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### Procedure for enrollment on NSE Portal

#### **Spreadsheet at NSEIT Test Centers**

For the benefit of candidates, FPSB India has facilitated examination at various Class 'A' cities across India where the centers are managed by NSEIT. Candidates taking the examination of CFP certification at NSEIT centers will be provided with spreadsheet for working out problems involving finance functions including other elaborate calculations. The spreadsheet will be on Open Office software instead of MS Excel. It is clarified that the Open Office spreadsheet incorporates all functions and features of MS Excel spreadsheet. The only difference is that it uses semi-colon ( ; ) as separator in functions, whereas Excel uses comma ( , ) as separator. We believe candidates taking examination of FPSB India do not require any prior practice on Open Office spreadsheets. Their practice on MS Excel spreadsheets holds good for the examination. However, a link for Open Office is provided here below which can also be freely downloaded by clicking on the link:

[http://download.openoffice.org/contribute.html?download=mirrorbrain&files/stable/3.2.1/OOo\\_3.2.1\\_Win\\_x86\\_install-wJRE\\_en-US.exe](http://download.openoffice.org/contribute.html?download=mirrorbrain&files/stable/3.2.1/OOo_3.2.1_Win_x86_install-wJRE_en-US.exe)

Please select the correct FPSB India module name at the time of enrolling for the test on NSE Portal. Given below are the names mentioned in NSE:

Risk Analysis & Insurance Planning  
Retirement Planning & Employee Benefits  
Investment Planning  
Tax Planning & Estate Planning  
Examination5/ Advanced Financial Planning

#### **Test Centers**

At present NSE may conduct tests at the [specified locations](#) on receipt of adequate requests. Kindly note for these locations the Exchange would specify the test date, test time and test venue.

#### **Procedure for enrollment of FPSB India modules on NSE Portal is given below:**

1. On receipt of adequate requests for any of the above test center, the test date, test time and the venue as specified by NSE would be informed to the candidate.
2. Candidates would be confirmed as per first come first basis.
3. Confirmation would be as per the mailing address and the contact numbers as given by the candidates in their registration forms. You are therefore requested to inform NSE Center, the correct details.
4. Once the test details are confirmed to the candidate, the test cannot be rescheduled on any grounds. You may seek fresh enrollment.
5. Fees once paid shall not be refunded.
6. The candidate needs to be present at the test venue 15 minutes prior to the test time.

7. On arrival at the designated test center on the test date, the NSE test administrator would verify the identity of the candidate and then grant him access to the test terminal.
8. In case the candidate is not present at the venue at the given test time for any reason whatsoever, the test paper of the candidate would be marked absent. In such case the candidate would need to seek fresh enrollment.
9. Marks are provided to the candidate on submission of the test paper. A printout of the scorecard is submitted to the candidate (**only if photograph is uploaded**).
10. A certificate is mailed to the successful candidates within 30 to 40 days from the test date, at the candidate's mailing address as given in his/her registration form.
11. The candidate may bring a scientific calculator and a pen to the test venue. Only rough sheets would be provided to the candidates for carrying out their workings during the test. This rough sheet needs to be returned to the test administrator before leaving the test venue.
12. A backup sheet would be provided to the candidate to list out the answers selected by him. The candidate is required to return the backup sheet to the test administrator before leaving the test venue.
13. A candidate found using any unfair means including use of mobile phone or in possession of any incriminating material during the test will be expelled from the test venue and his test would be cancelled. The decision of the test administrator in this regard would be final.

### **NCFM Online Registration / Enrollment Procedure – Guide Link**

[Home > NCFM > Procedure > Online Registration > Registration Procedure](#)

### **Operation Division**