

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

## A Step-by-Step Tutorial

This guide will help you to navigate the online registration system for NISM Certification Exam and CPE Program. You may print this document and use it to assist you in the process.

### General Guidelines:

- To **register and enroll** for NISM Certification Examination and CPE Program, candidate needs to fill in the Online Registration Form available on the NISM Online Certification System at <https://certifications.nism.ac.in>
- Use Internet Explorer version 6.0 to 9.0 for Registration process

### Recommendations:

- **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** registering for a test. This will allow you to complete your registration more quickly.
- **Be prepared** Study NISM workbook for the respective examination to help yourself prepare for the test day .Study material is free for download after you Enroll and make payment for the Exam .
- Candidate can buy NISM workbooks online through Taxmann Publications Private Ltd

Visit <https://www.taxmann.com/bookstore/nism-iibf-books.aspx> to place your orders for NISM workbooks

- **For purchase of study material, you may contact:**

Taxmann Publications Private Ltd  
35, Bodke Building, Ground Floor,  
MG Road, Opp. Mulund Railway  
Station, Mulund (W), Mumbai - 400080  
Call: +91-022-25934806/07/09, 25644807  
/9322247686, **Mobile:** 09322247686, 9619668669

**Email:** [sales.mumbai@taxmann.com](mailto:sales.mumbai@taxmann.com), [nileshbhanushali@taxmann.com](mailto:nileshbhanushali@taxmann.com)

NISM Certification Examinations are conducted across 150+ cities in India.

NISM Test Administrators, namely, NSE, BSE

For query regarding the dispatch of the books, kindly write to [sales.mumbai@taxmann.com](mailto:sales.mumbai@taxmann.com)

or contact +91-022-25934806/07/09, 25644807 /9322247686,

Enrollments will be closed

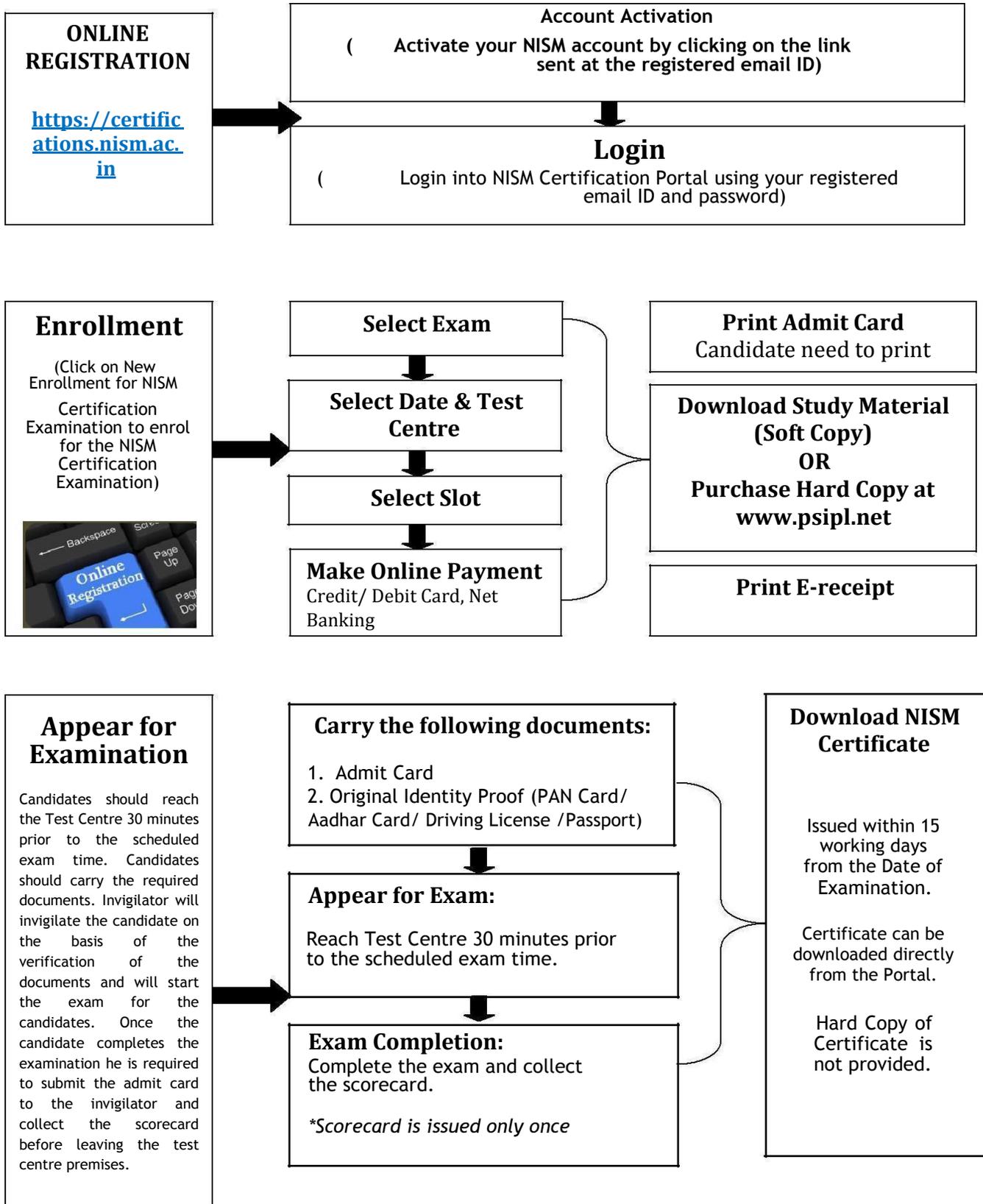
**48 hours** before the commencement of the Exam



