

Examiner Certification System User Guide

VERSION 1.0
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Overview

The Examiner Certification System is a platform designed to serve the needs of the CSBS Education Foundation's Examiner Certification Program and the participating state regulatory agencies. The Examiner Certification System facilitates an online certification application process for Applicants and Reviewers, management of continuing education, and enhanced reporting and analysis for agencies. Data will be made available on a timelier basis to all agencies and easily updated as department structure, statutes and laws change.

User Privileges and Actions

The privileges granted by your State Certification Point of Contact (POC) determine which actions you may take within the system.

System Roles

Non-Agency User (N)

Non-Agency Users are those that have been removed from an agency. A Non-Agency User can view their transcript and manage their user profile. Non-Agency Users can also view all global courses and offerings available and view details of all certification types. Non-Agency Users can export a grid of courses and offerings to Excel.

Examiner (E)

Examiners are employees of state agencies that are not certified and only wish to track completed training. An Examiner can view their transcript and manage their user profile. Examiners can also view all courses and offerings all courses and offerings available to them within their agency or globally and view details of all certification types. Examiners can export a grid of courses and offerings to Excel.

Applicant (A)

Applicants are the focal point of the system. An Applicant can apply and create drafts for certification, view the status of submitted applications, view their transcript and manage their user profile. Applicants can also view all courses and offerings available to them within their agency or globally and view details of all certification types. Applicants can export a grid of courses and offerings to Excel.

Level I Reviewer (LI)

All certification applications are sent to a group of Level I Reviewers for each state regulatory agency. The Level I Reviewer can have the same abilities as an Applicant, if they decide to act in that role. The Level I Reviewer will be able to view all application review tasks assigned to them. The Level I Reviewer has the ability to approve, delete, or return certification applications. Level I Reviewers can create drafts of application reviews. Level I Reviewers can also view all courses and offerings available to them within their agency or globally and view details of all certification types. Level I Reviewers can export a grid of courses and offerings to Excel.

Level II/III Reviewer (LII/LIII)

After Level I Review, all certification applications are sent to a group of Level II and/or Level III Reviewers depending the structure of the state regulatory agency. The Level II/III Reviewer can have the same abilities as an Applicant, if they decide to act in that role as designated by a Certification Point of Contact. The Level II/III Reviewer will be able to view all application review tasks assigned to them. The Level II/III Reviewer has the ability to approve, delete, or send back certification applications. Level II/III Reviewers can create drafts of application reviews. Level II/III Reviewers can also view all courses and offerings available to them within their agency or globally and view details of all certification types. Level II/III Reviewers can export a grid of courses and offerings to Excel.

CSBS Business Administrator (CBA)

At the final stage of review, certification applications are sent to a CSBS Business Administrator. A CSBS Business Administrator can view all tasks assigned in their queue. A CSBS Business Administrator has the ability to approve, delete, or return certification applications. CSBS Business Administrators can create drafts of application reviews. CSBS Business Administrators can export a grid of courses and offerings to Excel.

State Training Director (S)

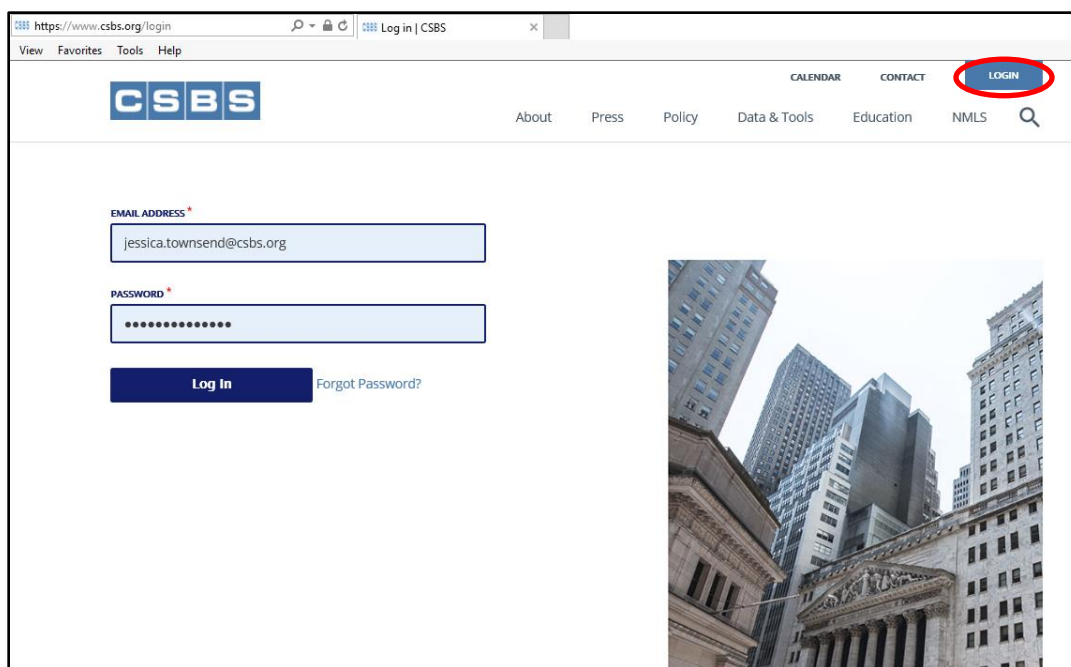
A State Training Director has the ability to manage courses, offerings, and attendance for their agency. A State Training Director can create courses, and offerings. A State Training Director can add and remove attendees for course offerings. A State Training Director can view courses, offerings, and attendance within their agency. State Training Directors can export a grid of courses and offerings to Excel. State Training Directors can view all certification types.

