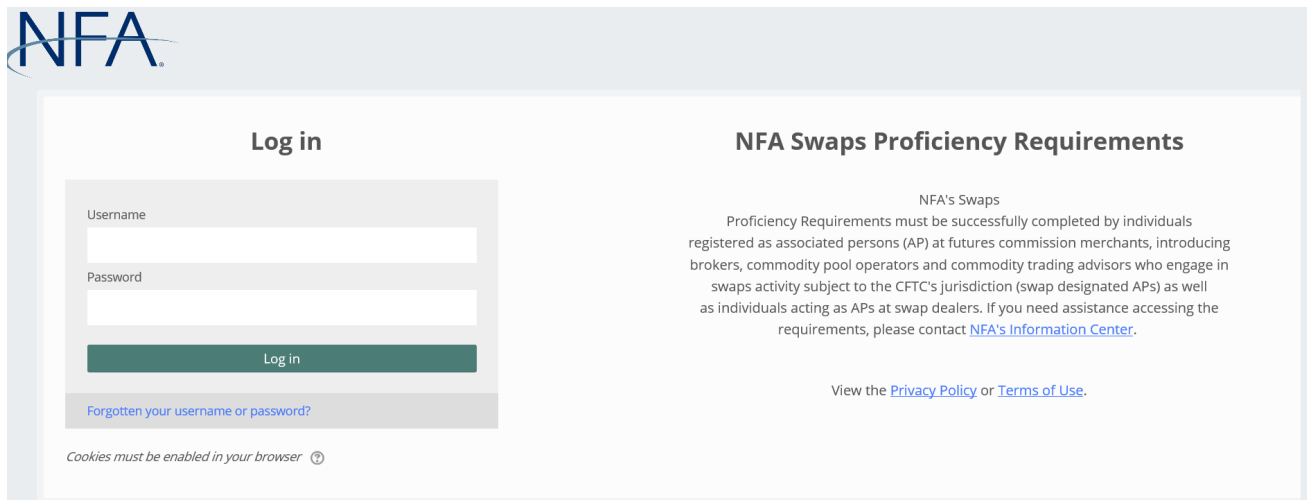




NFA Swaps Proficiency Requirements

Your firm's Swaps Proficiency Requirements Administrator will facilitate your enrollment in the appropriate Track. After you receive instructions on how to access NFA's Swaps Proficiency Requirements System, please follow the instructions below to navigate through the system. If you have questions, please contact your firm's Swaps Proficiency Requirements Administrator or email information@nfa.futures.org. Please note: NFA's Swaps Proficiency Requirements consist of a series of modules, each with a training and testing component. There is no time limit to complete the modules. The system will grant you access to the modules in order. You may exit and re-enter at any time and your progress will be saved. However, once you begin the test you may not access the content portion of the module again. To earn your Certificate, you must earn a 70 percent on the test for each module in your assigned track.



1. Log in from the NFA's Swaps Proficiency Requirements Learning Management System (<https://nfa-swaps-proficiency-requirements.moonami.com>).

2. The first time you log into the system, you will be prompted to enter your birthday and review and agree to the Privacy and Site policies.

NFA Swaps Proficiency Requirements

Individuals Taking the Swaps Proficiency Requirements

Please select one of the following options:

- If you are enrolled in a Track, select the Track below.
- If you received an Enrollment Code, click on the Long Track if your enrollment code begins with an "L" and Short Track if it begins with an "S". [Click here](#) for Enrollment Code usage instructions.
- If you are not affiliated with an NFA Member, select a Track below to enroll. Visit [NFA's FAQs](#) to determine which Track to take.

To view instructions for completing the Swaps Proficiency Requirements, [click here](#). If you have questions about your Track or Enrollment Code please contact appropriate firm personnel.

Swaps Proficiency Requirements Administrators

- [Click here](#) for information on enrolling individuals either by using the upload function or disseminating an Enrollment Code. Visit [NFA's FAQs](#) to determine which Track individuals should take.

[Click here](#) for technical requirements. If you need additional assistance, please contact [NFA's Information Center](#), which is available Monday through Friday from 8:00 a.m. to 5:00 p.m. CT.

[View the Privacy Policy](#) or [Site Policy](#).

Enrolled Track

NFA Swaps Proficiency Requirements - Short Track

3. From the NFA Swaps Proficiency Requirements Learning Management System home page, you may access the Track in which you are enrolled using the left-hand navigation or by scrolling to that Track and clicking Enter.

NFA Swaps Proficiency Requirements - Short Track

The Short Track of NFA's Swaps Proficiency Requirements contains four modules, each of which has a training and testing component. The modules cover: Swap Products and Application, Regulation of the Swaps Market, Supervision, and Compliance, Anti-Fraud and Other Requirements.

Individuals required to pass the Short Track must successfully complete all modules within this track in order to pass NFA's Swaps Proficiency Requirements and earn the certificate. Please note: NFA's Swaps Proficiency Requirements consist of a series of modules, each with a training and testing component. There is no time limit to complete the modules. The system will grant you access to the modules in order. You may exit and re-enter at any time and your progress will be saved. **However, once you begin the test you may not access the training portion of the module again, and will no longer see it on screen.** To earn your Certificate, you must earn a 70 percent on the test for each module in this track.