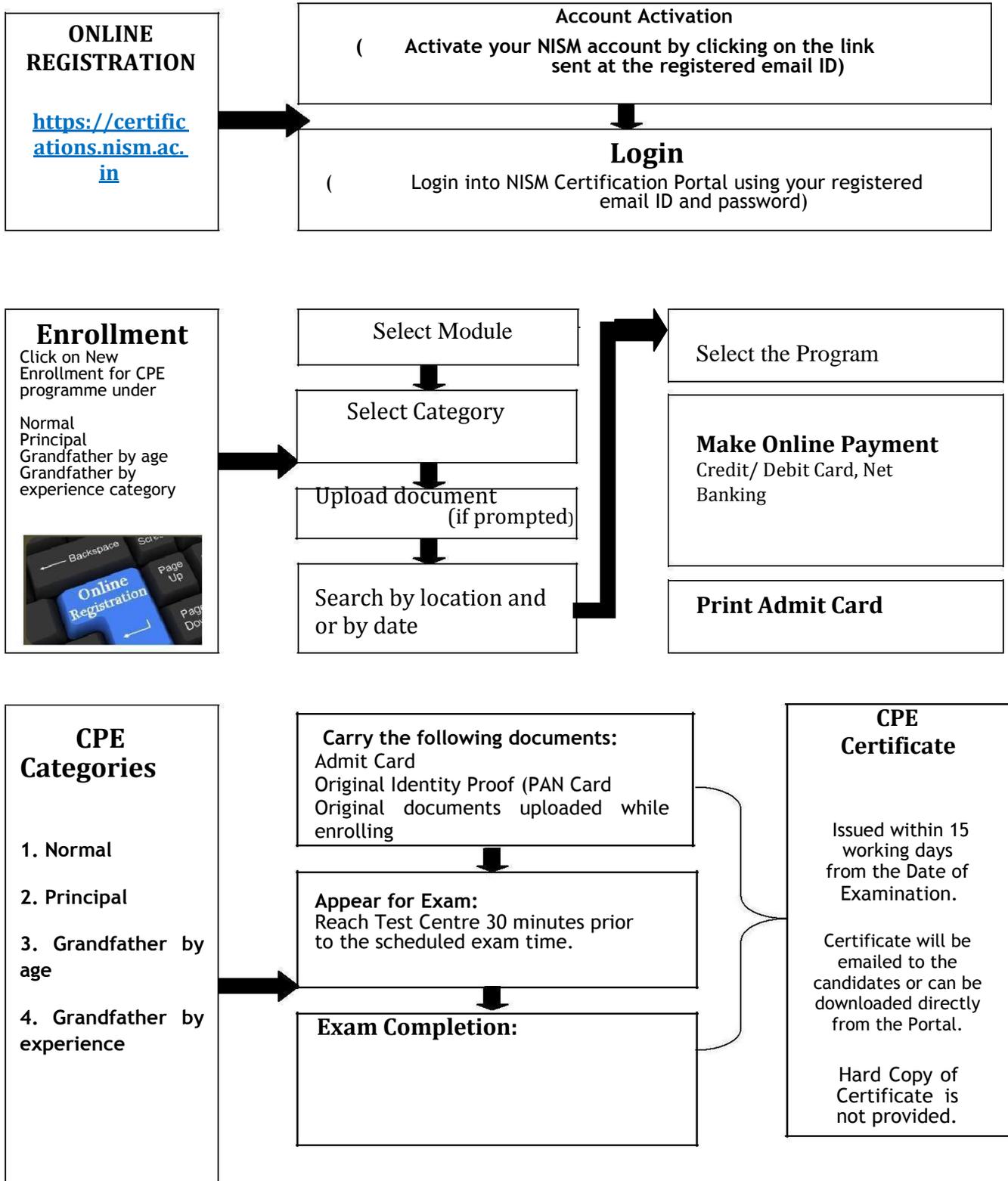
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**NISM Certification Examinations - Registration and Enrolment Process Flowchart:**



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



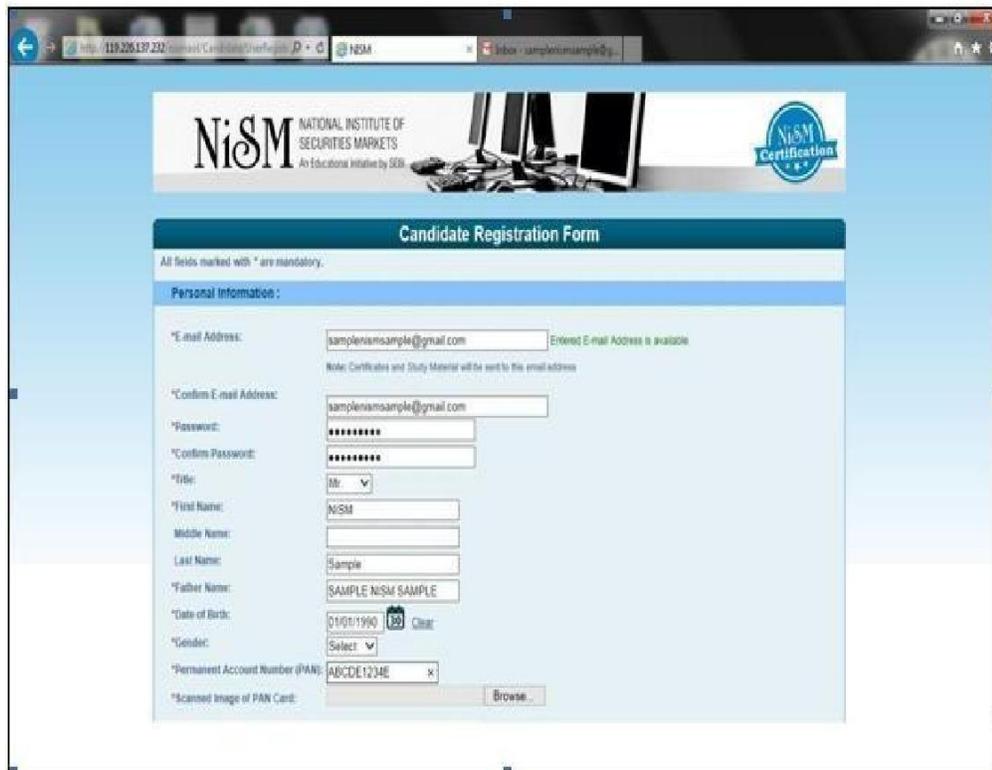
**TO REGISTER FOR NISM CERTIFICATION EXAMINATION AND CPE PROGRAM  
FOLLOW THESE STEPS**



**Step 1: Login**

Visit <https://certifications.nism.ac.in>

and click on “Register”



**Step 2: Fill the Online Registration Form**

**Part 1** Complete all of the required sections highlighted with an asterisk (\*).

If the given email ID will be available system will show “Entered E-mail Address is available”

and candidate can proceed with the registration.

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

**Step 2: Fill the Online Registration Form**

**Part 2.** 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 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.

**Form Fields:**

- \*Photo: C:\Users\deepshree\Desktop\Samp... [Click here to view Photograph Specifications](#)
- Alternate Email Address: sample@nism@gmail.com
- Contact Information :**
- Please provide accurate address for proper dispatch of workbook/certificate.
- \*Address Line 1: FLAT NO- 102
- Address Line 2: BUILDING NO-7
- Address Line 3: SAKET APARTMENTS
- \*City: VASHI
- \*Pincode: 40703 [Search Pincode \(India Only\)](#)
- \*State: Maharashtra
- \*Country: India
- Tel. Residence: ISD: +91 STD: Phone:
- \*Mobile Phone: ISD: +91 Mobile: 9999999999
- Educational Qualification Details:**
- \*Educational Qualification: Graduation
- Graduation:
- \*Major Subject: Commerce
- \*Institute/University: COMMERCE
- \*Year Of Passing: 2007
- \*Percentage/Grade: 72
- Select:
- 2014