Certification Point of Contact (CPC)

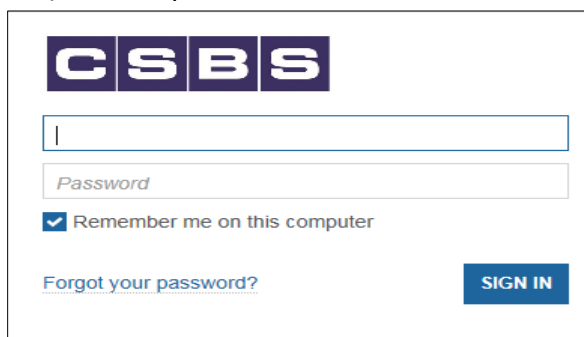
A Certification Point of Contact has the ability to manage agency and user details. A Certification Point of Contact can add or remove units, titles, and review level capability. A Certification Point of Contact can add or remove users. A Certification Point of Contact can view all active certifications within their agency. Certification Point of Contacts also have the ability to view all courses and offerings within their agency.

Examiner Certification System Login

1. Navigate to
2. Click **Login**. Your email address and password are required. If you have forgotten your password, click the **Forgot Password** link to reset.

A screenshot of the CSBS login page in a web browser. The browser's address bar shows 'https://www.csbs.org/login'. The page features the CSBS logo on the left and a navigation menu on the right with links for 'CALENDAR', 'CONTACT', 'LOGIN' (highlighted with a red circle), 'About', 'Press', 'Policy', 'Data & Tools', 'Education', and 'NMLS'. Below the navigation menu, there are two input fields: 'EMAIL ADDRESS*' with the value 'jessica.townsend@csbs.org' and 'PASSWORD*' with masked characters. Below these fields are a 'Log In' button and a 'Forgot Password?' link. On the right side of the page, there is a photograph of a city street with tall buildings.

3. For the initial Certification login, access the email from Appian containing your username and temporary password. Your username is the first character of your first name and full last name (for example, John Doe's username would be *jdoe*).

A screenshot of the CSBS login form. It features the CSBS logo at the top. Below the logo is a username input field with a vertical cursor. Underneath is a password input field with the placeholder text 'Password'. A checkbox labeled 'Remember me on this computer' is checked. Below the checkbox is a link that says 'Forgot your password?'. At the bottom right is a blue button labeled 'SIGN IN'.

Note: You may also access Certification by navigating to <https://csbs.appiancloud.com/suite>

4. Enter your username and temporary password contained in the Appian email.
5. Set up a new password when prompted.

Note: This password is valid for 90 days. If you are already logged in and desire to change your password, see the [User Settings](#) of the User Guide to change your password.

Non-Agency User/Examiner Landing Page

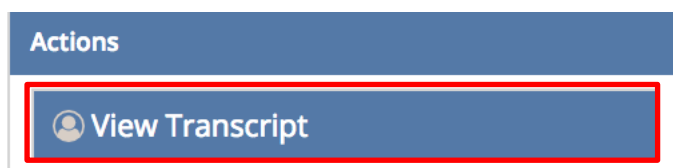
After successfully logging in, you are directed to the Examiner Certification Program landing page (home page).



Note: Aside from the **Courses & Offerings** tab, site access for Non-Agency Users and Examiners is identical. Non-Agency Users only have the ability to view global courses and offerings, whereas Examiners can view courses and offerings within their agency and globally.

View Transcript

1. Click the **View Transcript** action.



2. This action directs you to a view of your transcript, displaying all certifications and continuing education courses attended.

Ben Smith

Summary

Transcript

Certification Details

Related Actions

Certifications

Designation	Type	Hours Required	Hours Earned	Carry Over Hours	Certification Date	Certification End Date	Expiration Date	Status
COE	Certified Operations Examiner	63	11.5		12/10/2018	12/31/2021		Active

CE Courses Attended

Course ID	Course Offering ID	Course Name	Description	Provider Name	Pre-Hours	Hours	Start Date	End Date	City
No items available									

3. To view user details, select the **Certification Details** tab.

The screenshot shows a user profile for Ben Smith. At the top, there are four tabs: Summary, Transcript, Certification Details (highlighted with a red box), and Related Actions. In the top right corner, there is a button labeled 'UPDATE USER DETAILS'. Below the tabs, the 'User Details' section is visible, showing fields for First Name (Ben), Last Name (Smith), Email Address (bensmith@example.com), Hire Date (Dec 10, 2018), and Alternate Email Address (N/A).

Update User Details

1. Click **Update User Details** in the upper right corner of the page.

This screenshot is identical to the previous one, but the 'UPDATE USER DETAILS' button in the top right corner is circled in red to indicate it should be clicked.

2. As a Non-Agency User, you can only update your alternate email address. As an Examiner, you may only edit the Supervisor, Alternate Email Address, Title, and Region/Division fields. Once you've made your changes, click **Submit**.

The screenshot shows the 'Update User Details' form. It contains fields for First Name (Ben), Last Name (Smith), Email Address (bensmith@example.com), and Alternate Email Address (with an empty input field). At the bottom left is a 'CANCEL' button, and at the bottom right is a 'SUBMIT' button circled in red.

View Courses & Offerings

On the Landing Page toolbar, several tabs are available to quickly reference information.

1. Click the **Courses & Offerings** tab at the top of the page.

The screenshot shows the landing page for the 'EXAMINER CERTIFICATION PROGRAM'. At the top, there is a navigation bar with three tabs: HOME, COURSES & OFFERINGS (highlighted with a red box), and CERTIFICATIONS. Below the navigation bar, there is a large banner with the title 'EXAMINER CERTIFICATION PROGRAM'. On the left side, there is an 'Actions' section with a button labeled 'View Transcript'. On the right side, there is a 'Tasks' section with a table that has columns for 'Name' and 'Date Received'. The table is currently empty, with the text 'No items available' at the bottom.

2. A grid of available courses is displayed. To find a specific course, you can search by **Course Number** in the Quick Search bar. To refine results, select **Show Filters** to display search options.

