

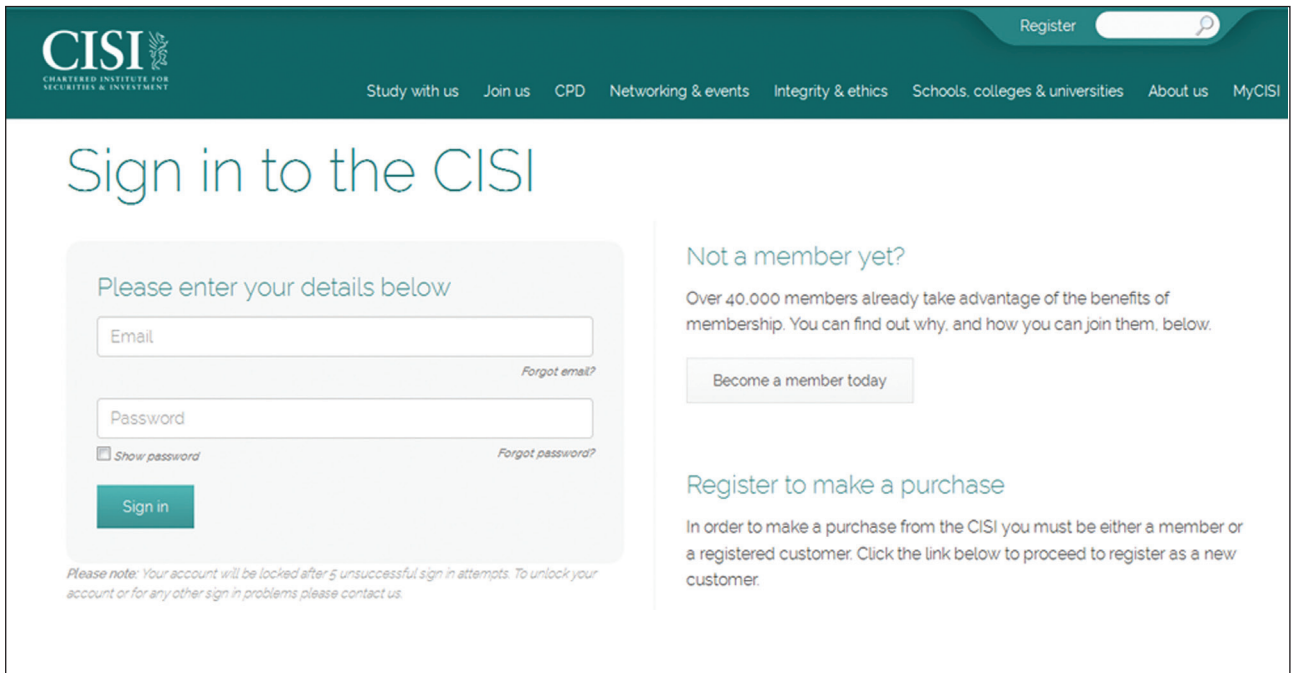
# A Guide to Renewing Your SPS Online

## Contents

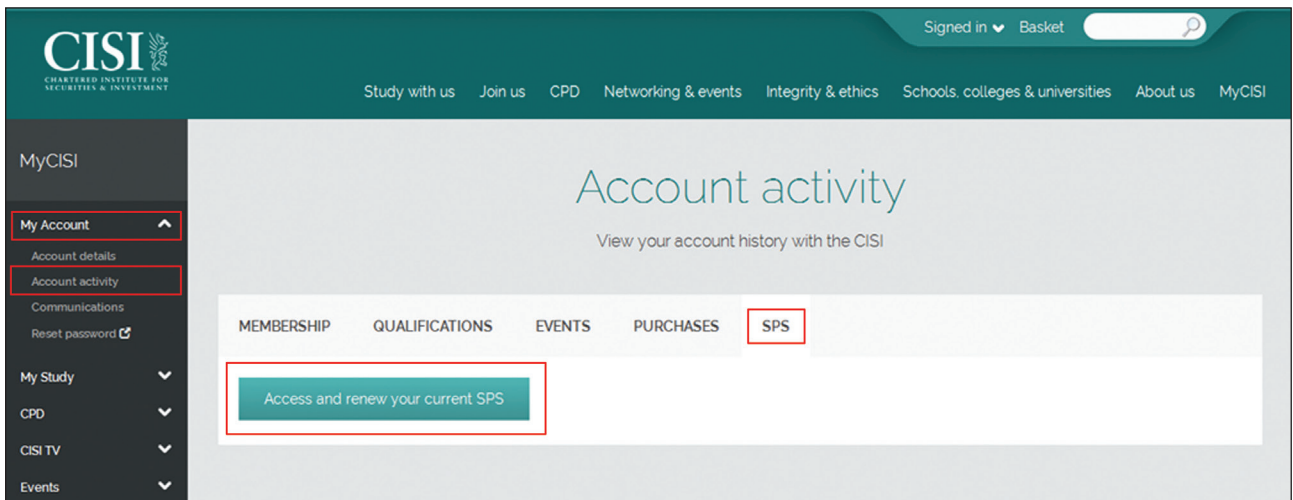
Accessing our Online SPS Renewal System	3
New Renewal Application	4
Expired SPSs	4
Reviewing Your Details	5
Specialist RDR Areas	5
RDR CPD Requirements	6
APER Requirements & CISI Code of Conduct	6
PDF of SPS Certificate/SPS Statement	7
Declaration and SPS Terms and Conditions	8
Payment	8
Application Submission	9
SPS Statement	9