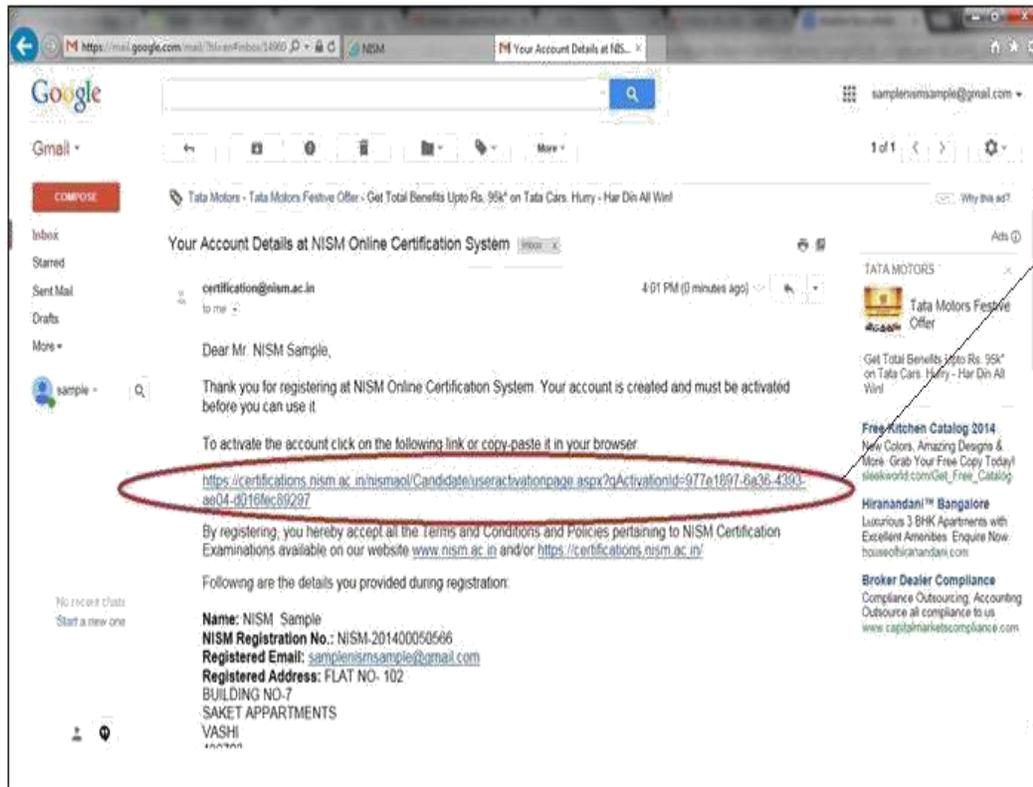
**Step 2: Fill the Online Registration Form**

**Part 3** After completing the registration form click on “SUBMIT” to receive the activation link.

On successful completion of registration an activation link will be sent to the e-mail address specified by the candidate. Candidate’s Account with NISM will be activated only after the candidate activates the link by clicking it.

**Form Fields:**

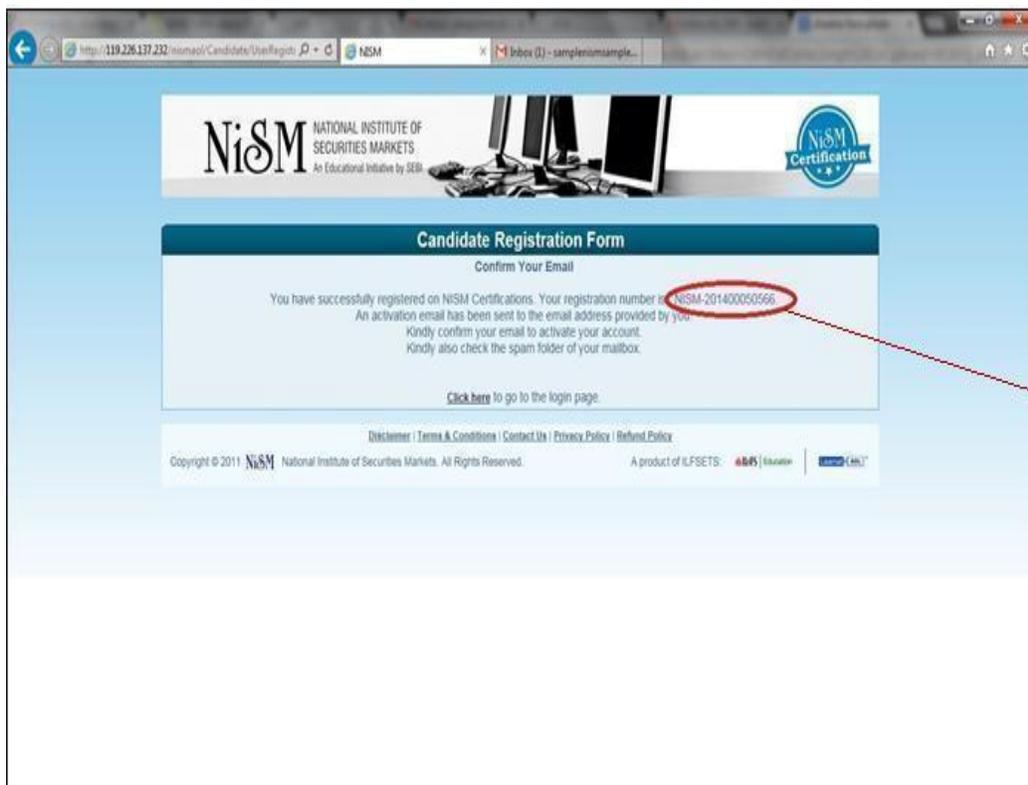
- Educational Qualification Details:**
- \*Educational Qualification: Graduation
- Graduation:
- \*Major Subject: Commerce
- \*Institute/University: COMMERCE
- \*Year Of Passing: 2007
- \*Percentage/Grade: 72
- Select:
- 2014
- Professional Details:**
- Professional Qualification: Others
- Institute/University:
- Year Of Passing: 2014
- Percentage/Grade:
- Occupational Details:**
- \*Occupation: Not employed
- \*Total Experience (In years): <1
- Please enter the verification code as it is shown in the image alongside.
- 86278
- I agree that all the above information provided by me is true to the best of my knowledge. I certify that all the above information provided by me is true to the best of my knowledge. I am aware that if any of the above information is found to be incorrect/incomplete NISM may take disciplinary action including withdrawal of certificate.
-



**Step 3: Click on the Activation Link**

**Part 1** Activation link is sent to the registered email ID provided by the candidate.

Candidate can check the *inbox and spam folder* for the receipt of the activation link.