Number	Name	Organization	Provider	Description	Credit Type	Format	Pre-Hours	Hours
243	An Accountant's Guide to Trusts	Global	FDIC	Provides CPAs with an overview of the rules governing the formation of trusts the tax consequences of different trust vehicles and the rules governing the administration of trusts	Continuing Education	Classroom		16
246	Payment Systems Technology Risks	Global	FDIC	Agency sponsored continuing examiner training	Continuing Education	Online		4
249	Introduction to Cyber Neighborhood Watch	Global	FDIC	Jane Doe will present on the types of cybersecurity offenders facing the financial industry and the number of necessary controls and risk management mechanisms that can and should be implemented to thwart the offenders. The presentation also will include a discussion on ransomware, as it is a key cybersecurity risk facing our financial institutions.	Continuing Education	Speaking Engagement		2.5
250	Cybersecurity Intelligence	Global	FDIC	Assistant Undersecretary of Homeland Security, Jane Doe, will present on the topic of critical infrastructure, including risks associated with the financial sector, one of the 16 critical infrastructure sectors. Specifically, he will speak to the operational risks threatening the sector. He will cover trends in cyber (e.g., threats, attacks, and cyber crime), SWIFT network attack, and resources and efforts underway to strengthen cybersecurity	Continuing Education	Classroom		1

3. At the bottom left of the grid, select **Show Columns** to select which columns you'd like to display.
4. To export the current view to Excel, select **Export to Excel** at the bottom right of the grid, and a CSV file will be sent to the email registered with your account.

To view Course Offerings, click the **Offerings** card above the grid.

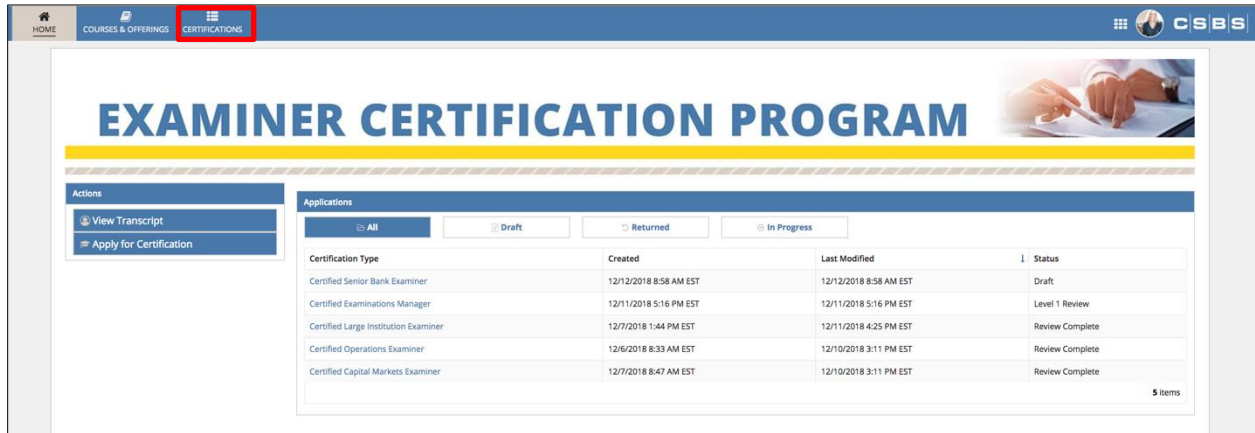
1. A grid of available course offerings is displayed. To locate a specific offering, you can search by **Offering ID** in the Quick Search bar. To refine results, select **Show Filters** to display search options.

ID	Course Number	Course Provider	Course Name	Start Date	End Date	City	State
202	243	FDIC	An Accountant's Guide to Trusts	11/25/2018	11/25/2018	Miami	Florida
205	246	FDIC	Payment Systems Technology Risks	12/1/2018	12/1/2018	Los Angeles	California
206	246	FDIC	Payment Systems Technology Risks	12/10/2018	12/10/2018	Denver	Colorado
201	243	FDIC	An Accountant's Guide to Trusts	12/12/2018	12/12/2018	New York	New York

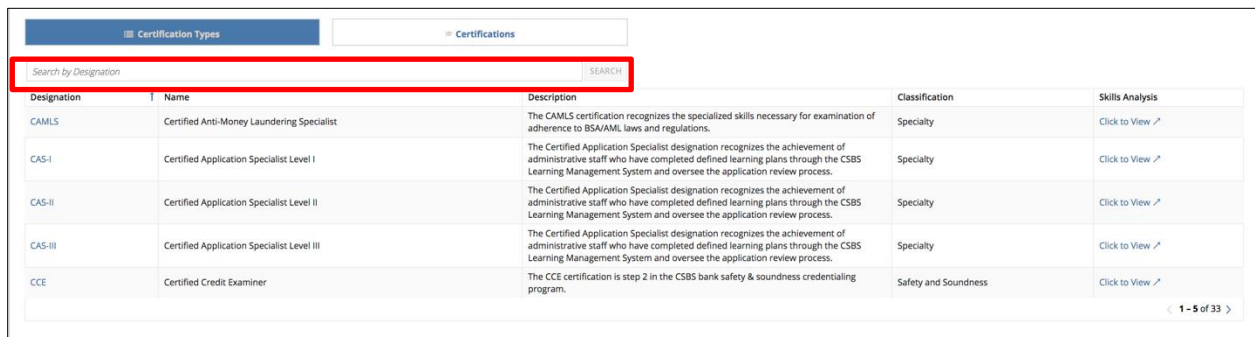
2. At the bottom of the grid, select **Show Columns** to select which columns you'd like to display.
3. To export the current view to Excel, select **Export to Excel**, and a CSV file will be sent to the email registered with your account.