# Accessing our Online SPS Renewal System

You can renew your SPS online via MyCISI, ([www.cisi.org/mycisi](http://www.cisi.org/mycisi)), the CISI's member only portal. To log into MyCISI, you will require your email address or CISI customer number and password.



Once logged into My CISI, select 'My Account', then 'Account Activity' and finally 'SPS' You will then have the option to click 'Access and renew your current SPS'.



## New Renewal Application

You will then be presented with the below screen in a new tab.

### SPS Applications

**NAME**

Customer Number	1245667
Membership Type	Associate
Firm Name	AAAAAA
Firm Verifier(s)	BBBBBBB
Status:	current
Start Date	10/06/2015
Expiry Date	09/06/2016
Earliest Renewal Date	10/04/2016
SPS to be verified by firm	Yes

This is the earliest date you can apply for your renewal

### Current or Pending Applications

Status	Type	Start Date	
Not Started	Renewal	10 June 2016	<a href="#">Start Application</a>
Complete	Renewal	10 June 2015	<a href="#">View Application</a>
Complete	Application	10 June 2014	<a href="#">View Application</a>

Select 'Start Application' to commence your renewal application

Should you wish to leave this application process at any time, select 'Save & Exit' Application.

## Expired SPSs

If your SPS has expired, the status of your application will be set to 'Expired' and you will be unable to renew your SPS online.

Please contact the CISI Customer Support Centre on +44 20 7645 0777 or email [spsapplications@cisi.org](mailto:spsapplications@cisi.org)

## Reviewing Your Details

Please review the information the CISI has listed for you to ensure all details are correct and are listed as they would appear on the FCA's Approved Persons Register.

If any of your details are incorrect and require changing, please contact the CISI Customer Support Centre on +44 20 7645 0777 or email [spsapplications@cisi.org](mailto:spsapplications@cisi.org)

**NAME**  
SPS verified by firm: No

**Personal Details**

CISI Membership number    **123456**  
CISI Candidate number    **123456**  
Title    **AAAAAAA**  
First name    **BBBBBBBB**  
Middle name(s)    **BBBBBBBB**  
Surname    **AAAAAAA**  
Date of birth    **01/Sep/1966**

*If any of the personal details listed are incorrect please go to [MyCISI](#) to correct your details before restarting the application.*

I am a Retail Investment Adviser as defined by the FCA, I currently work within the Financial Retail sector as defined by the RDR, and am on the FCA's Approved Persons Register (<http://www.fca.org.uk/register/indivRefSearch.do>), and as such am eligible for an SPS. I can confirm that my individual FCA number is correctly recorded in the box below:

FCA Reference Number    **ABC123456**

Firm name

Your renewal start date will be:  **If your FCA registration is inactive you will be unable to continue with your application.**

You previously stated that your specialist RDR areas were:  
 Securities    Derivatives    Packaged Products

I confirm that my 'contact details' and 'profile' as held in the 'my details' section at [MyCISI](#) are current and correct.  **Select the check box to confirm your details are correct.**

## Specialist RDR Areas

If your specialist RDR areas have not changed since your last application, select 'No' and 'Next' to proceed.

Have you changed or added any RDR specialist areas since your last SPS application?    Yes    No

Please amend your specialist RDR areas as necessary. You will be required to upload evidence for your new specialist areas such as certificates of qualifications or gap-fill or confirmation letters. For more detailed information about appropriate examples of evidence, please visit [www.cisi.org/sps](http://www.cisi.org/sps) or email [rdr@cisi.org](mailto:rdr@cisi.org)

To upload evidence, select 'browse', attach your evidence and 'upload'.