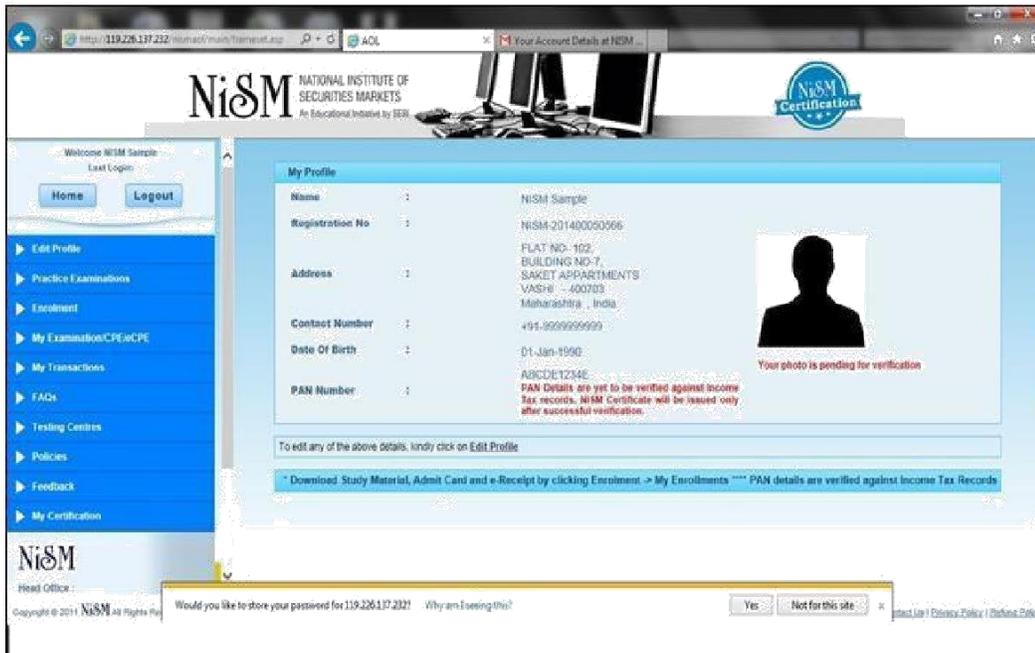


**Step 3: Registration Number**

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

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

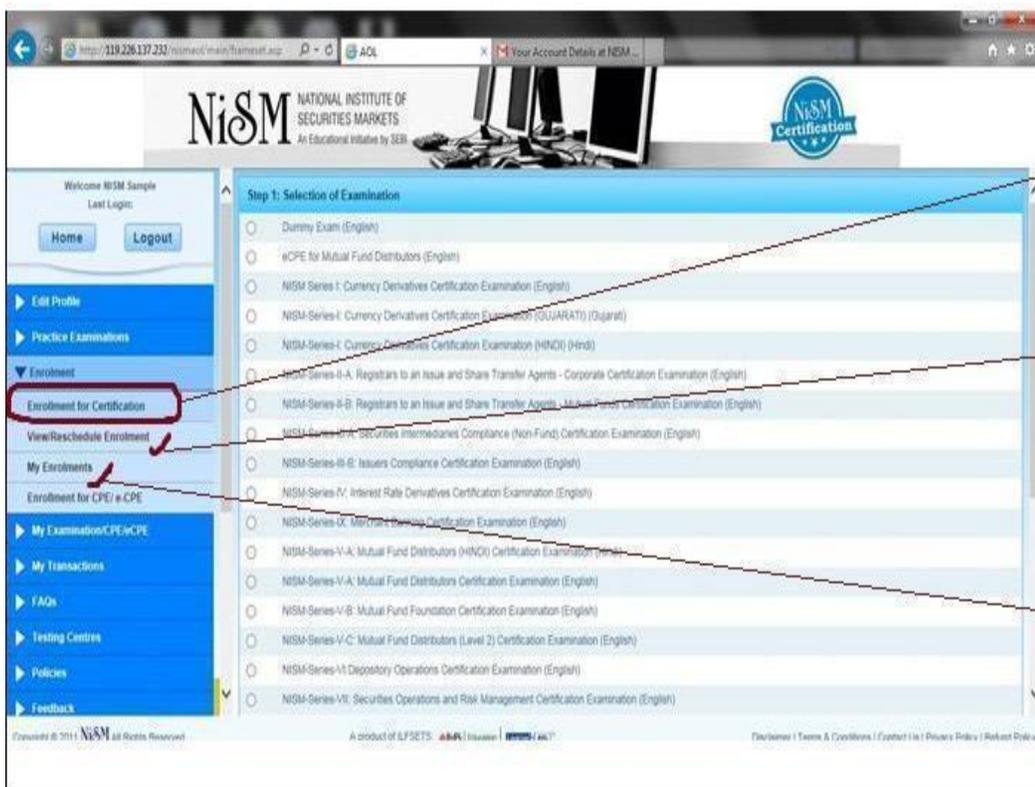
**TO ENROLL FOR NISM CERTIFICATION EXAM FOLLOW THESE STEPS**



**Step 1: Login**

Once the link is activated Candidate can login through NISM Certification website by using e-mail ID and password provided at the time of registration.

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



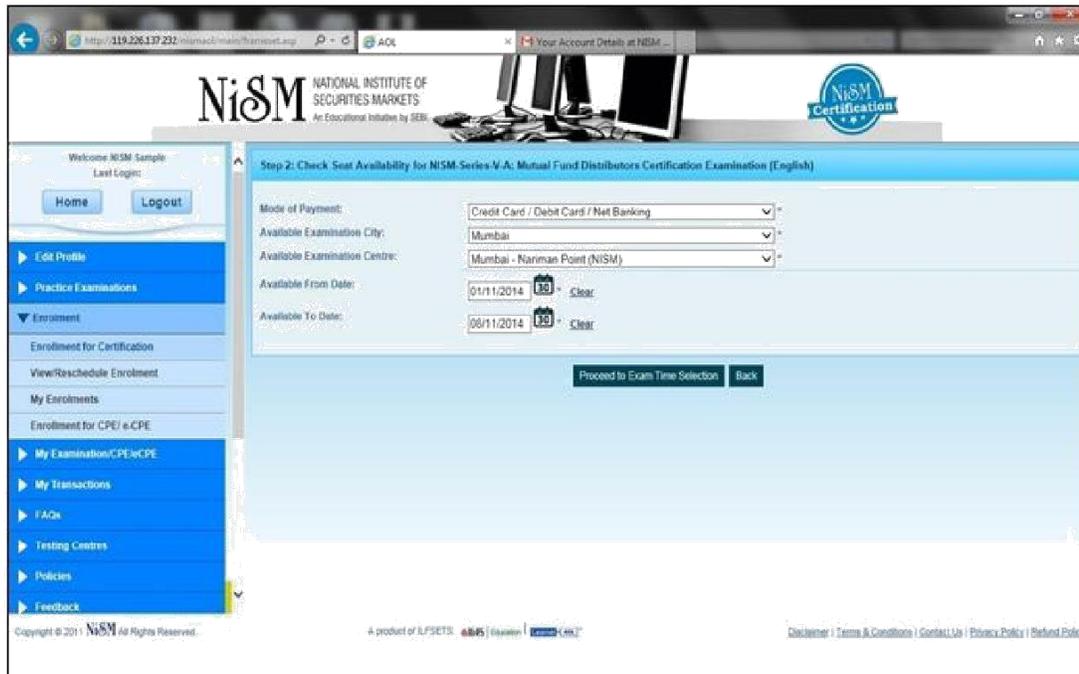
**Step 2: ENROLL**

Candidate can enroll for any of the NISM Certification Exam by using “enrolment for certification”.

