NiSM NATIONAL INSTITUTE OF SECURITIES MARKETS
An Educational Initiative of SEBI

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, 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**

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

NISM Certification Examinations - Registration and Enrolment Process Flowchart:

ONLINE REGISTRATION

https://certifications.nism.ac.in

Account Activation

(Activate your NISM account by clicking on the link sent at the registered email ID)

Login

(Login into NISM Certification Portal using your registered email ID and password)

Enrollment

(Click on New Enrollment for NISM Certification Examination to enrol for the NISM Certification Examination)

Select Exam

Select Date & Test Centre

Select Slot

Make Online Payment
Credit/ Debit Card, Net Banking

Print Admit Card
Candidate need to print

Download Study Material (Soft Copy)
OR
Purchase Hard Copy at www.psipl.net

Print E-receipt

Appear for Examination

Candidates should reach the Test Centre 30 minutes prior to the scheduled exam time. Candidates should carry the required documents. Invigilator will invigilate the candidate on the basis of the verification of the documents and will start the exam for the candidates. Once the candidate completes the examination he is required to submit the admit card to the invigilator and collect the scorecard before leaving the test centre premises.

Carry the following documents:

1. Admit Card
2. Original Identity Proof (PAN Card/ Aadhar Card/ Driving License /Passport)

Appear for Exam:

Reach Test Centre 30 minutes prior to the scheduled exam time.

Exam Completion:
Complete the exam and collect the scorecard.

**Scorecard is issued only once*

Download NISM Certificate

Issued within 15 working days from the Date of Examination.

Certificate can be downloaded directly from the Portal.

Hard Copy of Certificate is not provided.

CPE Program - Registration and Enrolment Process Flowchart:

ONLINE REGISTRATION

https://certifications.nism.ac.in

Account Activation

(Activate your NISM account by clicking on the link sent at the registered email ID)

Login

(Login into NISM Certification Portal using your registered email ID and password)

Enrollment

Click on New Enrollment for CPE programme under

Normal
Principal
Grandfather by age
Grandfather by experience category

Select Module

Select Category

Upload document (if prompted)

Search by location and or by date

Select the Program

Make Online Payment
Credit/ Debit Card, Net Banking

Print Admit Card

CPE Categories

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

Carry the following documents:
Admit Card
Original Identity Proof (PAN Card
Original documents uploaded while enrolling

Appear for Exam:
Reach Test Centre 30 minutes prior to the scheduled exam time.

Exam Completion:

CPE Certificate

Issued within 15 working days from the Date of Examination.

Certificate will be emailed to the candidates or can be downloaded directly from the Portal.

Hard Copy of Certificate is not provided.

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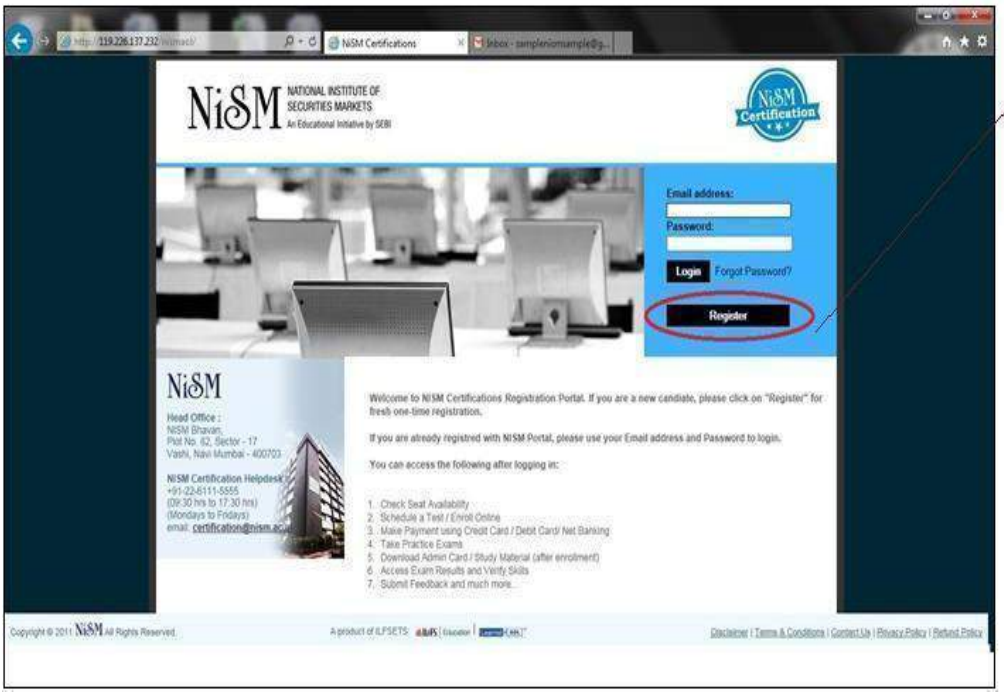
NiSM Certification

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

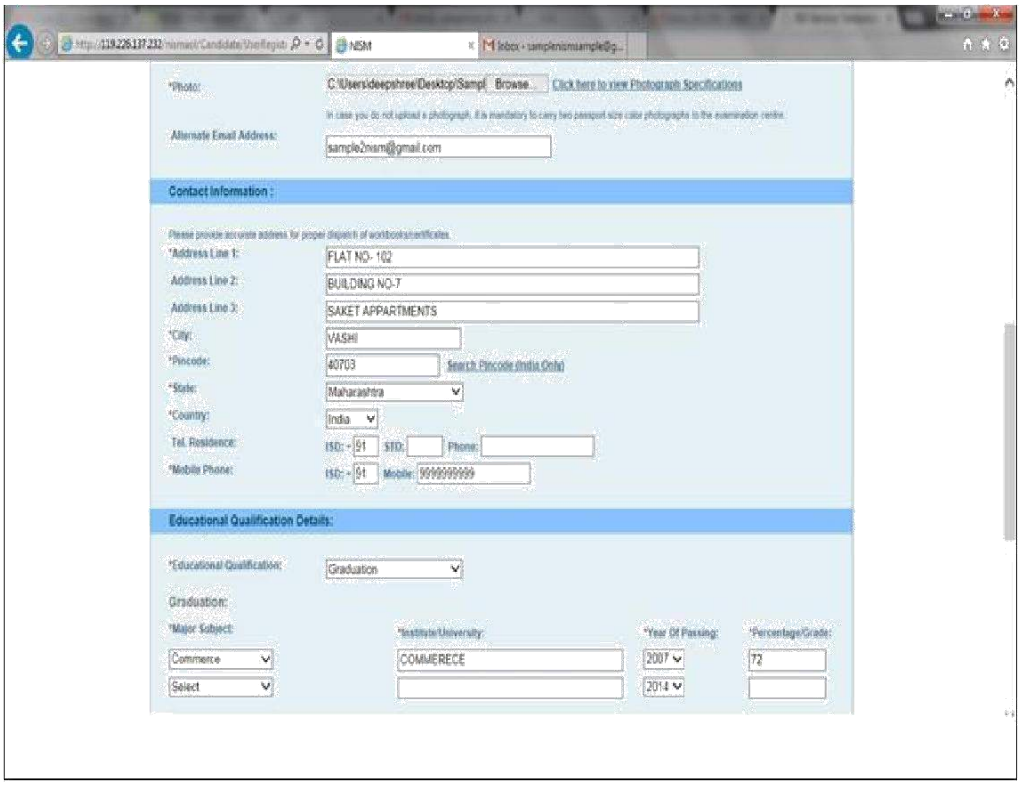
Part 1 Complete all of the required sections highlighted with an **asterisk (*).**