View Certification Types

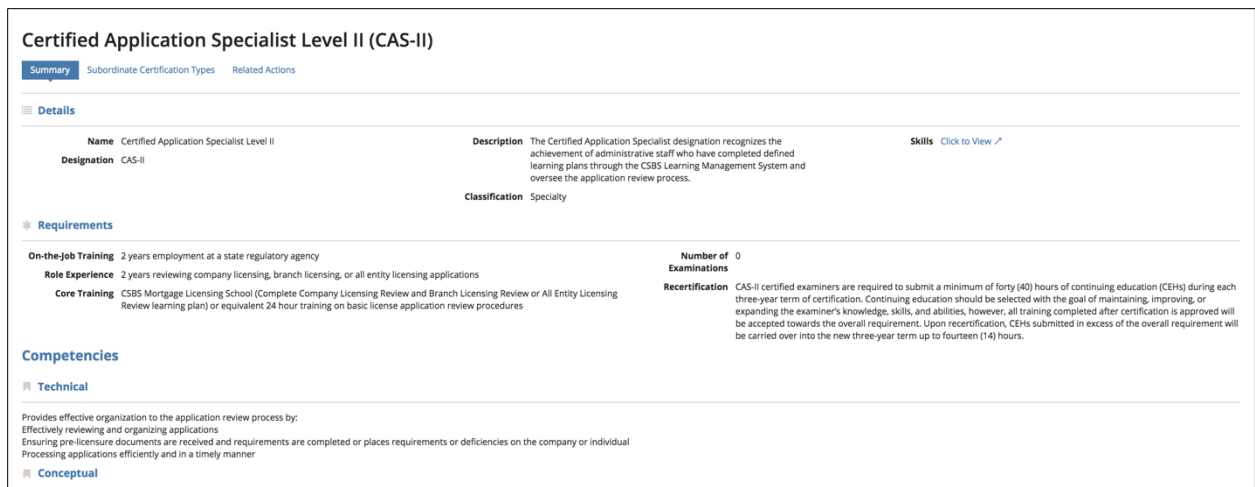
1. Click the **Certifications** tab at the top of the page.



2. A grid of all certification types will be displayed. To find a specific certification type, you can search by **Designation** in the Quick Search bar.



3. For more information on a certification type, click the **Designation** link for the desired type to view the **Summary** details.



Certified Application Specialist Level II (CAS-II)

Summary Subordinate Certification Types Related Actions

Details

Name Certified Application Specialist Level II	Description The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Skills Click to View
Designation CAS-II	Classification Specialty	

Requirements

On-the-Job Training 2 years employment at a state regulatory agency	Number of Examinations 0
Role Experience 2 years reviewing company licensing, branch licensing, or all entity licensing applications	Recertification CAS-II certified examiners are required to submit a minimum of forty (40) hours of continuing education (CEHs) during each three-year term of certification. Continuing education should be selected with the goal of maintaining, improving, or expanding the examiner's knowledge, skills, and abilities, however, all training completed after certification is approved will be accepted towards the overall requirement. Upon recertification, CEHs submitted in excess of the overall requirement will be carried over into the new three-year term up to fourteen (14) hours.
Core Training CSBS Mortgage Licensing School (Complete Company Licensing Review and Branch Licensing Review or All Entity Licensing Review learning plan) or equivalent 24 hour training on basic license application review procedures	

Competencies

Technical

Provides effective organization to the application review process by:
Effectively reviewing and organizing applications
Ensuring pre-licensure documents are received and requirements are completed or places requirements or deficiencies on the company or individual
Processing applications efficiently and in a timely manner

Conceptual

- To view the subordinate certifications associated with a certification type, select **Subordinate Certification Types**.

Certified Application Specialist Level II (CAS-II)

Summary **Subordinate Certification Types** Related Actions

Related Certification Types

Designation	Name	Description	Classification	Skills Analysis
CAS-I	Certified Application Specialist Level I	The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Specialty	Click to View

- To view all of the certifications you currently hold, return to the **Certifications** tab and click the **Certifications** card above the grid.

HOME COURSES & OFFERINGS **CERTIFICATIONS**

My Certifications

Designation	Type	Hours Required	Hours Earned	Carry Over Hours	Certification Date	Certification End Date	Expiration Date	Status
COE	Certified Operations Examiner	63	11.5		12/6/2018	12/31/2021	12/11/2018	Expired
CCME	Certified Capital Markets Examiner	63	23		12/7/2015	12/31/2018	12/8/2018	Expired
CLIE	Certified Large Institution Examiner	63	12		12/11/2018	12/31/2021		Active

View Help Documents

- Click the **Help** tab at the top of the page.

HOME COURSES & OFFERINGS CERTIFICATIONS **HELP**

EXAMINER CERTIFICATION PROGRAM

Actions

[View Transcript](#)

- A grid of all help items will be displayed. You can click on each item to see more details and get a download link.

>Filters

Name	Type	Category	Created On	Modified On
XCS File Test 2	Certification	Webinars	1/15/2019 2:27 PM EST	1/15/2019 2:27 PM EST
XCS File Test	Certification	Guides	1/15/2019 2:26 PM EST	1/15/2019 2:26 PM EST

[+ Show Columns](#)

Applicant Landing Page

After successfully logging in, you are directed to the Examiner Certification Program landing page (home page).

Certification Type	Created	Last Modified	Status
Certified Examinations Manager	12/13/2018 10:28 AM EST	12/13/2018 10:44 AM EST	Review Complete
Certified Senior Bank Examiner	12/12/2018 8:58 AM EST	12/12/2018 8:58 AM EST	Review Complete
Certified Large Institution Examiner	12/7/2018 1:44 PM EST	12/11/2018 4:25 PM EST	Review Complete
Certified Senior Bank Examiner	12/11/2018 4:15 PM EST	12/11/2018 4:25 PM EST	Review Complete
Certified Operations Examiner	12/6/2018 8:33 AM EST	12/10/2018 3:11 PM EST	Review Complete

Note: The look and feel of the Landing Page varies based on user role.

View Transcript

1. Click the **View Transcript** action.

Actions

View Transcript

Apply for Certification

2. This action directs you to a view of your transcript, displaying all certifications and continuing education courses attended.