Candidate can also avail the facility of rescheduling only 15 days prior to the scheduled examination date.

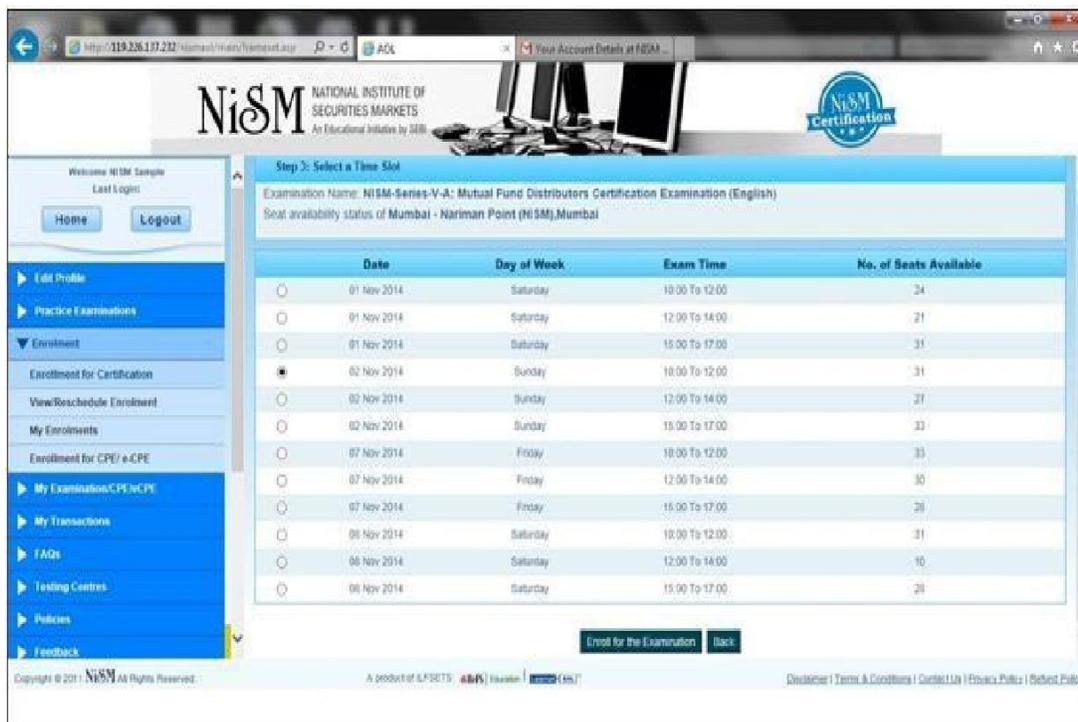
Candidate can take the print of the admit card by using “My Enrollments”.

Candidate can choose the examination from the list of all NISM examinations.



### Step 3: Test Center Selection

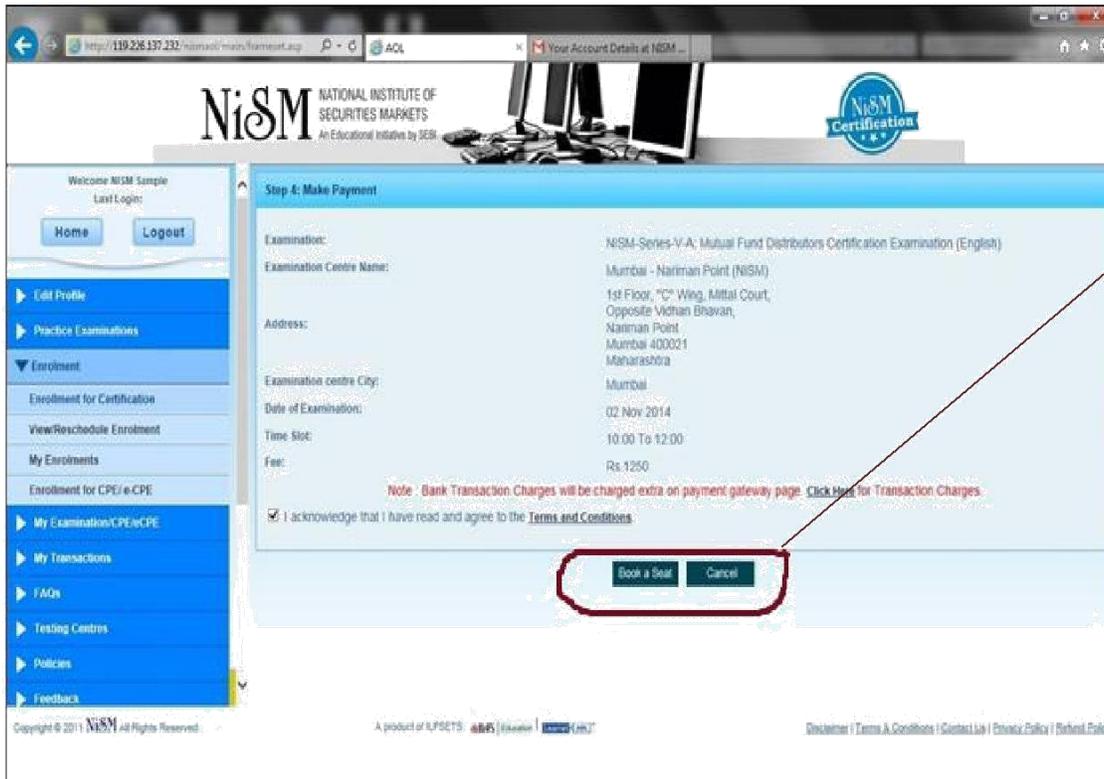
Candidate can select the city and test centre to check the seat availability.



