

**Courses offered by IIBF identified by RBI/IBA under Capacity Building of Banks - FAQs**

IBA vide its circular dated 26<sup>th</sup> April 2017, addressed to banks had identified 11 institutions for providing certification in the areas identified by RBI namely, Treasury Operations, Risk Management, Accounting & Audit and Credit Management.

IIBF, being one of the identified institutions, offers courses covering the areas of Treasury Operations, Risk Management and Credit Management.

In addition to the above courses, RBI, vide its letter dated 31<sup>st</sup> May 2017, addressed to IBA, has mentioned that the course offered by IIBF in association with FEDAI, on “Foreign Exchange Operations” will also be a mandatory qualification, for those who are working or desirous of working in the area of Foreign Exchange Operations, including Treasury operations. Thus, out of the five areas identified by RBI, IIBF offers four courses, which meet the certification requirements.

Consequent upon the issue of the above letters, IIBF has been receiving queries from banks seeking clarifications on the above courses offered by the Institute.

The queries concerned have been compiled and the answers thereto are given below for the benefit of banks.

**Q1 What are the eligibility criteria for appearing in these exams?**

Ans: The eligibility criteria for the four examinations are given below:

<b>Certified Credit Professional (CCP)</b>	<b>Certified Treasury Professional (CTP)</b>	<b>Certificate in Risk in Financial Services (CRFS)</b>	<b>Certified Accounting &amp; Audit Professional</b>	<b>Certificate Course in Foreign Exchange (FX)</b>
Members of the Institute and Non-members are eligible.				Open for employees working with Authorised Dealer (AD) Member Banks of FEDAI.

**Q2 What will be the process for registration and enrolment for these courses?**

Ans. Candidates will have to register online through Institute’s website [www.iibf.org.in](http://www.iibf.org.in) by making payment through Debit/Credit card or internet banking. The window for registration is given with the schedule of examinations.

**Q3 What is the Registration Fees for each of the courses?**

Ans.

**For Certified Credit Professional:**

Sr. No.	Particulars	Examination Fee	Training Fee **	Total Examination + Training Fee
1.	Virtual classroom training mode	Rs. 6,000 plus GST	Nil	Rs.6,000 plus GST
2.	Physical classroom training mode at Mumbai, Chennai, Kolkata and Delhi centres	Rs. 6,000 plus GST	Rs. 5,000 plus GST	Rs.11,000 plus GST
3.	Physical classroom training mode at other centres	Rs. 6,000 plus GST	Rs. 9,000 plus GST	Rs.15,000 plus GST

**For Certified Accounting & Audit Professional**

Sr. No.	Particulars	Examination Fee	Training Fee **	Total Examination + Training Fee
1.	Virtual classroom training mode	Rs. 6,000 plus GST	Nil	Rs.6,000 plus GST
2.	Physical classroom training mode at Mumbai, Chennai, Kolkata and Delhi centres	Rs. 6,000 plus GST	Rs. 5,000 plus GST	Rs.11,000 plus GST
3.	Physical classroom training mode at other centres	Rs. 6,000 plus GST	Rs. 9,000 plus GST	Rs.15,000 plus GST

**For Certificate in Risk in Financial Services (CRFS):****Level I:**

Sr. No.	Particulars	Examination Fee	Training Fee **	Total Examination + Training Fee
1.	Virtual classroom training mode	Rs. 6,000 plus GST	Nil	Rs.6,000 plus GST
2.	Physical classroom training mode at Mumbai, Chennai, Kolkata and Delhi centres	Rs. 6,000 plus GST	Rs. 5,000 plus GST	Rs.11,000 plus GST
3.	Physical classroom training mode at other centres	Rs. 6,000 plus GST	Rs. 9,000 plus GST	Rs.15,000 plus GST

**For Level-II (CISI)**

**£105 for 1<sup>st</sup> attempt and £55 for 2<sup>nd</sup> attempt, which is to be paid to CISI on registration.**

**For Certified Treasury Professional (CTP):**

(Only physical classroom training will be available, since it may be difficult to play the bourse game in a virtual classroom situation)

Sr. No.	Particulars	Examination Fee	Training Fee **	Total Examination + Training Fee
1.	Physical classroom training mode at Mumbai, Chennai, Kolkata and Delhi centres	Rs. 6,000 plus GST	Rs. 5,000 plus GST	Rs.11,000 plus GST
2.	Physical classroom training mode at other centres	Rs. 6,000 plus GST	Rs. 9,000 plus GST	Rs.15,000 plus GST

\*\*Training fees are to be paid after the candidate clears the online examination conducted by the Institute.

- Presently, physical classroom training for the course on Certified Treasury Professional is held only at Mumbai.
- Candidates, who do not pass the online examination in their first attempt, need to enrol for the second attempt by paying a nominal fee of Rs.200 plus GST.
- Candidates who do not pass the online examination in their second attempt, need to enrol again by paying a fee of Rs. 6,000/- plus GST.
- If a candidate fails in the virtual classroom training, he/ she can enrol for the second attempt by paying a fee of Rs.1000/- plus GST.
- Candidates who have enrolled for the course Certificate in Risk in Financial Services before February 2018 by paying Rs.2,500, will have to pay Rs.3,500 at the time of registration of training for Virtual mode, being the difference of examination fee. i.e.Rs.6,000 – 2,500 + GST.