If the given email ID will be available system will show

"Entered E-mail Address is available"

and candidate can proceed with the registration.

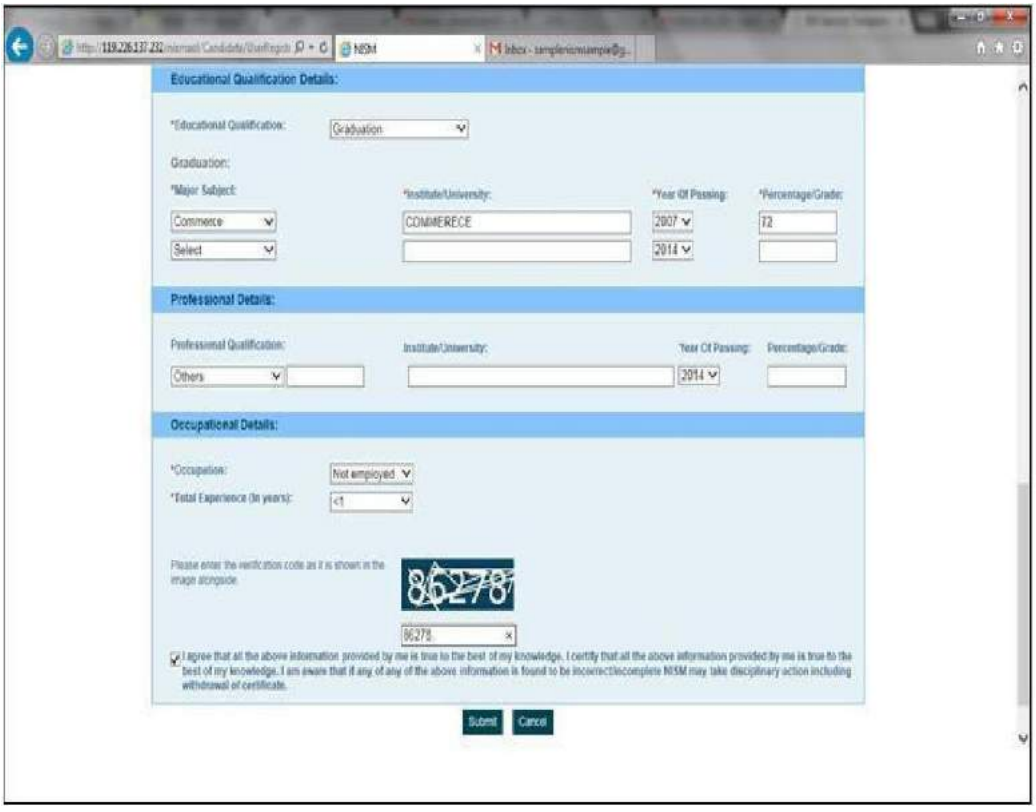
Candidate can retrieve the password by clicking on **"FORGOT PASSWORD"**



Step 2: Fill the Online Registration Form

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 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.