Ella Examiner

Summary **Transcript** Certification Details Related Actions

Certifications

Designation	Type	Hours Required	Hours Earned	Carry Over Hours	Certification Date	Certification End Date	Expiration Date	Status
CCME	Certified Capital Markets Examiner	63	23		12/7/2015	12/31/2018	12/8/2018	Expired
CEM	Certified Examinations Manager	63			12/13/2018	12/31/2021		Active
CLIE	Certified Large Institution Examiner	63	12		12/11/2018	12/31/2021	12/13/2018	Expired
COE	Certified Operations Examiner	63	11.5		12/6/2018	12/31/2021	12/13/2018	Expired

CE Courses Attended

Course ID	Course Offering ID	Course Name	Description	Provider Name	Pre-Hours	Hours	Start Date	End Date	City
No items available									

3. To view user details, select the **Certification Details** tab.

Ella Examiner

Summary Transcript **Certification Details** Related Actions

4. This selection directs you to a view of your certification details as recorded within your agency.

Ella Examiner [UPDATE USER DETAILS](#)

Summary Transcript **Certification Details** Related Actions

User Details

First Name Ella	Hire Date Dec 19, 2018	Title Manager
Last Name Examiner	Supervisor	Unit North
Email Address ella.examiner@csbs.org		Alternate Email Address N/A

Roles

- Certification Kentucky Department of Financial Institutions Applicants
- Certification Kentucky Department of Financial Institutions Examiners

Update User Details

1. Click **Update User Details** in the upper right corner of the page.

Ella Examiner [UPDATE USER DETAILS](#)

Summary Transcript **Certification Details** Related Actions

User Details

First Name Ella	Hire Date Dec 19, 2018	Title Manager
Last Name Examiner	Supervisor	Unit North

2. Select the desired field to edit.

Update User Details

First Name Ella	Supervisor	Title Manager
Last Name Examiner		
Email Address ella.examiner@csbs.org	Alternate Email Address	Unit North
Hire Date Dec 19, 2018		

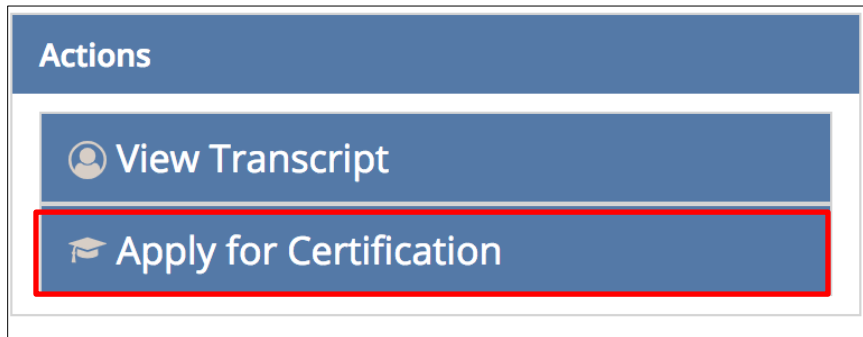
[CANCEL](#) [SUBMIT](#)

Note: As an Applicant, you may only edit the Supervisor, Alternative Email, Title, and Region/Division fields.

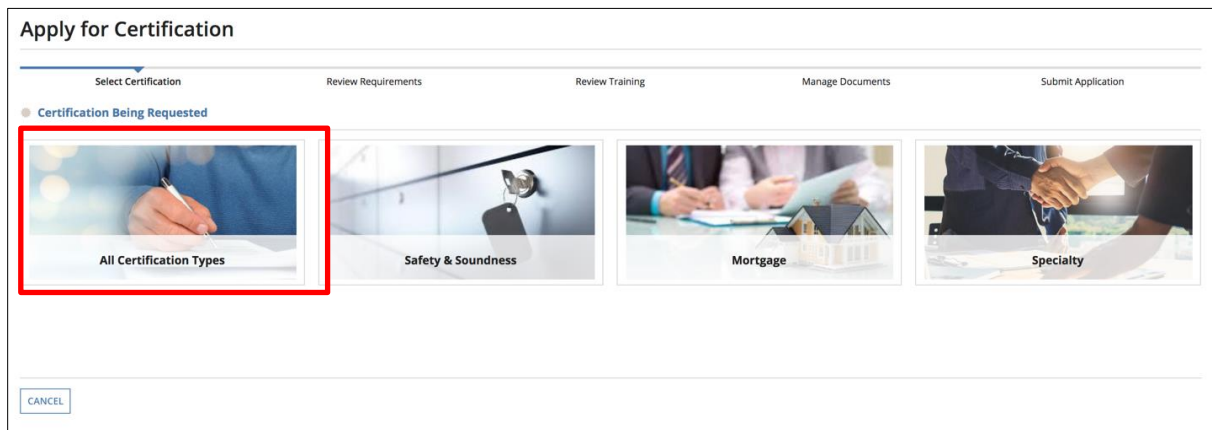
3. Click **Submit**.

Apply for Certification

1. On the Home Page, click **Apply for Certification**.



2. Select the certification classification for which you are applying. For a complete list, click **All Certification Types**.



3. Select a certification type and click **Next**.

A screenshot of the 'Certification Being Requested' page. It features a search bar with the text 'Search by Designation' and a 'SEARCH' button. To the right is a '+ SHOW FILTERS' link. Below is a table with four columns: 'Certification Type', 'Designation', 'Description', and 'Skills Analysis'. The table lists various certification types, with 'Certified Examinations Manager' highlighted in blue.

Certification Type	Designation	Description	Skills Analysis
Certified Operations Examiner	COE	The COE certification is step 1 in the CSBS bank safety & soundness credentialing program.	Click to View
Certified Credit Examiner	CCE	The CCE certification is step 2 in the CSBS bank safety & soundness credentialing program.	Click to View
Certified Examiner-in-Charge	CEIC	The CEIC certification is step 3 in the CSBS bank safety & soundness credentialing program.	Click to View
Certified Large Institution Examiner	CLIE	The CLIE certification recognizes the specialized skills, knowledge, and abilities of those who examine large and/or complex financial institutions. The CLIE may be combined with other safety & soundness and/or specialty certifications.	Click to View
Certified Senior Bank Examiner	CSBE	The CSBE certification is one of two fourth steps in the CSBS bank safety & soundness credentialing program.	Click to View
Certified Examinations Manager	CEM	The CEM certification is one of two fourth steps in the CSBS bank safety & soundness credentialing program.	Click to View
Certified Mortgage Examiner	CME	The CME certification is step 1 in the CSBS mortgage examiner credentialing program.	Click to View
Certified Senior Mortgage Examiner	CSME	The CSME certification is step 2 in the CSBS mortgage examiner credentialing program.	Click to View

Note: An application can be submitted only if no other applications are in the review status. You can only apply for certification for which you do not hold an active certification or certification types that are not subordinates of currently held certifications. For more information on certification types, select the **Certifications** tab at the top of the page.