### 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.

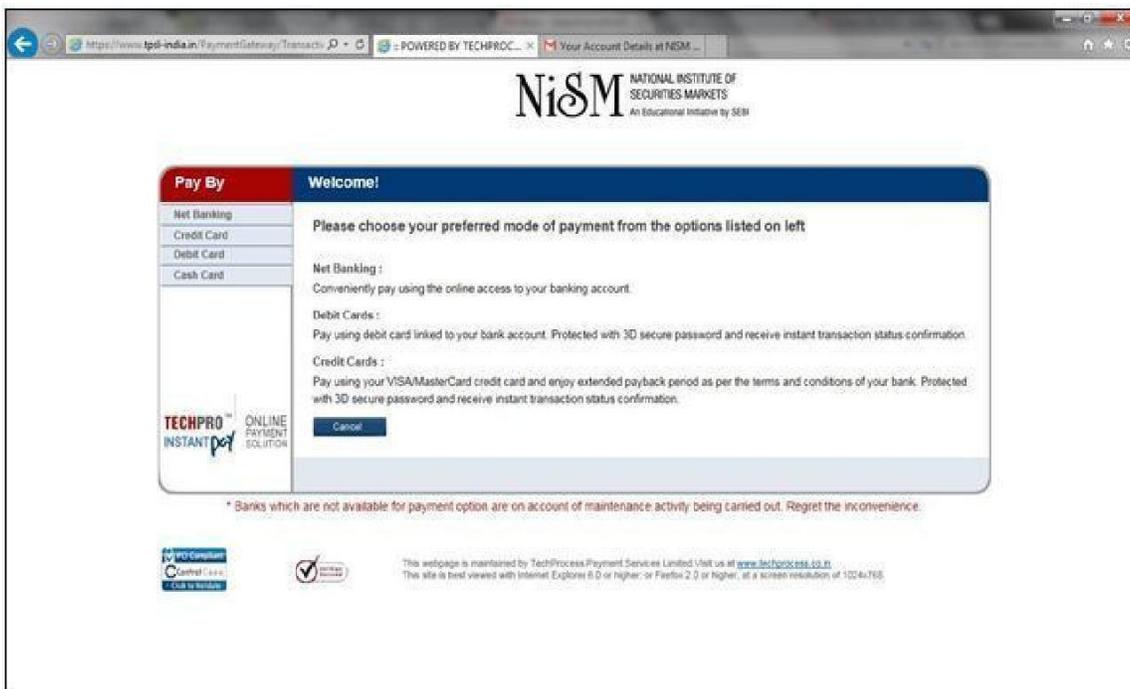
**Part 2** Candidate can select examination slot from the available slots and enroll for the examination.



**Step 5: Select a Time Slot**

Candidate can further book the seat by making the online payment.

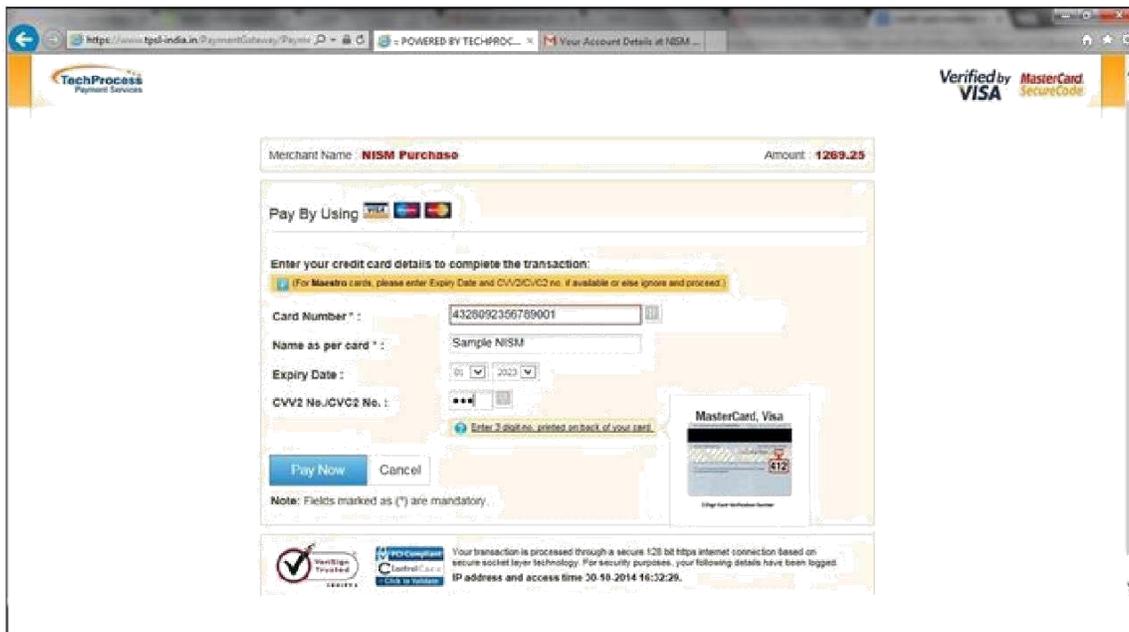
After selection and seat booking confirmation the system will take candidate to the payment gate way, where candidate can choose the Bank and mode of payment.



**Step 6: Make your Payment**

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

Choose your preferred mode of payment from the options listed



### Step 7: Payment Conformation

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

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

## With the NISM Candidate dashboard, candidate can access the following features:

**Edit Profile:** Candidate can change his password, communication address and education qualification. Candidate can edit his/her photograph, PAN number and scanned copy of the PAN Card only if it is marked as “NOT VERIFIED” by NISM operations team.

**Practice Exams:** Candidate can appear for any of the practice exams so as to get in the NISM testing software and to practice the examination modules.

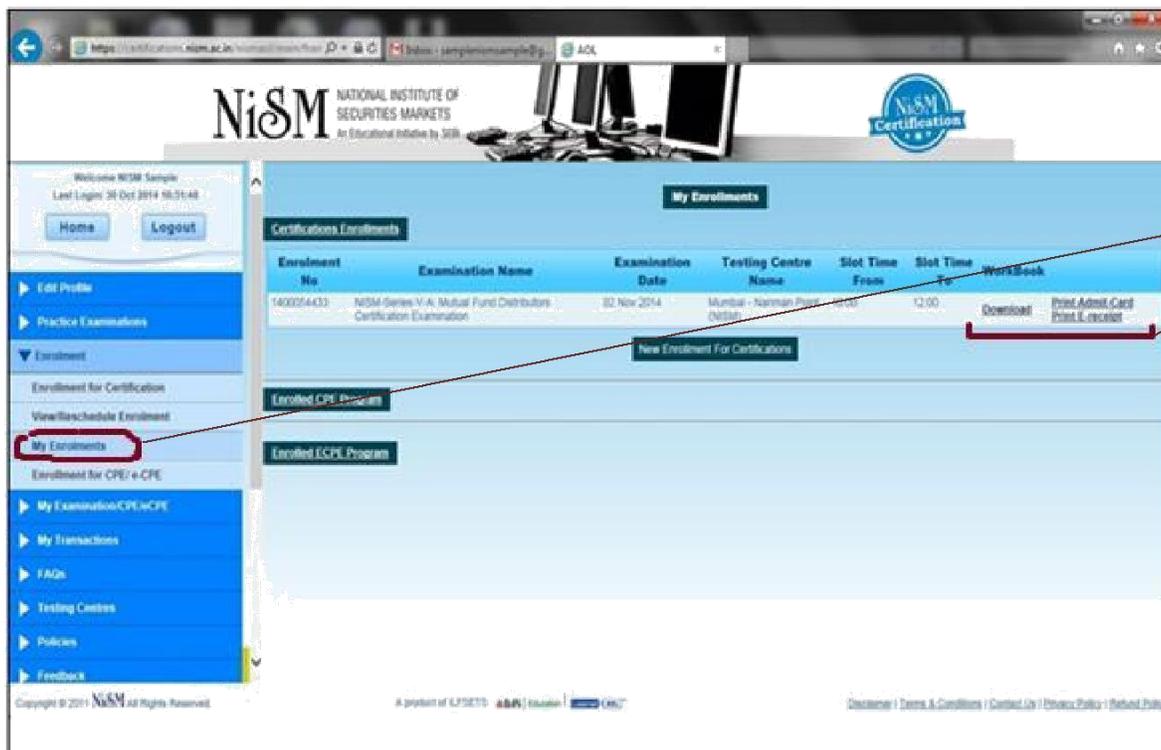
**My Examinations:** Candidate can check his/her total number of enrolment made for examination so far by using “My Examinations” link. Candidate can also download the softcopy of the workbook within 24 hrs of the enrolment. Candidate can also download the copy of his certificate after the successful completion of the examination. This copy of certificate is made available after the necessary approvals and is emailed to the candidate at his registered email ID with 10-15 working days after the date of examination. The certificate is also made available in candidate Profile Login.