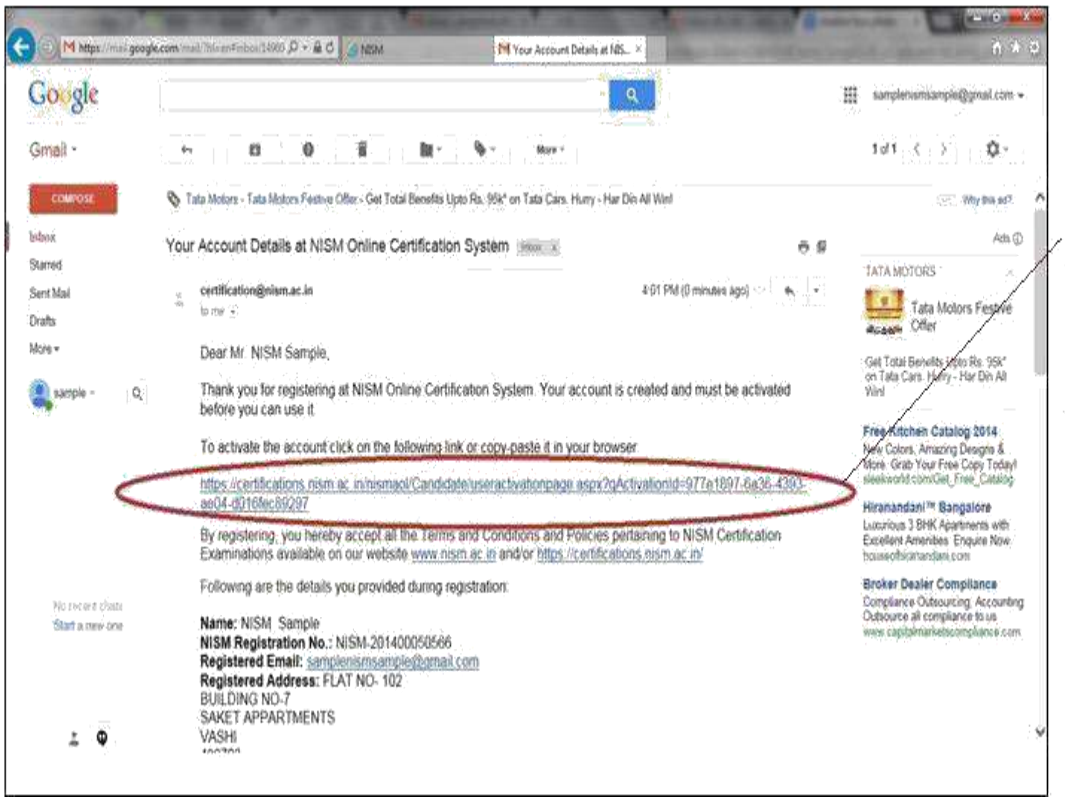


Step 2: Fill the Online Registration Form

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

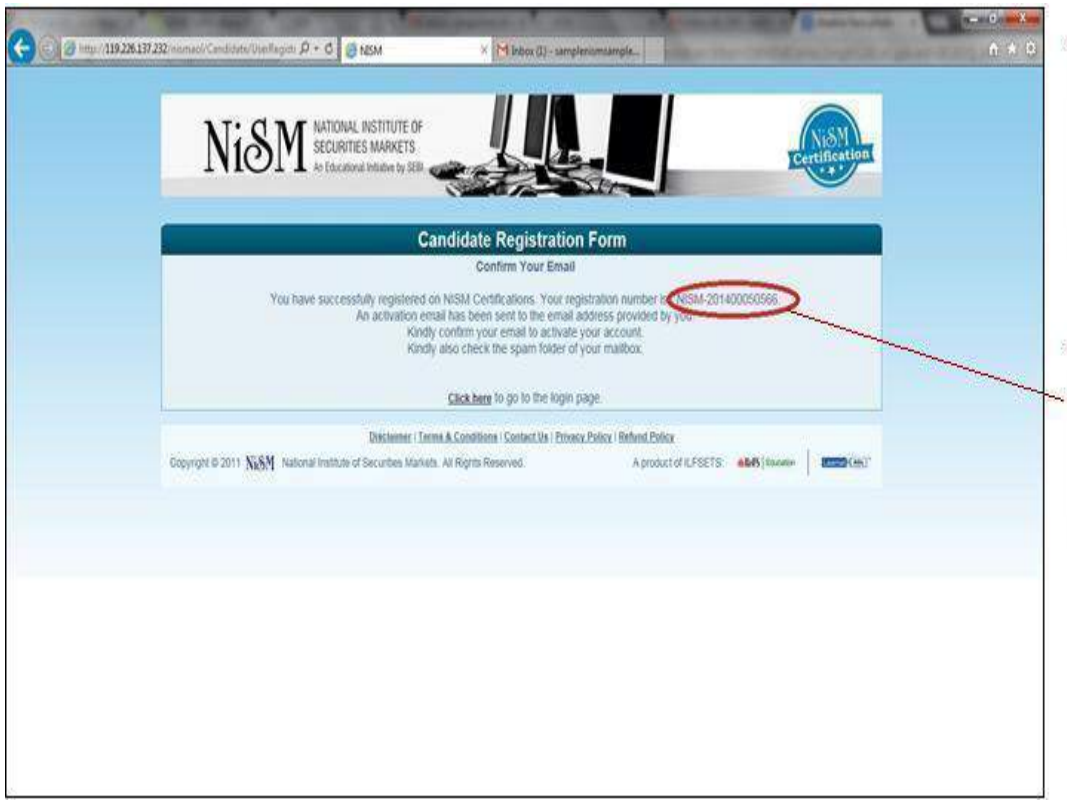
Account with NISM will be activated only after the candidate activates the link by clicking it.



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.

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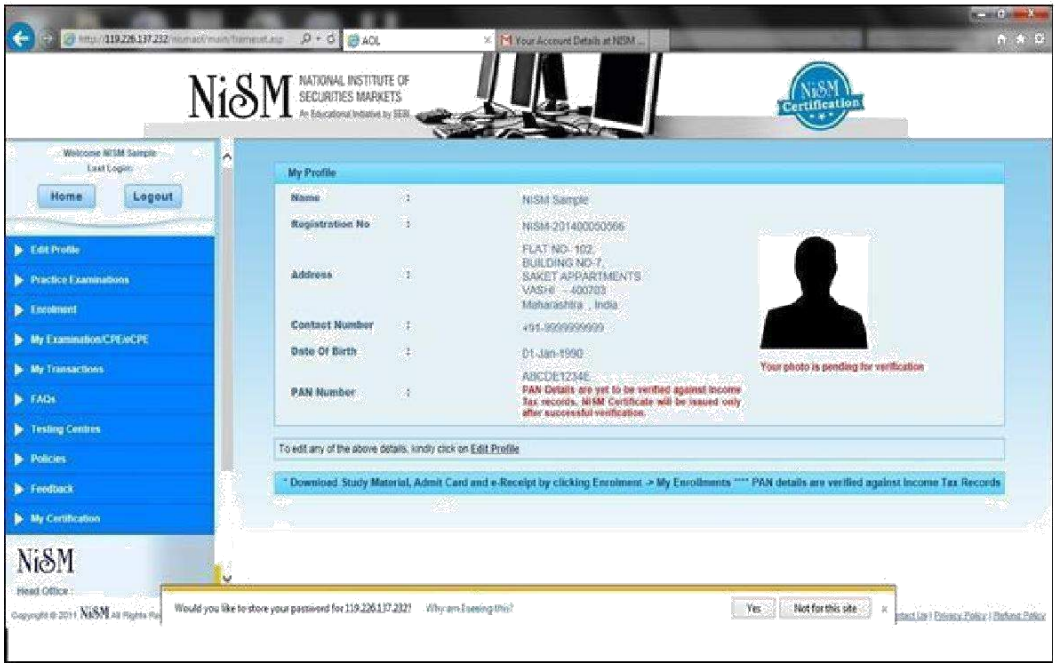
NISM Certification