### **For Certificate Course in Foreign Exchange (FX)**

Examination Fees is Rs. 1,000 plus GST for each attempt. There is no training component.

**Q4 Do individuals have to register themselves or can the Banks register, enrol and sponsor their candidates for these courses?**

Ans. Individuals can register themselves. However, bulk registrations by banks on behalf of their employees can also be done. Institute will inform the process of bulk registration to the banks as and when they approach the Institute. Banks can contact the examination department (email [suhas@iibf.org.in](mailto:suhas@iibf.org.in)) to know the process details.

**Q5 Do the staff members who are already posted in the departments need to undergo the certification process?**

Ans. In the Institute's opinion, candidates who are already posted in the departments concerned but have not obtained the required certifications, should undergo the certification process. This will be mutually beneficial for the banks and candidates. Further, in the Institute's opinion, for example, the Certified Treasury Professional course should not only be taken by the front desk personnel but also by the personnel posted at the mid office and back office of the treasury department. Similarly, as credit risk is the major component of risk, which a bank faces, the staff who are in the credit department can also take the certificate examination in Risk in Financial Services, as they will be in a better position to understand the intricacies involved in credit risk while appraising credit proposals.

**Q6 What will be the nature of Academic support by IIBF for these courses?**

Ans. The Institute has prepared a dedicated courseware for its examinations on Certified Credit Professional, and Risk in Financial Services (Level 1). For the level II examination on Risk in Financial Services, courseware will be provided by Chartered Institute for Securities & Investment (CISI), London.

For the examination on Certified Treasury Professional, apart from the Institute's course ware, selected chapters from the book "The Hand Book of Fixed Income Securities by Frank J Fabozzi and Steven V Mann" also form part of the course ware.

For the examination on Certified Accounting & Audit Professional, the Institute has developed dedicated courseware to cover the syllabus. The courseware for the examination on Accounting and Auditing will have two books namely:

- i) Bankers' Handbook on Accounting &
- ii) Bankers' Handbook on Auditing

For the Certificate Course in Foreign Exchange, the exam is offered in association with FEDAI. The course materials prepared by FEDAI will be courseware for this subject. Candidates need to contact FEDAI (Foreign Exchange Dealers Association of India) office through their bank branch / office and place order for study material. The same will be sent to the respective bank branch / office. Candidates can also buy the same by personally visiting the FEDAI office and on production of ID card.

For the convenience of the candidates, the salient features of select RBI Master Circulars/ Master Directions have been placed on the Institute's website. Besides, the direct links to the Master Circulars / Master Directions of RBI have also been provided on the Institute's website. The Institute also brings out a monthly newsletter "IIBF Vision" and a quarterly publication "Bank Quest".

Candidates are advised to make full use of the courseware. However, as banking and finance fields are dynamic, rules and regulations witness rapid changes. Therefore, the courseware should not be considered as the only source of information while preparing for the examinations. Candidates are advised to go through the updates placed on the IIBF's website from time to time, go through Master Circulars / Master Directions, Circulars issued by RBI and publications of IIBF like IIBF Vision, Bank Quest, etc. All these sources are important from the examination point of view. Candidates should also visit the websites of organizations like SEBI, BIS, IRDAI, FEDAI, etc., besides going through other books & publications covering the subject / exam concerned etc. Questions based on current developments relating to the subject / exam may also be asked.

**Q7 What are the Cut-off Date of Guidelines /Important Developments for these examinations?**

Ans. The Institute has a practice of asking questions in each exam about the recent developments / guidelines issued by the regulator(s) in order to test if the candidates keep themselves abreast of the current developments. However, there could be changes in the developments/guidelines

from the date the question papers are prepared and the dates of the actual examinations. In view of the same, the Institute shall consider the following pattern of cut-off dates of guidelines/developments for the examinations:

Examination Period	Cut-off date of Guidelines/Important Developments for Examinations
For examinations to be conducted by the Institute for the Period from February 2018 to July 2018	<b>31<sup>st</sup> December, 2017</b>
For examinations to be conducted by the Institute for the period from August 2018 to January 2019	<b>30<sup>th</sup> June, 2018</b>

**Q8 Who are the publishers for the recommended courseware of these Exams?**

Ans. The courseware (books) prepared by the Institute will be available at outlets of publisher/s viz. Macmillan and Taxmann. The candidates are requested to visit IIBF website [www.iibf.org.in](http://www.iibf.org.in) under the menu Education - Publication - Address of publisher/s outlets. Books can also be purchased online through [www.amazon.in](http://www.amazon.in), [www.flipkart.com](http://www.flipkart.com), etc.