Attestation

[Swaps Proficiency Requirements Attestation Statement](#)

You must agree to the following before you will be permitted to access NFA's Swaps Proficiency Requirements.

I understand that it is a felony under Section 9(a)(4) of the Commodity Exchange Act punishable by a fine of not more than \$1,000,000 USD or imprisonment for not more than 10 years, or both, together with the costs of prosecution, for any person to willfully make false, fictitious or fraudulent statements or representations to NFA.

4. Before you are permitted to access NFA's Swaps Proficiency Requirements, you must agree to the Attestation Statement. Check "I Agree" after reviewing the Statement.

NFA Swaps Proficiency Requirements - Short Track

The Short Track of NFA's Swaps Proficiency Requirements contains four modules, each of which has a training and testing component. The modules cover: Swap Products and Application, Regulation of the Swaps Market, Supervision, and Compliance, Anti-Fraud and Other Requirements.

Individuals required to pass the Short Track must successfully complete all modules within this track in order to pass NFA's Swaps Proficiency Requirements and earn the certificate. Please note: NFA's Swaps Proficiency Requirements consist of a series of modules, each with a training and testing component. There is no time limit to complete the modules. The system will grant you access to the modules in order. You may exit and re-enter at any time and your progress will be saved. **However, once you begin the test you may not access the training portion of the module again, and will no longer see it on screen.** To earn your Certificate, you must earn a 70 percent on the test for each module in this track.

Short Track - Attempt 1

1. Swap Products and Applications

Attestation

I have agreed to the [attestation](#).

I Agree

5. You will then be able to access the training portion of the first module in your assigned Track by clicking that module's name.

1. Swap Products and Applications

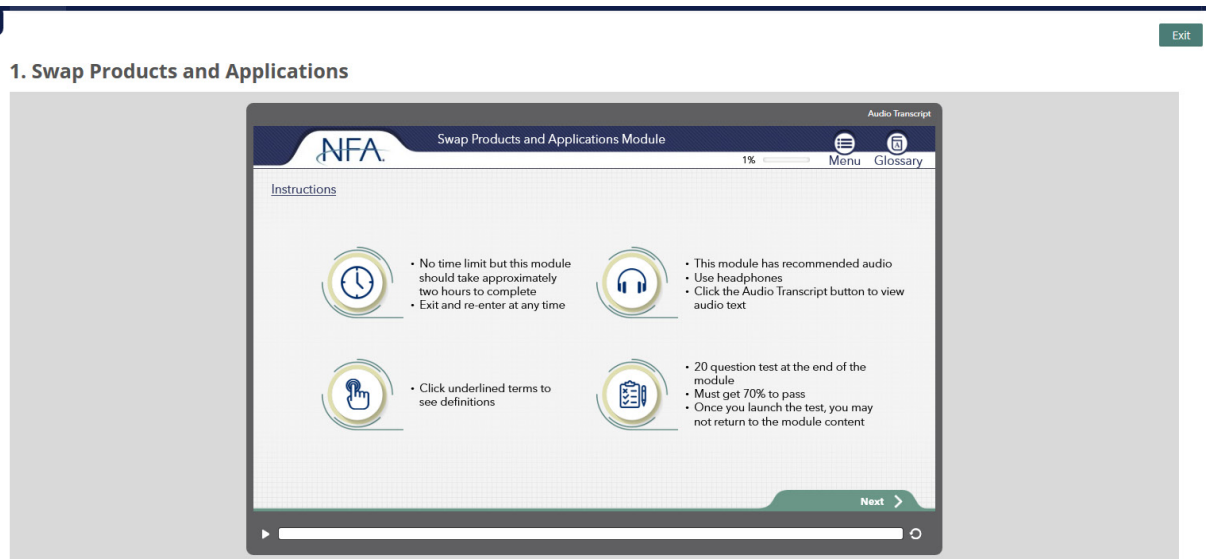
This module's content covers swap products and applications followed by a 20-question test. There is no time limit to complete the module. You may exit and re-enter the module at the place that you left, and you may also return to other sections of the module until you indicate that you are ready to begin the test. Once you indicate that you are ready to begin the test you may not access the content portion of the module again. Therefore, you should not indicate that you are ready to take the test until you are done with the training portion of this module. Please note: Modules may take several seconds to load.

Enter

6. Click Enter. You may exit and re-enter the module at the place that you left off, and you may also return to other sections of the module until you indicate that you are ready to begin the test. Once you indicate that you are ready to begin the test you may not access the content portion of the module again. Therefore, you should not indicate that you are ready to take the test until you are done with the training portion of this module.



7. Click Start to begin the training.



8. Each slide within the training has a progress bar, menu button where you can navigate back to slides previously viewed, glossary button to look up defined terms, and progress bar at the bottom to indicate how much audio, if any, is left on the slide. There is also an Audio Transcript in the upper-right corner of every slide. When you've completed the training, click Exit on the top-right.