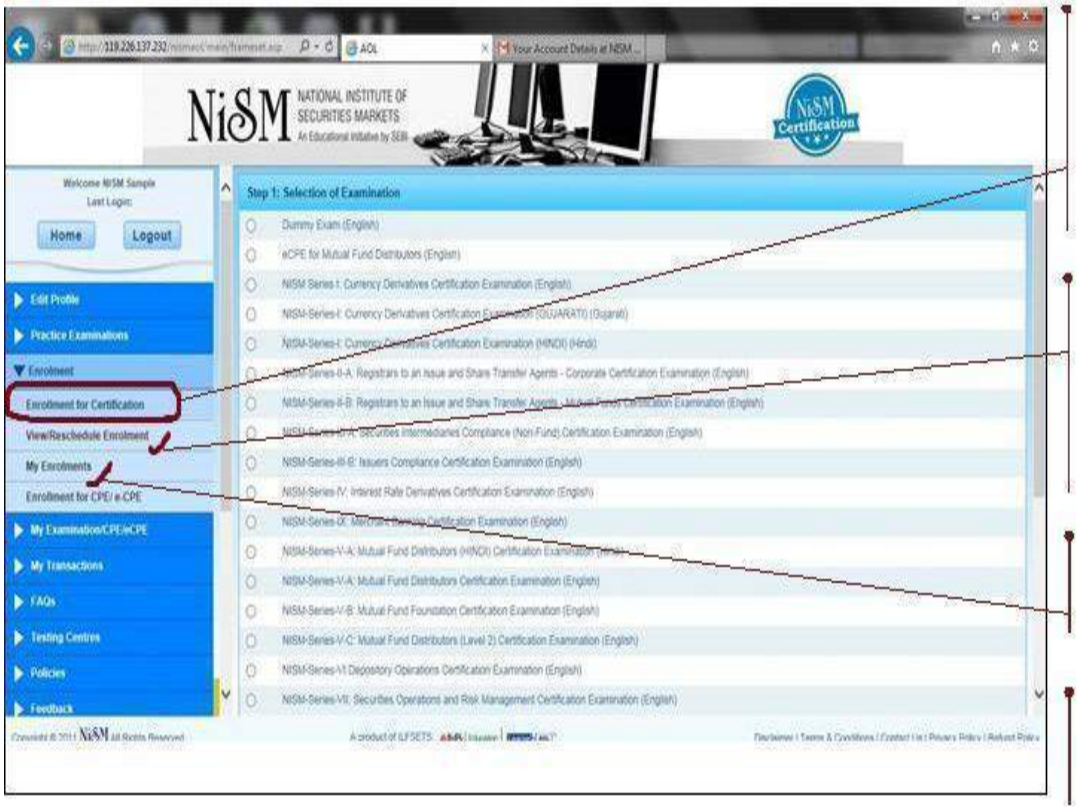
TO ENROLL FOR NISM CERTIFICATION EXAM FOLLOW THESE STEPS



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".**

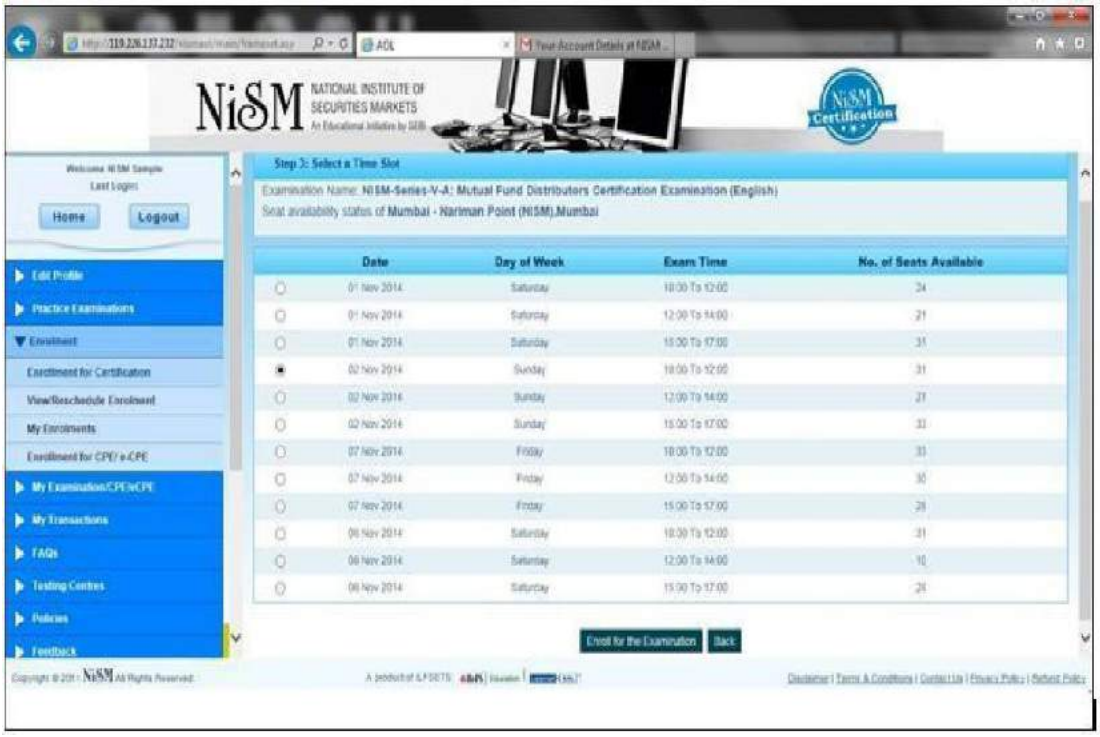
Candidate can also avail the facility of reschedulement only 15 days prior to the scheduled examination date.

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

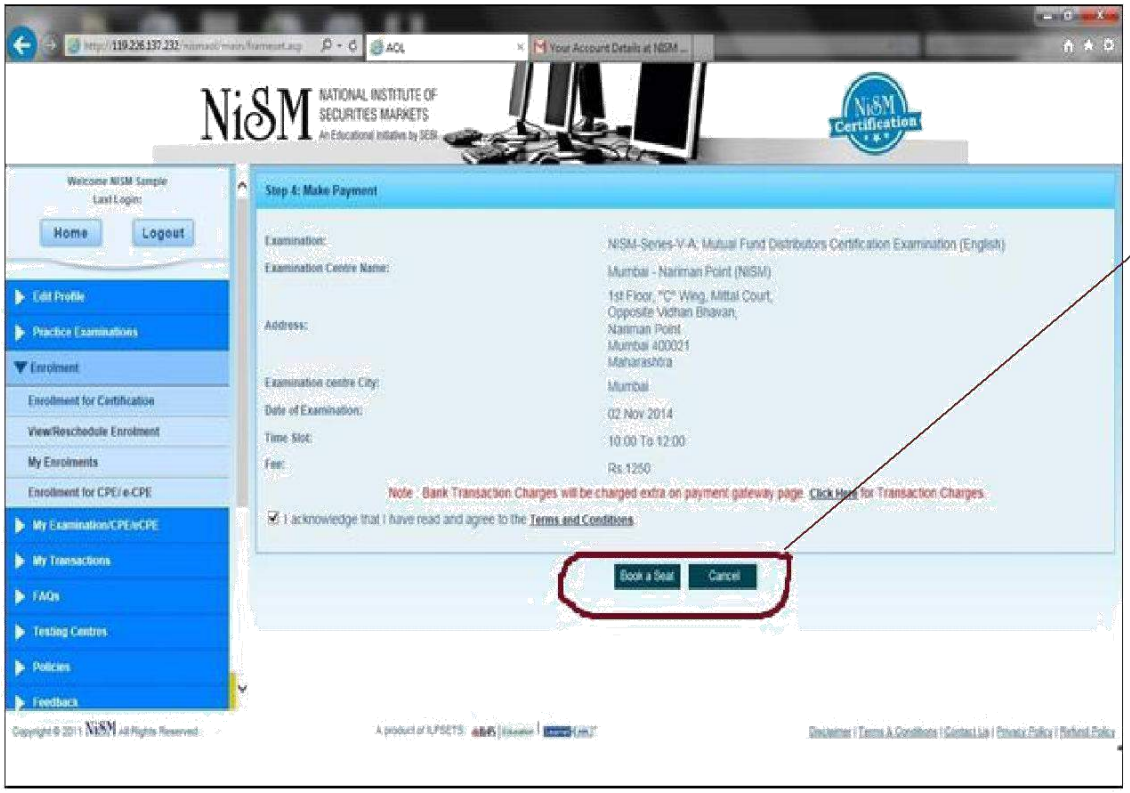
Candidate can select the city and test centre to check the seat availability.