Have you changed or added any RDR specialist areas since your last SPS application?  
 Yes  
 No

Please detail the RDR specialist areas you have added since your last SPS application

	Securities	Derivatives	Packaged Products
Added	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach evidence.

No file selected.  

Select 'Next' to proceed

## RDR CPD Requirements

The CISI online renewal system will automatically identify if you have achieved the required CPD hours. If your firm's in-house CPD scheme has been accredited by the CISI, the hours you have gained via this scheme will be identified also.

SPS verified by firm: No

**RDR CPD Requirements**

CPD is a mandatory requirement for all SPS renewals. Please see the CISI guidance at [cisi.org/rdr](https://cisi.org/rdr) for more information.

We've automatically checked you have met the RDR CPD requirements

**CPD Audit Declaration**

I confirm that if selected for CPD audit, I will cooperate fully with the CISI and provide a completed audit pack, which meets the CISI audit requirements, within 35 days

You will be required to confirm your adherence to the CPD Audit Declaration by selecting the check box.

Please note:

If you have not met the required CPD hours under the RDR, you will be unable to proceed with your application. Contact the CISI Customer Support Centre on +44 20 7645 0777 or email [cpdscheme@cisi.org](mailto:cpdscheme@cisi.org)

## APER/COCON Requirements & CISI Code of Conduct

You will be required to confirm your adherence to either the FCA APER requirements or the FCA COCON requirements. This is dependent on whether your firm now fall under the new Senior Managers Regime as to which is applicable.

You will also need to accept the CISI's Code of Conduct by selecting a check box for each statement. If you do not select these check boxes, your application cannot be processed.

**APER/COCON Requirements**

I confirm that I understand and have fully complied with the [FCA APER requirements](#) or [FCA COCON requirements](#) (whichever is applicable) over the preceding 12-months.

**CISI Code of Conduct**

I confirm that I understand and will fully comply with the [CISI Code of Conduct](#) over the following 12-months.

# PDF of SPS Certificate/SPS Statement

Once your application has been approved, you will be able to generate a PDF copy of your SPS certificate as well as an SPS statement. This can used to verify that your SPS is valid, until you receive a hardcopy of your certificate from the CISI.

### SPS Applications

**NAME**

Customer Number **1245369**  
Membership Type **Chartered Fellow**  
Firm Name **AAAAAAAAA**  
Firm Verifier(s) **BBBBBBBBBB**  
Status: **current**  
Start Date **18/05/2016**  
Expiry Date **17/05/2017**  
Earliest Renewal Date **18/03/2017**  
SPS to be verified by firm **Yes**

### Current or Pending Applications

Status	Type	Start Date	
Complete	Renewal	18 May 2016	<a href="#">View Application</a>
Complete	Renewal	18 May 2015	<a href="#">View Application</a>

Select 'View Application' to access your PDF certificate & Statement

**NAME**

SPS verified by firm: Yes - verified Verified by:

### Personal Details

CISI Membership number **123456**  
CISI Candidate number **101712**  
Title  
First name **AAAAAAAAA**  
Middle name(s) **BBBBBBBBBB**  
Surname **CCCCCCCCC**  
Date of birth **07/Jul/1960**

[Download SPS Statement](#)

[Download PDF Certificate of SPS](#)

**To access your Certificate or Statement, select Download on the required option.**

If you have any questions, or if you require any further information, please contact the CISI Customer Support Centre on +44 20 7645 0777 or email [spapplications@cisi.org](mailto:spapplications@cisi.org)



# Declaration and SPS Terms and Conditions

As the advisor applying for the SPS renewal, you must confirm you have read, understood and agreed with the declaration and the CISI's SPS terms and conditions by 'ticking' the check box. If you do not agree to the declaration and the SPS terms and conditions your application cannot be processed.

**Declaration**

This section must be completed by the adviser for whom an SPS is being applied for. No other persons are permitted to complete this section of the application form.

