

**MEMO# 7319**

October 4, 1995

## **NOVEMBER 9TH MEETING ON THE STATUS OF CONTINUING EDUCATION REQUIREMENTS**

October 4, 1995 TO: COMPLIANCE COMMITTEE No. 37-95 DIRECT MARKETING COMMITTEE No. 41-95 HUMAN RESOURCES FORUM No. 11-95 MEMBERS - ONE PER COMPLEX No. 85-95 MEMBERS INTERESTED IN CONTINUING EDUCATION/TRAINING No. 1-95 OPERATIONS COMMITTEE No. 27-95 SALES FORCE MARKETING COMMITTEE No. 45-95 RE: NOVEMBER 9TH MEETING ON THE STATUS OF CONTINUING EDUCATION REQUIREMENTS

The Institute will hold a meeting on November 9, 1995, to update members on the implementation of the Securities Industry Continuing Education Program, and to discuss compliance ideas. Guest speakers will include Gregg Tyler, Continuing Education Coordinator at the New York Stock Exchange, and John Linnehan, Director of Continuing Education at the National Association of Securities Dealers, Inc. ("NASD"). The meeting will be held at 10:00 am on Thursday, November 9th, in the David Silver Conference Room at the Investment Company Institute. The Institutes offices are located at 1401 H Street, NW, in Washington, DC. Lunch will be served after the meeting. As you know, the first part of the Securities Industry Continuing Education Program, the Regulatory Element, became effective on July 1, 1995. This element requires many NASD registrants (among others) to participate in a computer-based training session at various intervals after the date on which they first became registered. The second part of the continuing education program, the Firm Element, also became effective on July 1, 1995. It requires NASD- member firms to analyze the training needs of their employees who are covered by the requirements and to develop a written plan to deliver the necessary training. Firms will then be required to begin delivering the training described in their training plans by January 1, 1996. If you are planning on attending the November 9th meeting, please complete and return the attached response form by November 6th. If you have any questions, or would like to add items to the agenda for the meeting, please call me at 202/326-5869. Stephanie Brown Director, Marketing & Training Attachment