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.

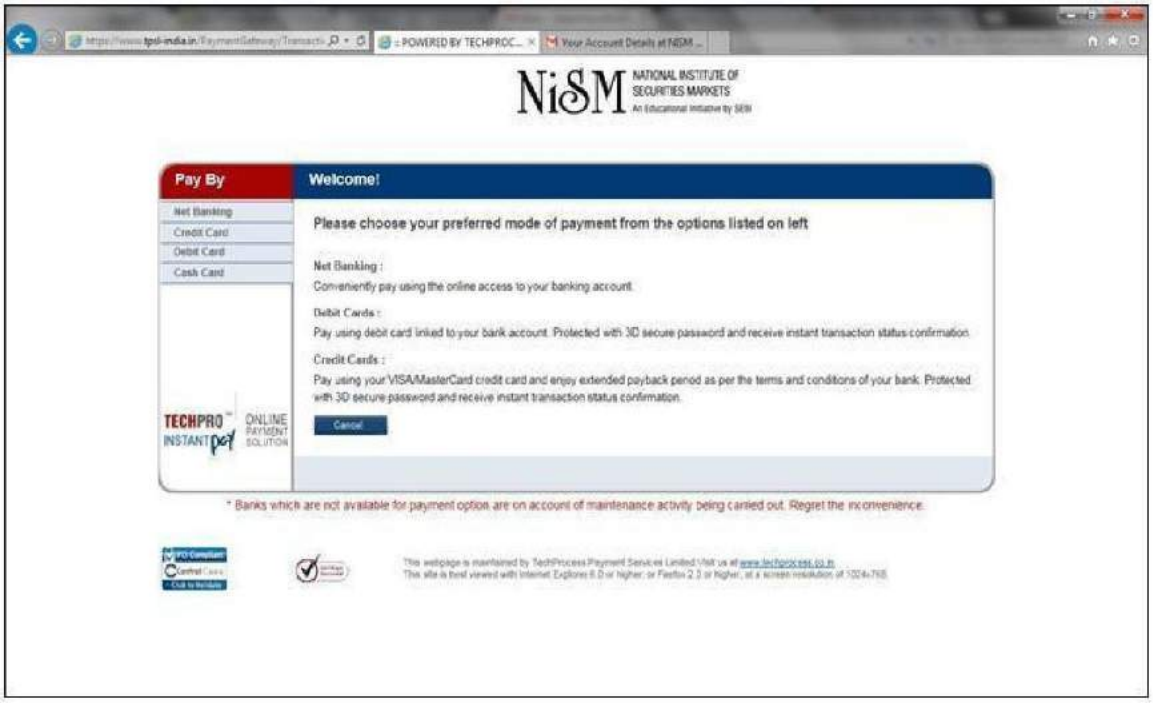
Part 2 Candidate can select examination slot from the available slots and enroll for the examination.



Step 5: Select a Time Slot

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

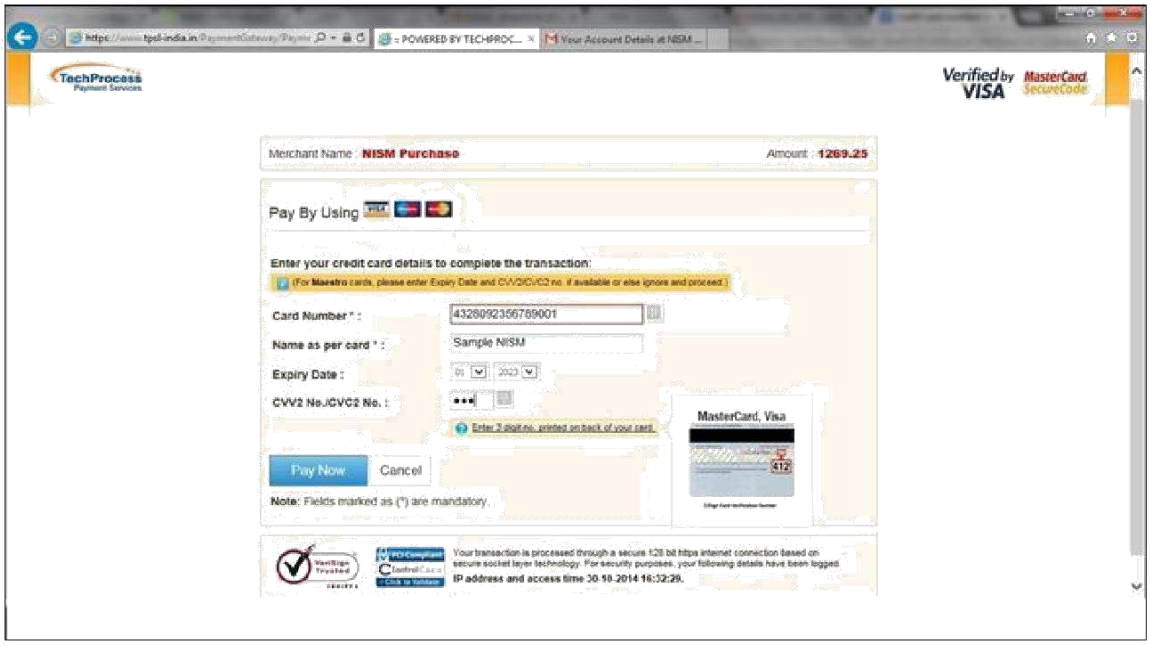
After selection and seat booking confirmation the system will take candidate to the payment gate way, where candidate can choose the Bank and mode of payment.



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.

