



Step by step to successful recertification

1.	<p>Check the duration and set a reminder:</p> <p>Check the duration of your certificate in good time and set yourself a reminder → our recommendation: 12 months before expiry.</p> <p><i>Good to know:</i></p> <ul style="list-style-type: none"> - The duration is shown on the certificate. - If you no longer have your certificate, you can order a new one (a charge is payable for this) - You will receive a reminder from SAQ 6 months before your certificate expires (provided your address details are up-to-date) 	<input type="checkbox"/>
2.	<p>Which recertification measures are available to me:</p> <ul style="list-style-type: none"> - Accredited recertification training amounting to 24 hours of study - Supervised recertification exam covering content specific to certification programme and current topics - Assignments as examination experts or trainers for accredited measures <p>All details of the measures can be found in the certification programmes, which are available on our website: www.saq.ch/bankzertifikate/zertifikate/</p> <p><i>Good to know:</i></p> <ul style="list-style-type: none"> - <i>The 24 hours of study must cover the subject areas of “Industry knowledge” and “Rules of conduct”. The rules of conduct reflect FinSA articles 7 to 20.</i> - <i>SAQ has divided the trainings into “Industry knowledge”, “Conduct” or “combined measures”. The category is identified by the SAQ code. The last 4 digits indicate the category of the training/measure:</i> - <i>Final digits “1XXX” = Industry knowledge</i> - <i>Final digits “2XXX” = Conduct</i> - <i>Final digits “3XXX” = combined measure (industry knowledge and conduct).</i> <p><i>For a recertification measure to be deemed complete, the following requirements must be met:</i></p> <ul style="list-style-type: none"> - <i>Trainings are accredited by SAQ</i> - <i>Trainings are approved for the certification programme for the certificate being renewed</i> - <i>The completed training must cover at least 24 hours of study</i> - <i>A combination of trainings has been completed, covering conduct and industry knowledge</i> - <i>The trainings were attended entirely within the duration of the certificate</i> 	<input type="checkbox"/>



<p>3.</p>	<p>Clarify the recertification requirements with your employer:</p> <p>Check first that your employer supports your recertification. Your employer may offer recertification trainings or may put together a programme for you run by external providers.</p>		<input type="checkbox"/>
	<p>Support of employer, processes are available</p>	<p>No support or lack of clarity from employer</p>	
<p>4.</p>	<p>Be aware of your employer's processes:</p> <p>Follow the processes specified by the employer.</p> <p>Book the required trainings in good time.</p>	<p>Plan your recertification:</p> <p>Check the eligibility criteria as detailed in the examination regulations.</p> <p>If you have any questions about your eligibility, contact: banking@saq.ch</p> <p>Select providers of accredited recertification measures from the list "Overview of providers of recertification measures"</p>	<input type="checkbox"/>
<p>5.</p>	<p>Complete the recertification measures</p> <p>After successfully attending, depending on your employer you will receive a confirmation of attendance (please check internal process).</p> <p>Complete the recertification measures</p> <p>After successfully attending, you will receive a confirmation of attendance, on which the SAQ code is shown. You must keep this as you will need this document and the code for the recertification application.</p> <p style="text-align: center;"><i>Good to know:</i></p> <p><i>Make sure that the whole measure is completed within the duration of your certificate (after issue, before expiry). Only measures that have been attended and completed in full will be counted.</i></p> <p><i>Only measures accredited by SAQ will be counted. Clarify this with your bank or provider beforehand. Pay attention to the SAQ code.</i></p>		<input type="checkbox"/>

<p>6.</p>	<p>Application for recertification</p> <p>There are two options (please check internal processes):</p> <ol style="list-style-type: none"> 1. Your bank submits your application to SAP directly or through an external agency → You need take no further action 2. Your bank does not submit the application → You must submit it yourself. Please follow the process opposite. 	<p>Application for recertification</p> <p>Complete all sections of the document "Recertification application".</p> <p>Your employer must confirm your job role with a legally valid signature</p> <p>Documentation to be submitted:</p> <ul style="list-style-type: none"> - completed and signed recertification application - proof of recertification measures with clearly visible SAQ code (confirmations of attendance etc.) <p>Submission by post or e-mail to:</p> <ul style="list-style-type: none"> - SAQ Swiss Association for Quality Personenzertifizierung Stauffacherstrasse 65/42 3014 Bern - banking@saq.ch <p><i>Good to know:</i></p> <ul style="list-style-type: none"> - <i>The application must be submitted to SAQ before the certificate expires.</i> - <i>The application can be submitted at the earliest 3 months before the expiry of the certificate's duration</i> 	<input type="checkbox"/>
<p>7.</p>	<p>Issue and mailing of certificate</p> <p>SAQ reviews the application submitted by your employer. If everything is in order, the certificate is issued.</p> <p>The certificate is sent either to you or to your employer, who then forwards it to you.</p> <p>The fee is paid by the employer.</p> <p>If there are any questions about your application, we will contact your employer.</p>	<p>Issue and mailing of certificate, invoice</p> <p>SAQ reviews your application. If everything is in order, the certificate is issued. You receive the certificate by post, along with the invoice.</p> <p>Pay the invoice yourself or ask your employer whether they will bear the cost.</p> <p>If there are any questions about your application, we will contact you by phone or e-mail.</p>	<input type="checkbox"/>