**Q9 What will be the pattern of the Examination?**

Ans. Question Paper will contain 100 objective type, multiple-choice questions including situation analysis /case studies / problem based questions for a total of 100 marks and the examination will be held in Online Mode only. There will not be any negative marking for wrong answers.

**Q10 What is the passing criteria for these exams?**

<b>Certified Credit Professional</b>	<b>Certified Treasury Professional</b>	<b>Certificate Examination in Risk in Financial Services</b>	<b>Certified Accounting &amp; Audit Professional</b>	<b>Certificate Course in Foreign Exchange</b>
<p>Level I: Minimum marks for pass in the subject is 50 out of 100 for online examination</p> <p>Level II: Minimum 25 marks for Pass, out of 50 marks (in training)</p>	<p>Level I: Minimum marks for pass in the subject is 50 out of 100 for online Examination</p> <p>Level II: Minimum 25 marks for Pass, out of 50 marks (in Training)</p>	<p>Level I: Minimum marks for pass in the subject is 50 out of 100 for online examination by IIBF</p> <p>Minimum 25 marks for Pass, out of 50 marks (in training)</p> <p>Level II: Minimum marks for pass in the subject is 70 out of 100 for online examination by CISI.</p>	<p>Level I: Minimum marks for pass in the subject is 50 out of 100 for online examination</p> <p>Level II: Minimum 25 marks for Pass, out of 50 marks (in Classroom/Virtual training)</p>	<p>Minimum marks for pass in the subject is 50 out of 100 for online examination</p>

**Q11 When will the results of these examinations be declared?**

Ans. Normally, a maximum of 30 days' time from the date of examination.

**Q12 Will IIBF provide or arrange for contact classes for pre exam support?**

Ans. The Institute has already conducted contact classes for its Certified Credit Professional course at its centres at New Delhi and Mumbai. Depending upon the emerging requirements, the Institute may also consider conducting contact classes for the other courses at its centres at Kolkata and Chennai provided there are 15 or more candidates in each location.

**Q13 What will be the duration, fees, location/centres for the contact classes?**

Ans. The details thereof will be published on our website.

**Q14 What is the arrangement for Physical Classroom / Virtual Classroom Training post results of these examinations?**

Ans. In respect on the courses on Certified Credit Professional, Certified Treasury Professional and Risk in Financial Services, once the results of the online examination conducted by the Institute are declared, the Institute, normally, within 15 days thereof, will place on its website, the schedule for conducting the Training Programmes and the candidates who have passed the online exam will be given a period of 10-14 days for online registration for the training programme.

**Q15 At which centres the physical classroom trainings will be conducted?**

Ans. The physical classroom training will be held at our Leadership Centre (Corporate Office), Mumbai and the three Professional Development Centres at New Delhi, Chennai and Kolkata. In case, the number of candidates from any other particular centre is large (25 or more), the Institute may consider conducting training classes at that centre too.

**Q16 Is the classroom / virtual classroom training optional or mandatory, post successful completion of the Examination?**

Ans. The classroom / virtual classroom training is mandatory post successful completion of the on line examination. The Institute, through the virtual classroom mode, will provide training for the "Certified Credit Professional", "Certificate in Risk & Financial Services" courses and Certified Accounting & Audit Professional. However, for these three courses, candidates are also given the option to opt for the training through the physical classroom mode. For Certified Treasury Professional (CTP) only physical classroom training will be available, since it may be difficult to play the bourse game in a virtual classroom situation. The duration of the training programme under both the modes will be for three days.

**Q17 When will the certificates be issued for the courses?**

Ans. Normally, certificate will be issued to candidates within 2 months on successful completion of the course.

**Q18 Does the Certification have any validity or is it perpetual?**

Ans. Certificates are valid permanently. However, candidates, in their own interests, can enrol for the Continuing Professional Development Programme offered by the Institute. The details of the Continuing Professional Development Programme can be accessed by the candidates at the link [http://iibf.org.in/iib\\_certificateincpd.asp](http://iibf.org.in/iib_certificateincpd.asp)

**Q19 Can the list of candidates who have enrolled and passed be shared with the respective Banks?**

Ans. Yes, details of candidates enrolled, passed etc. can be shared with banks. In case, there are some additional queries on which banks need clarifications, a mail may be sent to any one of the following officers. All the queries will be promptly attended.

- S. Muralidaran, Director (Academics) Email id: [smuralidaran@iibf.org.in](mailto:smuralidaran@iibf.org.in)
- TCG Namboodiri, Director (Training) Email id: [drnamboodiri@iibf.org.in](mailto:drnamboodiri@iibf.org.in)
- S P Nair, Director (Member Services) Email id: [spnair@iibf.org.in](mailto:spnair@iibf.org.in)
- Francis Xavier, Director (Operations)Email id: [\\_cd@iibf.org.in](mailto:_cd@iibf.org.in)
- Priti Aggarwal, Joint Director (Academics) Email id: [\\_priti@iibf.org.in](mailto:_priti@iibf.org.in)

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