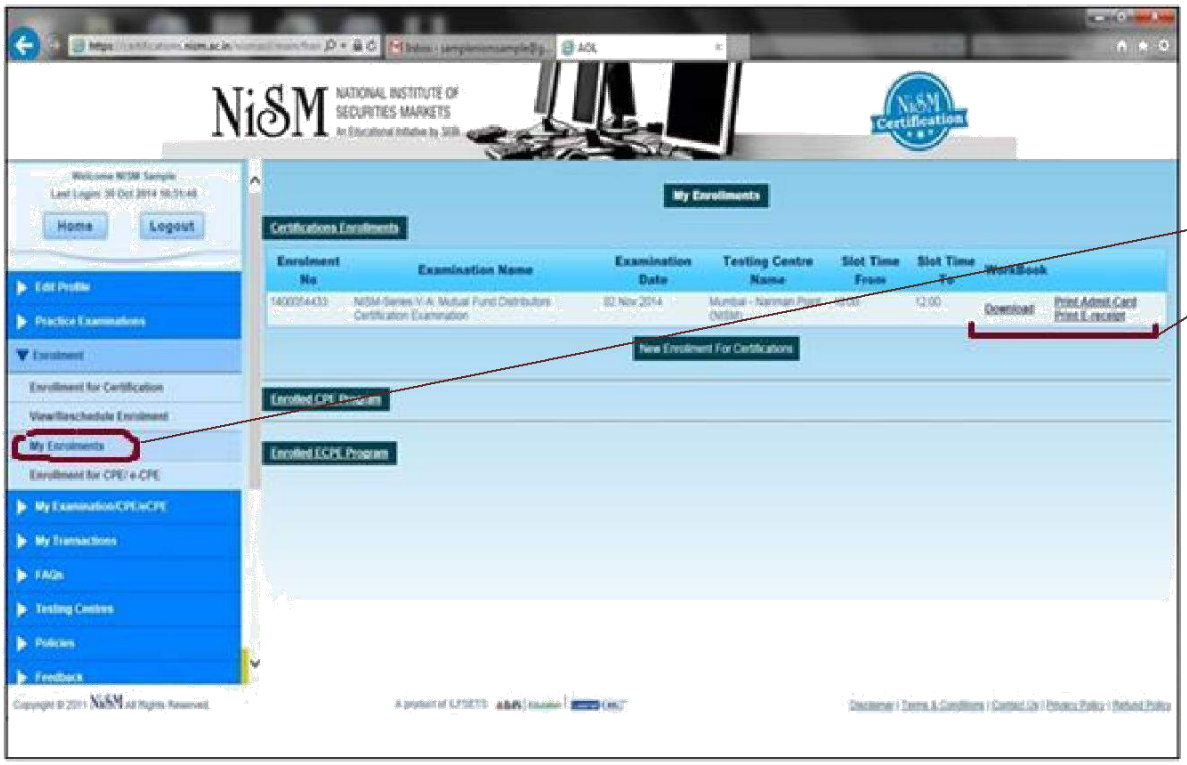
My Examinations: Candidate can check his/her total number of enrolment made for examination so far by using "My Examinations" link. Candidate can also download the softcopy of the workbook within 24 hrs of the enrolment. Candidate can also download the copy of his certificate after the successful completion 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.



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 or contact **022-25934806, +91-09322247686**

TO ENROLL FOR CPE PROGRAMME FOLLOW THESE STEPS

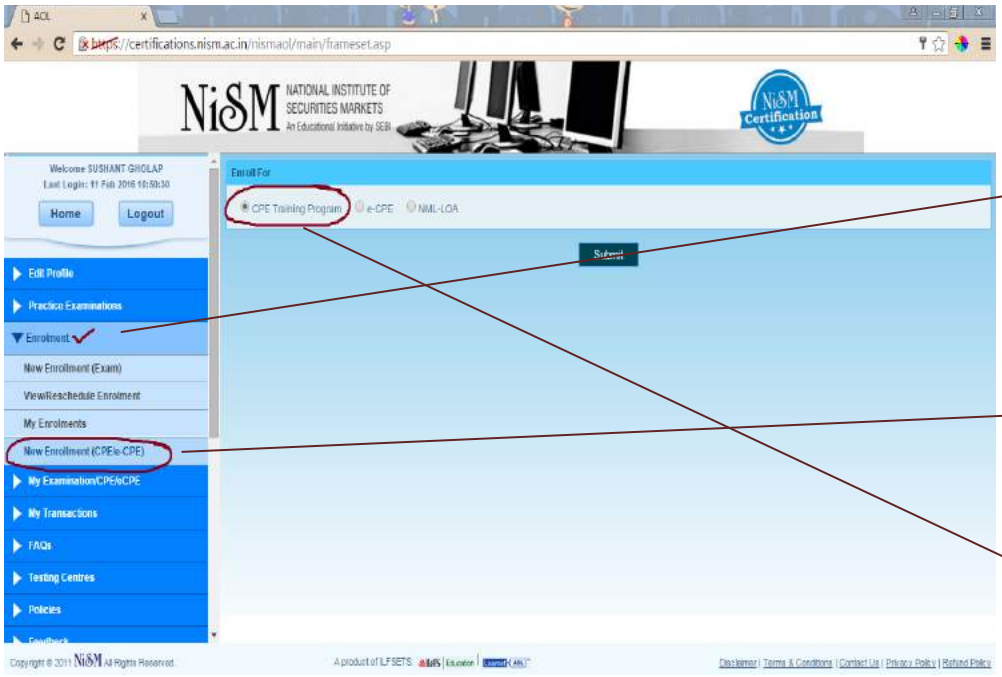
Upon expiry of the validity of the certificate possessed by an associated person, the certificate shall be re-validated by passing the relevant NISM Certification Examination before the expiry of the existing certificate or by successfully completing a program of relevant one day 'Continuing Professional 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.

