status of the transaction can be checked by clicking 'My Transactions'. If the status is 'unsuccessful', the system will initiate refund and it will be credited within 6-7 working days. You can check the status of your refund from NISM Helpdesk after two days of the transaction.

6)I am unable to download the study material, what should I do?

Study Material (exam workbooks) can be downloaded free of cost from NISM's website at:

https://api.nism.ac.in/cmp/

Also, you can download the softcopy of the study material from your candidate dashboard of NISM Certification Portal (for those exams for which you have enrolled for). After enrolment, a link is made available in your account on NISM Certification Portal to download the study material (https://certifications.nism.ac.in/). In case of non-receipt of the study material you may contact NISM at **+918080806476** or email at **certification@nism.ac.in**

7) I am not carrying the original PAN card to the test center / CPE program (or, I have lost my PAN card). Will I be allowed to appear for the examination?

You can produce any one of the following Photo Identity proofs (in original) at the Test Centre/ CPE Venue:

•PAN Card

•Aadhar Card *

•Driving License

•Passport

Any of these documents stored in DigiLocker, provided such document has the candidate photograph embedded in it.

In case you are producing E-Aadhar copy as Identity proof then, you must download the E-Aadhar (pdf document) from the UIDAI website in the presence of Exam invigilator / CPE Coordinator at the venue.

8) Can I reschedule my NISM Certification Examination?

NISM Certification can be rescheduled 4 days prior to the scheduled examination date. This facility of reschedulement is made available at candidate dashboard and this can be availed only once.

9) I reached late at NISM Test centre; can I still appear for the examination?

No, in case you reach at NISM Test Centre after the stipulated time, i.e., 30 minutes from the Test Start Time, you will not be allowed to appear for NISM Certification examination. Candidate is required to reach the NISM Test Centre 30 minutes before the scheduled examination slot. Examination portal does not allow a candidate to log-in after the 30 minutes of the scheduled examination start time and the decision of the Invigilator in this regard will be final.

10) I have cleared the NISM Certification examination, when can I get my certificate?

The softcopy of certificate is emailed to candidate on their registered email ID after 72 Hours of the date of examination (07 working days for CPE / eCPE). Candidate can also download the certificate from NISM Certification portal using their registered email ID and password.

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