NFA Swaps Proficiency Requirements - Short Track

The Short Track of NFA's Swaps Proficiency Requirements contains four modules, each of which has a training and testing component. The modules cover: Swap Products and Application, Regulation of the Swaps Market, Supervision, and Compliance, Anti-Fraud and Other Requirements.

Individuals required to pass the Short Track must successfully complete all modules within this track in order to pass NFA's Swaps Proficiency Requirements and earn the certificate. Please note: NFA's Swaps Proficiency Requirements consist of a series of modules, each with a training and testing component. There is no time limit to complete the modules. The system will grant you access to the modules in order. You may exit and re-enter at any time and your progress will be saved. **However, once you begin the test you may not access the training portion of the module again, and will no longer see it on screen.** To earn your Certificate, you must earn a 70 percent on the test for each module in this track.

Short Track - Attempt 1

1. Swap Products and Applications 

Swap Products and Applications Test 

Attestation

I have agreed to the [attestation](#).

9. Once you've completed the training portion of the module, you will see a **blue checkmark** next to that training, indicating that it was successfully completed. You will also be granted access to the test for that module. Click on the test name to begin the test.

Swap Products and Applications Test

This 20-question test covers swap products and applications. There is no time limit to complete the test. You may use the test navigation found by clicking the navigation menu in the top-left of your screen to return to questions and update or review your answers prior to submitting the test. Once you submit the test, you may not change your answers. You must answer 70 percent of the questions correctly to pass this module.

Instructions

- Once you begin the test, you can navigate back and forth between questions by:
 - Clicking the "Previous" and "Next" buttons at the bottom of each question's page; or
 - Opening the Test Navigation menu in the upper-left corner of the screen (three horizontal lines) and clicking on a test question. If you have previously answered a question, then the question appears as partially shaded in the Test Navigation. You may change your answers at any time before submitting your test for scoring.
- If you want to flag a question for review once you begin the test, click "Flag Question" to the right of the question's number and that question will be flagged for review in the Test Navigation.
- Once you have completed the test and are ready to submit your answers, click "Review Answers" either in the Test Navigation menu or at the end of the last question.
- You will be taken to a Summary page that displays the questions you answered. If you wish to review a specific question's answer, click the question's number and the question and your answer, if any, will display. At this point, you will have the opportunity to complete or change the question's answer.
- When you are ready to submit your answers to the test, click "Submit" on the Summary page. Please be aware that you may submit your test for scoring with questions unanswered. When you click "Submit", a confirmation pop-up will display and direct you to click "Cancel" to return to the Summary or "Submit" to submit your test for scoring. Once you click "Submit" on the pop-up, you will be no longer able to access the test questions and change your answers.

Please be advised that the test questions are drawn from a test bank and are randomized. Therefore, other individuals may be provided different questions to answer. Additionally, read carefully each question and its possible answers. Answers to test questions are also randomized so a "True/False" question may appear in the following two ways:

Grass is purple.

- a. True
- b. False

OR

Grass is purple.

- a. False
- b. True

Attempts allowed: 1

[Begin Test](#)

10. Click "Begin Test" to begin the test. There is no time limit to complete any test. You may use the test navigation found by clicking the navigation menu in the top-left of your screen to return to questions and update or review your answers prior to submitting the test. Once you submit the test, you may not change your answers. You must answer 70 percent of the questions correctly to pass each module.



NFA Swaps Proficiency Requirements - Short Track

Completion Status

The Short Track of NFA's Swaps Proficiency Requirements contains four modules, each of which has a training and testing component. The modules cover: Swap Products and Application, Regulation of the Swaps Market, Supervision, and Compliance, Anti-Fraud and Other Requirements.

Individuals required to pass the Short Track must successfully complete all modules within this track in order to pass NFA's Swaps Proficiency Requirements and earn the certificate. Please note: NFA's Swaps Proficiency Requirements consist of a series of modules, each with a training and testing component. There is no time limit to complete the modules. The system will grant you access to the modules in order. You may exit and re-enter at any time and your progress will be saved. **However, once you begin the test you may not access the training portion of the module again, and will no longer see it on screen.** To earn your Certificate, you must earn a 70 percent on the test for each module in this track.

Short Track - Attempt 1

Swap Products and Applications Test

2. Regulation of the Swaps Market

Attestation

Swaps Proficiency Requirements Attestation Statement

9. After submitting the test, the test is immediately scored. If passed, you will see a **blue checkmark** next to the test. If failed, a **red X** will be next to the test, and you will be prompted to retake the training and test for the module you failed after completing all modules in your assigned Track.

[Home](#) [Help](#) [Return to NFA Website](#)

NFA Swaps Proficiency Requirements Certificate

Click on the certificate as evidence of your successful completion of NFA's Swaps Proficiency Requirements. Please save this document for your records.

[View certificate](#)

11. Once you pass all modules in your assigned Track, you will gain access to your NFA Swaps Proficiency Requirements Certificate. Click "View certificate" to access it. A copy will also be emailed to you, and information on your successful completion of NFA's Swaps Proficiency Requirements will be available to your firm in NFA's Online Registration System the next business day.