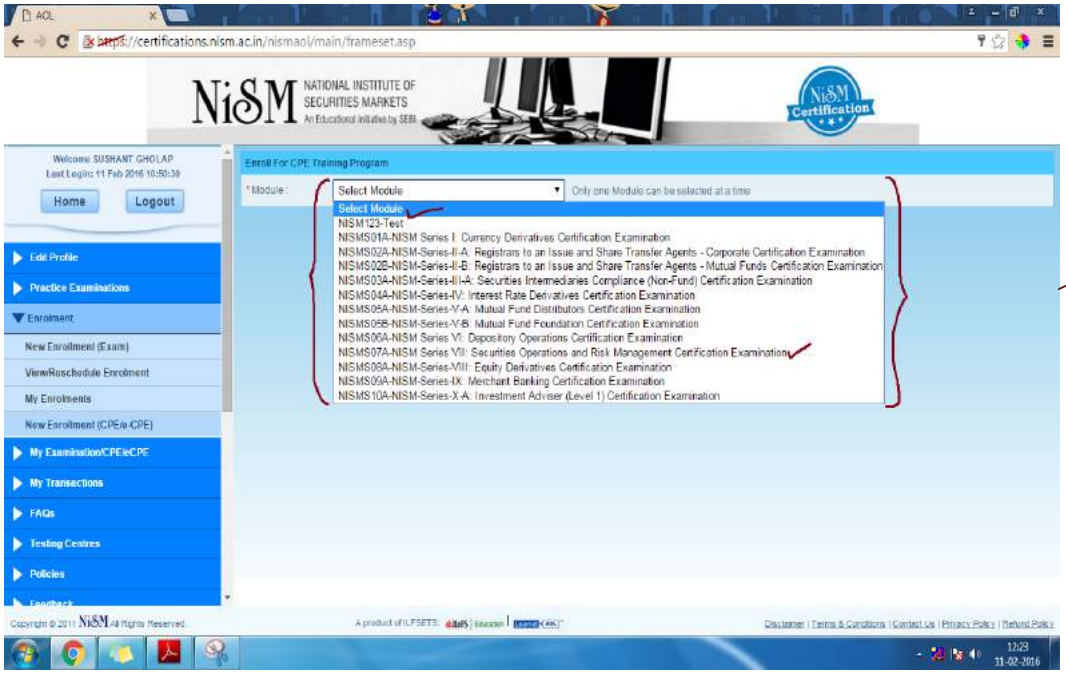


Step 2:

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

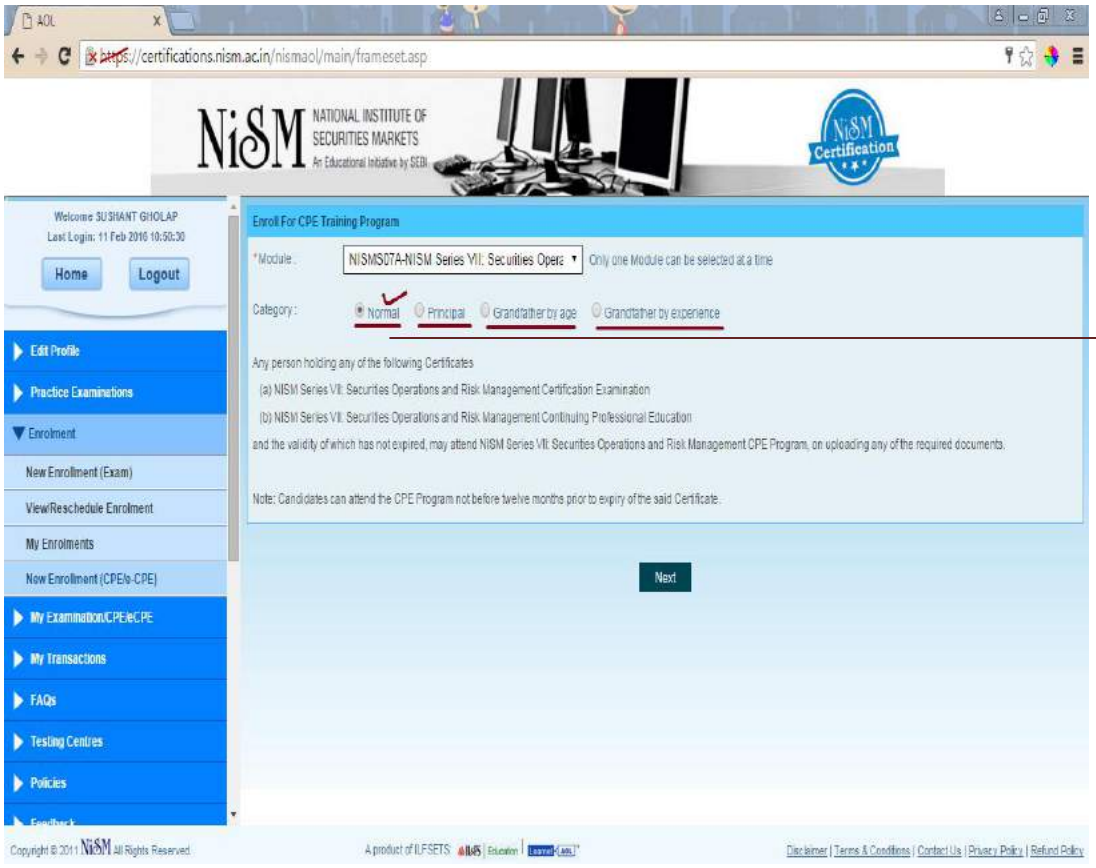
To enroll for CPE click on New Enrolment CPE/eCPE

Under New Enrollment section select **CPE Training Program**



Step 3: Select your preferred Module

Select the exam module you wish to enroll for.



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

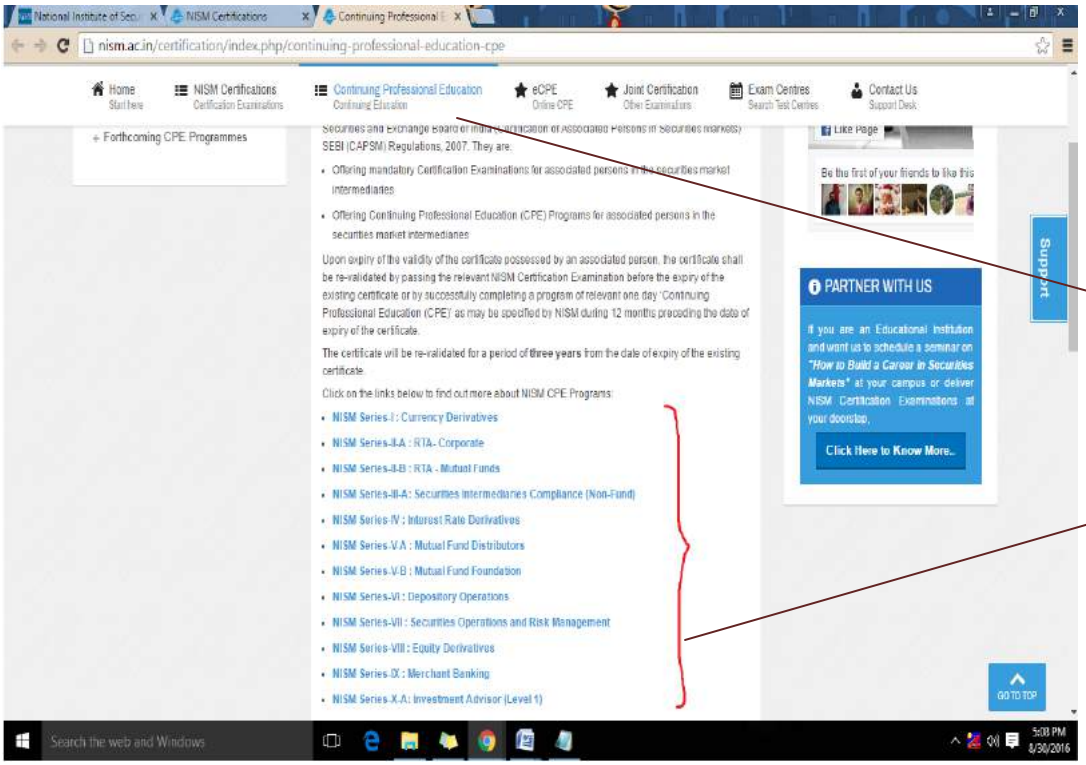
CPE Categories:

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)

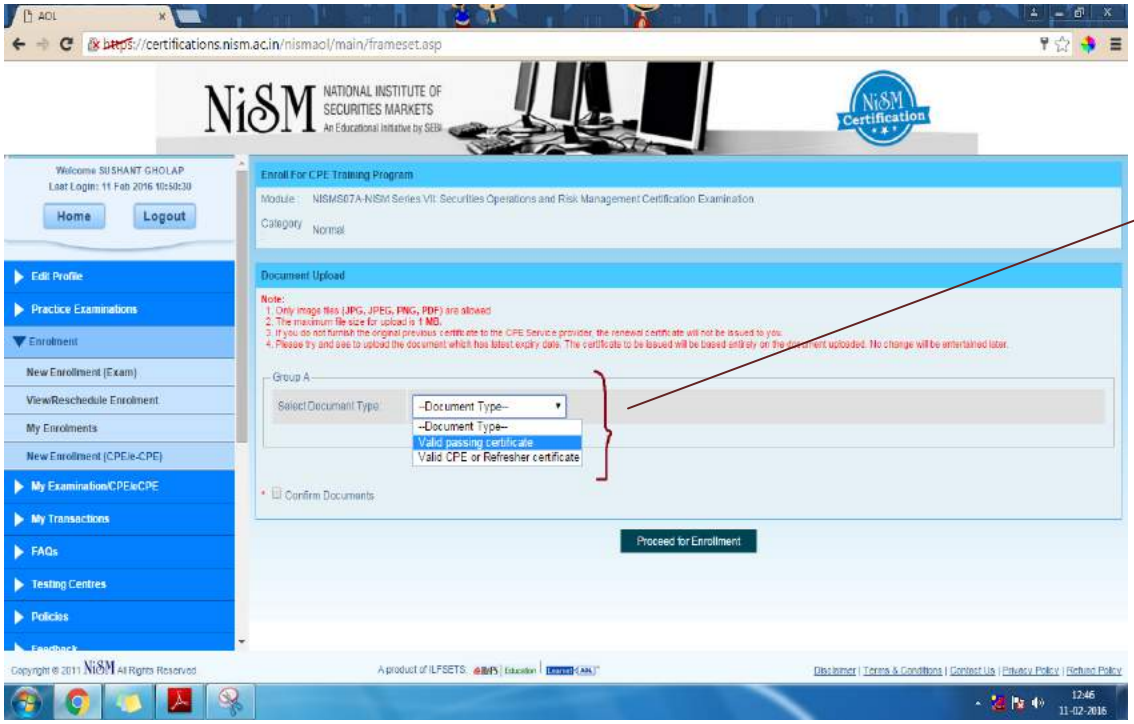
The following Documents, along with a duly filled CPE Registration Form, needs to be submitted at the CPE venue for attending NISM CPE Examination

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

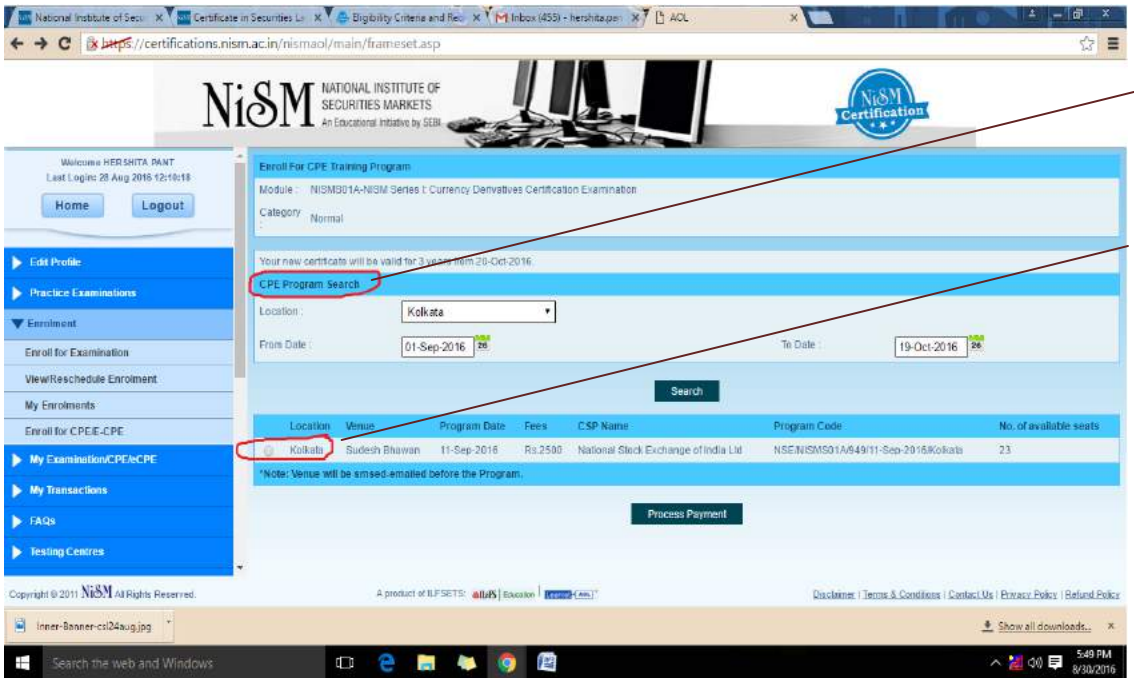
4. **Grandfather by Experience Category**
- Proof of experience,
- copy of Registration certificate of the intermediary(in which candidate currently working) with SEBI/ Exchange



Step 5: Enrollment

Select the category

Upload the required documents as per the category



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**

In case you want to purchase a hardcopy of the study material, the same is made available at Rs. 250/ - plus courier changes. 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 mu 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 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. 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.