**My Transactions:** Candidate can check all transactions made to NISM by using “My Transactions” link. Candidate can also print e-receipt from this link.

**Testing Centre:** Candidate can check the postal address and contact details of NISM’s own Testing centres.

**Feedback:** Candidate can drop a feedback to NISM by using the feedback link.

**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 examination appeared by the candidate.



Enrollment No	Examination Name	Examination Date	Testing Centre Name	Slot Time From	Slot Time To	Workbook
1400254432	NISM Series V-A: Mutual Fund Distributors Certification Examination	02 Nov 2014	Mumbai - Nariman Point (MUM)	12:00		Download Print Admit Card Print E-Receipt

### Download Admit Card

Candidate can Download Admit Card, Print E-receipt and can take the print of Admit Card by clicking on “My Enrollments.”

**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:

- Pan Card
- Aadhar Card/ E-aadhar
- Driving License
- Passport

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

Candidate can download the softcopy of the study material within 24 hours from the time of enrollment/payment of fees. After enrollment, a link is made available in your account on NISM Certification Portal to download the study material.

In case candidate wants to purchase a hardcopy of the study material, the same is made available at Rs. 250/- (Rupees One Hundred and Fifty Only).

For query regarding the dispatch of the books, kindly write to :

[sales.mumbai@taxmann.com](mailto:sales.mumbai@taxmann.com) or contact **022-25934806, +91-09322247686**

## TO ENROLL FOR CPE PROGRAMME FOLLOW THESE STEPS

Upon expiry of the validity of the certificate possessed by an associated person, the certificate shall be re-validated by passing the relevant NISM Certification Examination before the expiry of the existing certificate or by successfully completing a program of relevant one day 'Continuing Professional Education (CPE)' as may be specified by NISM during 12 months preceding the date of expiry of the certificate.

The certificate will be re-validated for a period of three years from the date of expiry of the existing certificate.

### Step 1: Login

Once the link is activated Candidate can login through NISM Certification website by using e-mail ID and password provided at the time of registration.

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

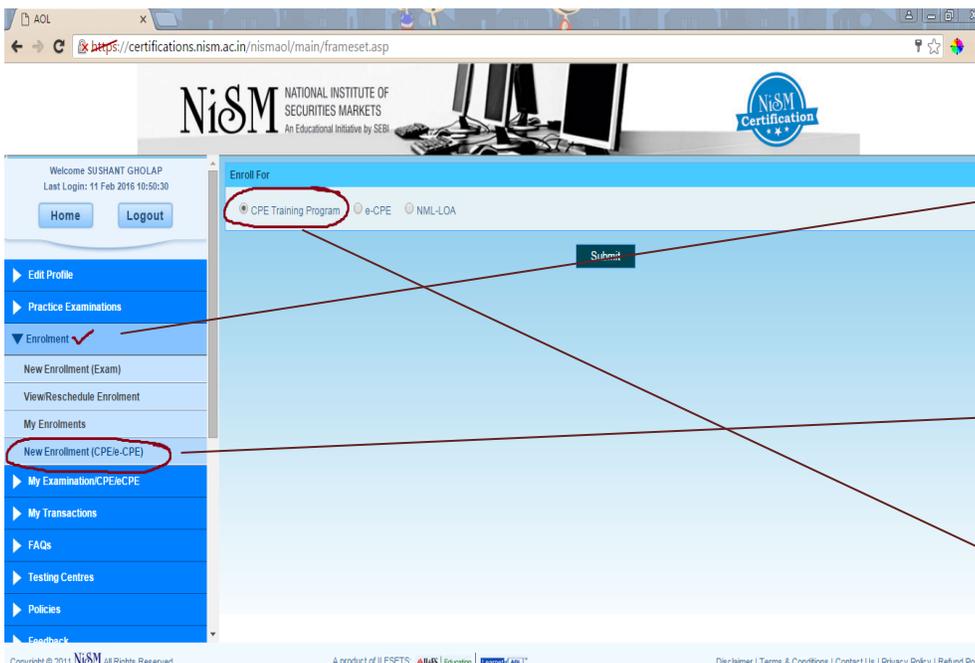


### Step 2:

Candidate can enroll for any of the NISM Certification Exam by using "enrolment for certification".

To enroll for CPE click on New Enrolment CPE/eCPE

Under New Enrollment section select CPE Training Program





Welcome SUSHANT GHOLAP  
Last Login: 11 Feb 2016 10:50:30

Home Logout

**Enroll For CPE Training Program**

\*Module : **Select Module** Only one Module can be selected at a time

- Select Module
- NISM123-Test
- NISM01A-NISM Series I: Currency Derivatives Certification Examination
- NISM02A-NISM-Series-II-A: Registrars to an Issue and Share Transfer Agents - Corporate Certification Examination
- NISM02B-NISM-Series-II-B: Registrars to an Issue and Share Transfer Agents - Mutual Funds Certification Examination
- NISM03A-NISM-Series-III-A: Securities Intermediaries Compliance (Non-Fund) Certification Examination
- NISM04A-NISM-Series-IV: Interest Rate Derivatives Certification Examination
- NISM05A-NISM-Series-V-A: Mutual Fund Distributors Certification Examination
- NISM05B-NISM-Series-V-B: Mutual Fund Foundation Certification Examination
- NISM06A-NISM Series VI: Depository Operations Certification Examination
- NISM07A-NISM Series VII: Securities Operations and Risk Management Certification Examination ✓
- NISM08A-NISM-Series-VIII: Equity Derivatives Certification Examination
- NISM09A-NISM-Series-IX: Merchant Banking Certification Examination
- NISM10A-NISM-Series-XA: Investment Adviser (Level 1) Certification Examination

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**Step 3: Select your preferred Module**

Select the exam module you wish to enroll for.