4. Review the requirements of the selected type. Click **Next** to continue or select **Save Draft** to resume the application later.

Apply for Certification: Certified Examinations Manager

Select Certification Review Requirements Review Training Manage Documents Submit Application

Requirements for Success

On-the-Job Training 5 years employment at a state regulatory agency
Role Experience 1 year in a management and/or supervisory role

Expected Competencies

Technical Provides effective leadership and organization to the department by:
Effectively supervising personnel to ensure adherence to all procedures and policies
Monitoring senior examination personnel to ensure department mission, goals, and responsibilities are being met
Effectively organizing and delegating assignments; Effectively supervising the entire examination process
Effectively providing for personnel management in the areas of budgeting, recruiting, training, team-building, negotiation, motivation, coaching/counseling, performance evaluation, and disciplinary actions
Effectively participating in departmental policy formulation and strategic planning

Conceptual Provides effective supervision of the overall activities of financial institutions by:
Effectively determining financial institution condition from completed reports of examination
Effectively administering appropriate departmental response from examination findings

Legal/Compliance Effectively demonstrates knowledge of policies, procedures, laws, rules and regulations

Human Relations Provides effective oral and written communications by:
Effectively and clearly communicating with people and organizations internal and external to the department
Effectively conducting meetings with management and the boards of directors of financial institutions
Effectively coordinating examination planning, execution and regulatory response with other state and federal financial institution supervisory authorities
Effectively and clearly communicating with other state agencies and the state legislature

BACK CANCEL **SAVE DRAFT** NEXT

5. Review the training requirements for the selected certification, review your Core Trainings, and enter any supplementary information. Click **Next** to continue or select **Save Draft** to resume the application later.

Apply for Certification: Certified Multistate Mortgage Examiner-In-Charge

Select Certification Review Requirements Review Training Manage Documents Submit Application

Training Requirements

Core Training Course requirements for CMEM certification plus CSBS Multi-State Mortgage Examiner-In-Charge School

Course Number	Offering ID	Course Provider	Course Name	Offering Start Date	Offering End Date	Offering City	Offering State
2 ✓	3	Global Provider	G Test	1/10/2019	1/10/2019		Florida

Supplementary Training, Education and/or Experience

Please furnish any additional information that you feel provides evidence of the successful completion of appropriate coursework or its equivalent, appropriate on-the-job experience, and/or satisfactory performance of key skill areas required at the level of certification for which you are applying. Any Core Trainings not reflected above in the Training Requirements section above may be manually added in this paragraph field, or you make speak to your Training Director to have them log the training directly into the system.

BACK CANCEL **SAVE DRAFT** NEXT

6. To add attachments, click **Manage Documents**.

Apply for Certification: Certified Examinations Manager

Select Certification Review Requirements Review Training **Manage Documents** Submit Application

Supporting Documents

Name	Description	Last Modified By	Last Modified On
No documents or folders			

Manage Documents

BACK CANCEL SAVE DRAFT NEXT

7. Select **Supporting Documents**, then click **Upload File**.

Document Browser

Navigate through the column browser to interact with documents or directories. All folders and documents created will be permanently persisted once the Document Browser is closed.

Supporting Documents ✓

DONE UPLOAD FILE

8. Click **Upload** to select the files to upload. Enter the file name and description and select the **Upload** button on the lower right to add the files. After uploading, select **Done**. Click **Next** to continue or select **Save Draft** to resume the application later.

File Upload

Select the files to upload. Name and Description are optional.

File to Upload Name Description

UPLOAD Drop file here

CANCEL UPLOAD

Supporting Documents ✓ Course Certificate

DONE UPLOAD FILE

Note: **Manage Documents** is the final stage in the application where a draft can be saved for the submission.

9. Review all details of your submission and select the checkbox for the **Recertification Clause**. Click **Add Signature** for the **Attestation Clause**. To return to any section of your application, click the **Back** button.

Review Recertification and Attestation Clauses and Provide Signature

☒ **Recertification**
Certified examiners are required to submit a minimum of sixty-three (63) hours of continuing education (CEHs) during each three-year term of certification. Continuing education should be selected with the goal of maintaining, improving, or expanding the examiner's knowledge, skills, and abilities, however, all training completed after certification is approved will be accepted towards the overall requirement. Upon recertification, CEHs submitted in excess of the overall requirement will be carried over into the new three-year term up to fourteen (14) hours.

Attestation

Acknowledgement of Valid Information
By adding my e-signature below, I hereby attest that all information provided and all representations made in this application are accurate and true

E-Signature Ella Examiner ☒ **Add Signature**

Notes

BACK **CANCEL** **SUBMIT FOR REVIEW**

10. Confirm the information input is correct. Click **Submit For Review**.

11. On the Landing Page, the newly submitted application appears under the **Applications** listing with the status **Level I Review**.

EXAMINER CERTIFICATION PROGRAM

Actions
View Transcript
Apply for Certification

Applications
All Draft Returned In Progress

Certification Type	Created	Last Modified	Status
Certified Examinations Manager	12/11/2018 5:16 PM EST	12/11/2018 5:16 PM EST	Level I Review

Note: The status of the application updates as the levels of review change. The status changes to **Review Complete** when the review process is completed.

12. To delete a draft of an existing application, select the application from the task listing .

Applications
All Draft Returned In Progress

Certification Type	Created	Last Modified	Status
Certified Senior Bank Examiner	12/12/2018 8:58 AM EST	12/12/2018 8:58 AM EST	Draft

Note: To view applications only in draft status, select the **Draft** card from the **Applications** listing.

