



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"> - Recognized 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 recognized 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 recognized 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: 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: Follow the processes specified by the employer. Book the required trainings in good time.</p>	<p>Plan your recertification: Check the eligibility criteria as detailed in the examination regulations. If you have any questions about your eligibility, contact: banking@saq.ch Select providers of recognized recertification measures from the list "Overview of providers of recertification measures"</p>	<input type="checkbox"/>
<p>5.</p>	<p>Complete the recertification measures After successfully attending, depending on your employer you will receive a confirmation of attendance (please check internal process).</p> <p>Complete the recertification measures 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's validity. Only measures that have been attended and completed in full will be counted.</i></p> <p><i>Only measures recognized 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 SAQ directly or through an external agency → No further action from your side required 2. Your bank does not submit the application → You must submit it yourself. Please follow the process opposite. 	<p>Application for recertification</p> <p>Log in to our SAQ Self-Service-Portal with your login details (you received these via email). If you can no longer find your login details, please contact SAQ by email, banking@saq.ch.</p> <p>Within the SAQ Self-Service-Portal you can upload the recertification measures you have completed and then submit the recertification application online.</p> <p>Your employer must confirm your job role with a legally binding signature.</p> <p><i>Good to know:</i></p> <ul style="list-style-type: none"> - The application must be submitted to SAQ before the certificate expires. - The application can be submitted at the earliest 3 months before the expiry of the certificate's duration 	<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 digital certificate is sent by e-mail to your private or business e-mail address.</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 digital certificate by e-mail, along with the invoice, if no other billing address has been entered.</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"/>