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Home Logout

**Enroll For CPE Training Program**

\*Module : **NISM07A-NISM Series VII: Securities Oper** Only one Module can be selected at a time

Category :  Normal  Principal  Grandfather by age  Grandfather by experience

Any person holding any of the following Certificates

(a) NISM Series VII: Securities Operations and Risk Management Certification Examination

(b) NISM Series VII: Securities Operations and Risk Management Continuing Professional Education and the validity of which has not expired, may attend NISM Series VII: Securities Operations and Risk Management CPE Program, on uploading any of the required documents.

Note: Candidates can attend the CPE Program not before twelve months prior to expiry of the said Certificate.

Next

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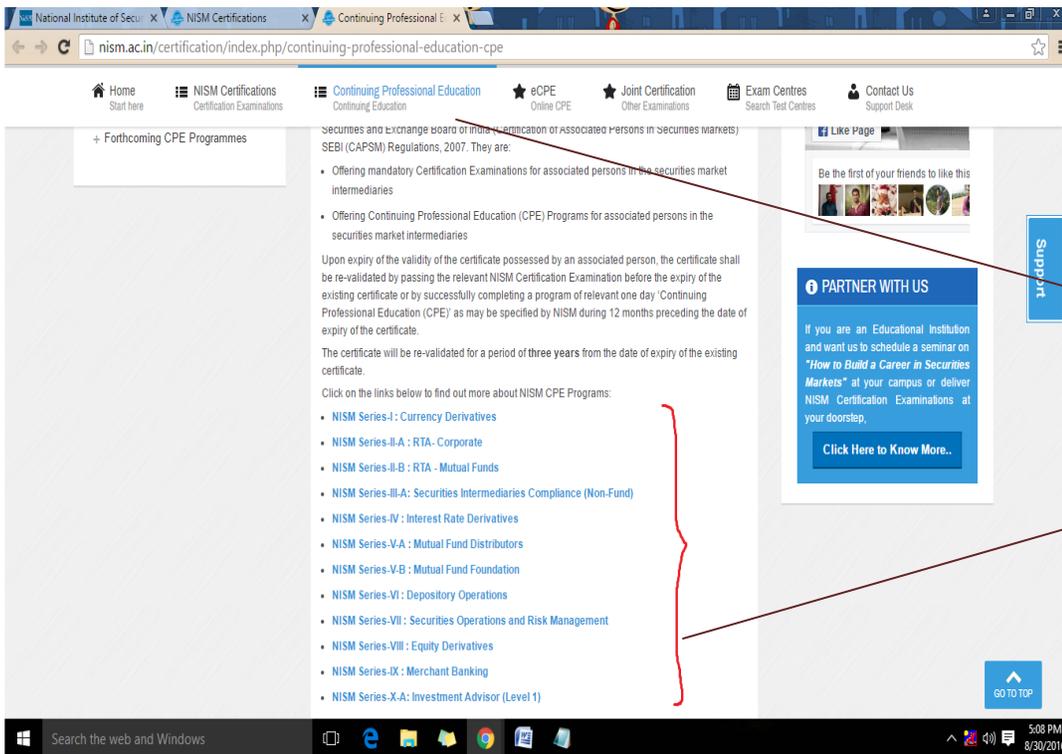
**Step 4: Select category**

Different exam module has different category and every category has some important requirements which are specified under each category

Select category you are eligible and upload required documents

**CPE Categories:**

1. Normal
2. Principal
3. Grandfather by age
4. Grandfather by experience



**Step 5: Eligibility Criteria and Requirements for CPE modules**

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

Click on Continuing Professional Education

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

Click on Eligibility Criteria and Requirements

### Required Documents for NISM CPE Examination (under respective Categories)

The following Documents, along with a duly filled CPE Registration Form, needs to be submitted at the CPE venue for attending NISM CPE Examination

**1. Normal Category**

- Copy of PAN card
- Copy of valid certificate
- A recent passport-size photograph

**2. Principal Category**

- Copy of PAN card
- Proof of Designation
- Copy of Registration Certificate of the Intermediary
- A recent passport-size photograph

**3. Grandfather by Age Category**

- Copy of PAN card
- A recent passport-size photograph

**4. Grandfather by Experience Category**

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



**Step 5: Enrollment**

Select the category  
Upload the required documents as per the category

Location	Venue	Program Date	Fees	CSP Name	Program Code	No. of available seats
Kolkata	Sudesh Bhawan	11-Sep-2016	Rs 2500	National Stock Exchange of India Ltd	NSE/NISMS01A/949/11-Sep-2016/Kolkata	23

\*Note: Venue will be smsed-emailed before the Program.

Candidate can choose the examination centre and can check the number of seats available

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

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

## 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?

You can proceed with the enrolment, Photograph and PAN details will be verified by NSIM operation team before the examination and if details are found improper the communication will be sent via email on your registered email ID.

### 4) From where can I print my admit card?

Admit card can be printed after successful completion of enrolment. It can be downloaded from NISM certification portal using the registered email ID and password.

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

You can check the status of your transaction from NISM helpdesk after 2 days of the transaction. Also, you need to check with your bank, if the transaction is unsuccessful, your amount will be credited into your bank account within 6-7 working days.

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

You can download the softcopy of the study material within 24 hours from the time of enrolment/payment of fees. After enrolment, a link is made available in your account on NISM Certification Portal to download the study material. In case of non-receipt of the study material you may contact NISM at +918080806476 or email [certification@nism.ac.in](mailto:certification@nism.ac.in)

In case you want to purchase a hardcopy of the study material, the same is made available at Rs. 250/- plus courier charges. To order the study material and check the availability through <https://www.taxmann.com/bookstore/nism-iibf-books.aspx>

### 7) I am not carrying the original PAN card / I have lost my PAN card, will I be allowed to appear for the examination?

No, in case you are not carrying the original PAN card and a self attested copy of the PAN card, you will not be allowed to appear for NISM certification Examination.

### 8) Can I reschedule my NISM Certification Examination?

NISM Certification can be rescheduled 15 days prior to the scheduled examination date. This facility of rescheduling 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. Invigilation can be done within 30 minutes of the scheduled examination time and decision of the Invigilator 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 at their registered email ID after the necessary approvals with 10-15 working days after the date of examination. Candidate can also download the certificate from NISM Certification portal using their registered email ID and password.