- I confirm that this application is a true and accurate reflection of my status and competence. I understand that if I am found to have provided the CISI with a false declaration or false information in relation to any aspect of this SPS application then this may result in the SPS not being issued or subsequently withdrawn.
- I agree to the CISI's having and obtaining information about my application and information which is relevant to my RDR status with the FCA (and subsequent relevant regulators) and being included on the FCA register
- I agree to the CISI's having and obtaining information about my application and information which is relevant to my RDR status with other Accredited Bodies, where necessary
- I agree to the CISI's having and obtaining information about my application and information relevant to my RDR status with my firm.
- I agree to the CISI making details regarding my SPS status, my CISI membership status, my CISI number (membership or customer number), my FCA number, my firm, my firm's address and my location available on the CISI public register
- I understand that if issued with an SPS by the CISI, this is subject to passing a CPD audit if selected.
- I understand that if issued with an SPS, this will remain the property of the CISI and can be withdrawn at any time upon request.
- I agree to inform the CISI immediately if any information related to this application changes

By ticking this checkbox I confirm that I have read, understood and agreed to the CISI's SPS terms and conditions above, and those available at [cisi.org/rdrspapplication](https://cisi.org/rdrspapplication)

[Back](#) [Submit Application](#) [Save and Exit Application](#) [Back to Applications](#)

## Submit Application

If your SPS renewal has been paid in advance, as part of your CISI annual membership renewal, select 'Submit Application' to complete your application.

By ticking this checkbox I confirm that I have read, understood and agreed to the CISI's SPS terms and conditions above, and those available at [cisi.org/rdrspapplication](https://cisi.org/rdrspapplication)

[Back](#) [Next](#) [Save and Exit Application](#) [Back to Applications](#)

## Next

If your SPS renewal application requires payment. Select 'Next' to proceed to the payment screen.

# Payment

You are required to pay for your renewal application via credit card. Once your payment has been made, you will be able to submit your application to the CISI.

CHARTERED INSTITUTE FOR SECURITIES & INVESTMENT [Log out](#)

**CISI APPLICATION FORM FOR RENEWING STATEMENTS OF PROFESSIONAL STANDING (SPS)**

**NAME**  
SPS verified by firm: No

**Payment**  
Please select an option below:

**CISI Members**

I am paying for my SPS on application, £30.00 plus VAT (£36.00)

Card number   
Start date MMY   
Expiry date MMY   
Switch/AMEX issue date   
Switch only issue no.   
Security Number

[Take Payment](#) Complete your details and select 'Take Payment'. Once your payment has been made, you will be prompted to submit your application.

[Back](#) [Save and Exit Application](#) [Back to Applications](#)



# Application Submission

Once you've submitted your application, you will receive email notification advising you that your application has been approved by the CISI, and your SPS will be delivered within 10-15 working days.

If you have made changes to any of your details, your application will be submitted to the CISI for review. You will receive notification via email once your application has been approved by the CISI.

If your employer has indicated that firm verification is required, then your application will be sent to the nominated firm verifier(s) for approval before it will be processed by the CISI. You will receive notification of this via email. Notification will also be sent to you via email once your firm verifier(s) has approved your application.

# SPS Statement

Once your application has been approved, you will be able to generate an SPS Statement which you can use to verify that your SPS is valid, until you receive your new certificate from the CISI.

The screenshot shows the CISI MyCISI user interface. At the top, there is a navigation bar with links for Home, Qualifications, RDR, Membership, CPD & Events, Integrity & Ethics, Get into Finance, About Us, and Worldwide. Below this is a secondary navigation bar with icons for MYCISI, My Branch, My Details, My Activity, My CPD, CISI TV, and My Benefits. A central menu contains buttons for Membership, Qualifications, Events, Purchases, and SPS (highlighted with a red box). A Log out button is also present.

**SPS Applications**

**NAME**  
 Customer Number: 123456  
 Membership Type: Member  
 Firm Name:  
 Firm Verifier(s):  
 Status: expired  
 Start Date: 19/06/2013  
 Expiry Date: 18/06/2014  
 Earliest Renewal Date: 19/04/2014  
 SPS to be verified by firm: Yes

Below is a list of the current or pending statement of professional standing applications you have made:

Status	Type	Start Date	
Expired	Renewal	19 June 2014	<a href="#">Start Manual Application</a>
Complete	Renewal	19 June 2013	<a href="#">View Application</a>
Complete	Application	19 June 2012	<a href="#">View Application</a> (highlighted with a red box)

Select 'View Application' to access your SPS Statement.

The screenshot shows the CISI Application Form for Renewing Statements of Professional Standing (SPS). The header includes the CISI logo and the text 'CHARTERED INSTITUTE FOR SECURITIES & INVESTMENT'. The main heading is 'CISI APPLICATION FORM FOR RENEWING STATEMENTS OF PROFESSIONAL STANDING (SPS)'. A 'Download SPS Statement' button is highlighted with a red box.

**NAME**  
 SPS verified by firm: Yes - verification required

To access your statement, select 'Download SPS Statement'

**Personal Details**

CISI Membership number  
 CISI Candidate number  
 Title  
 First name  
 Middle name(s)  
 Surname  
 Date of birth



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