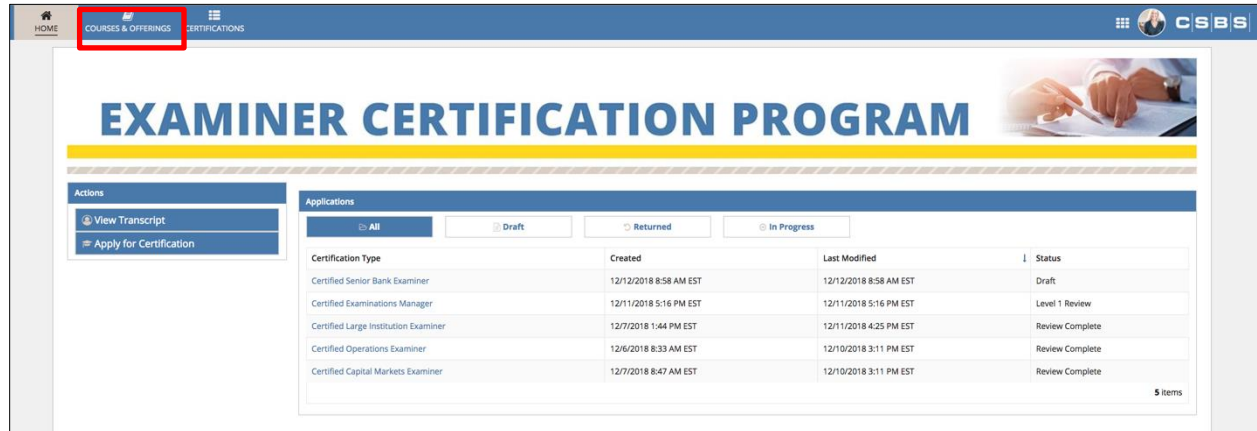
13. At the bottom of the page, click **Delete** to discard the draft.

BACK **CANCEL** **DELETE** **SAVE DRAFT** **NEXT**

View Courses & Offerings

On the Landing Page toolbar, several tabs are available to quickly reference information.

1. Click the **Courses & Offerings** tab at the top of the page.



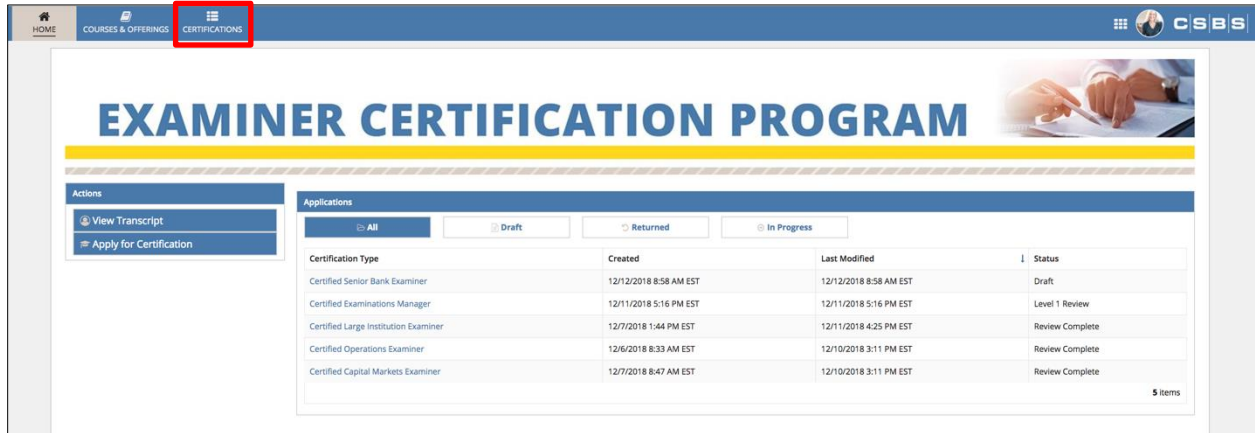
2. A grid of available courses is displayed. To locate a specific course, search by **Course ID** in the Quick Search bar. To refine results, select **Show Filters** to display search options.
3. At the bottom of the grid, select **Show Columns** to select which columns you'd like to display.
4. To export the current view to Excel, select **Export to Excel**, and a CSV file will be sent to the email registered with your account.

To view Course Offerings, click the **Offerings** card above the grid.

1. A grid of available course offerings will be displayed. To locate a specific offering, search by **Offering ID** in the Quick Search bar. To refine results select **Show Filters** to display search options.
2. At the bottom of the grid, select **Show Columns** to select which columns you'd like to display.
3. To export the current view to Excel, select **Export to Excel**, and a CSV file will be sent to the email registered with your account.

View Certification Types

1. Click the **Certifications** tab at the top of the page.



EXAMINER CERTIFICATION PROGRAM

Actions

- View Transcript
- Apply for Certification

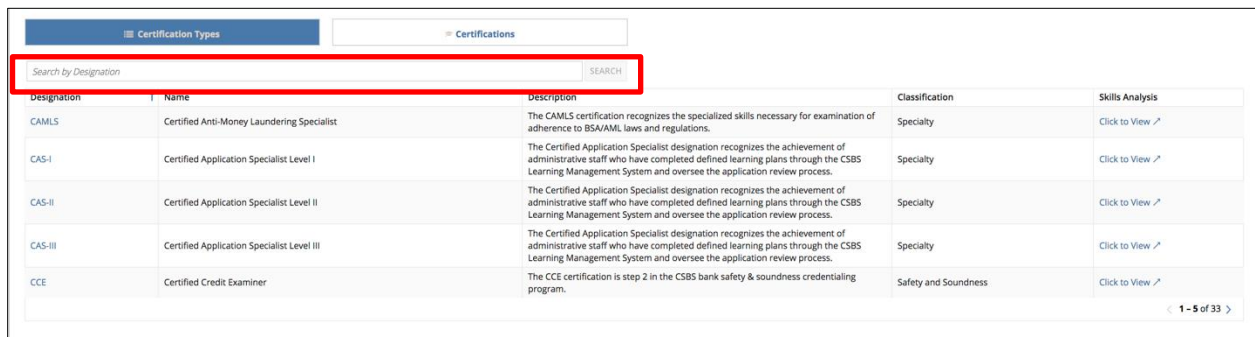
Applications

Filter: All | Draft | Returned | In Progress

Certification Type	Created	Last Modified	Status
Certified Senior Bank Examiner	12/12/2018 8:58 AM EST	12/12/2018 8:58 AM EST	Draft
Certified Examinations Manager	12/11/2018 5:16 PM EST	12/11/2018 5:16 PM EST	Level 1 Review
Certified Large Institution Examiner	12/7/2018 1:44 PM EST	12/11/2018 4:25 PM EST	Review Complete
Certified Operations Examiner	12/6/2018 8:33 AM EST	12/10/2018 3:11 PM EST	Review Complete
Certified Capital Markets Examiner	12/7/2018 8:47 AM EST	12/10/2018 3:11 PM EST	Review Complete

5 items

2. A grid of all certification types is displayed. To locate a specific certification type, search by **Designation** in the Quick Search bar.



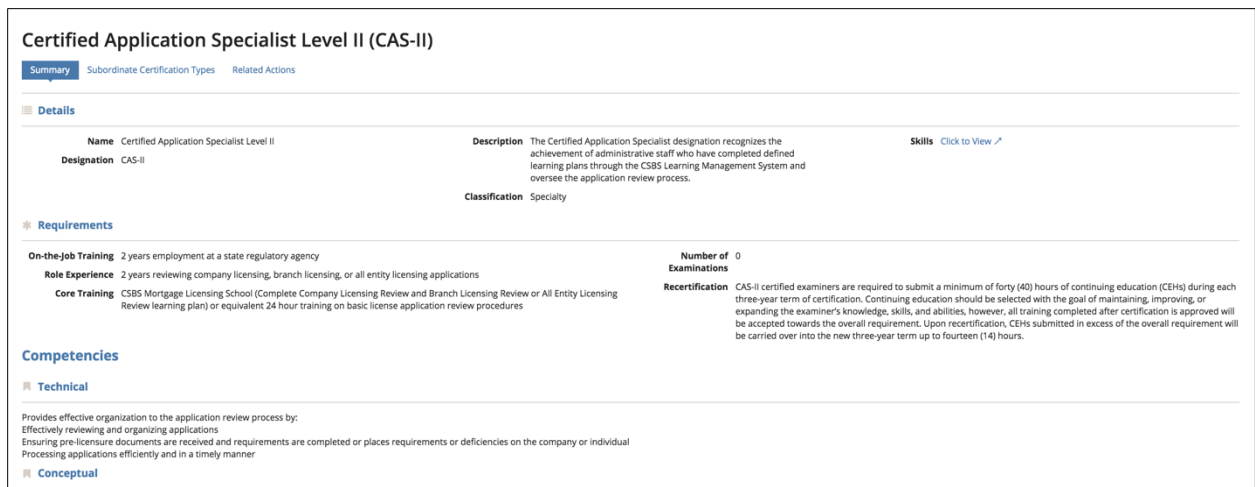
Certification Types

Search by Designation

Designation	Name	Description	Classification	Skills Analysis
CAMLS	Certified Anti-Money Laundering Specialist	The CAMLS certification recognizes the specialized skills necessary for examination of adherence to BSA/AML laws and regulations.	Specialty	Click to View
CAS-I	Certified Application Specialist Level I	The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Specialty	Click to View
CAS-II	Certified Application Specialist Level II	The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Specialty	Click to View
CAS-III	Certified Application Specialist Level III	The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Specialty	Click to View
CCE	Certified Credit Examiner	The CCE certification is step 2 in the CSBS bank safety & soundness credentialing program.	Safety and Soundness	Click to View

1 - 5 of 33

3. For more information on a certification type, click the **Designation** link for the desired type to view the **Summary** details.



Certified Application Specialist Level II (CAS-II)

Summary | Subordinate Certification Types | Related Actions

Details

Name Certified Application Specialist Level II	Description The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Skills Click to View
Designation CAS-II	Classification Specialty	

Requirements

On-the-Job Training 2 years employment at a state regulatory agency	Number of Examinations 0
Role Experience 2 years reviewing company licensing, branch licensing, or all entity licensing applications	Recertification CAS-II certified examiners are required to submit a minimum of forty (40) hours of continuing education (CEHs) during each three-year term of certification. Continuing education should be selected with the goal of maintaining, improving, or expanding the examiner's knowledge, skills, and abilities, however, all training completed after certification is approved will be accepted towards the overall requirement. Upon recertification, CEHs submitted in excess of the overall requirement will be carried over into the new three-year term up to fourteen (14) hours.
Core Training CSBS Mortgage Licensing School (Complete Company Licensing Review and Branch Licensing Review or All Entity Licensing Review learning plan) or equivalent 24 hour training on basic license application review procedures	

Competencies

Technical

Provides effective organization to the application review process by:
Effectively reviewing and organizing applications
Ensuring pre-licensure documents are received and requirements are completed or places requirements or deficiencies on the company or individual
Processing applications efficiently and in a timely manner

Conceptual

- To view the subordinate certifications associated with a certification type, select **Subordinate Certification Types**.

Certified Application Specialist Level II (CAS-II)

Summary **Subordinate Certification Types** Related Actions

Related Certification Types

Designation	Name	Description	Classification	Skills Analysis
CAS-I	Certified Application Specialist Level I	The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Specialty	Click to View

- To view all of the certifications you currently hold, return to the **Certifications** tab and click the **Certifications** card above the grid.

HOME COURSES & OFFERINGS **CERTIFICATIONS** CSBS

Certification Types **Certifications**

My Certifications

Designation	Type	Hours Required	Hours Earned	Carry Over Hours	Certification Date	Certification End Date	Expiration Date	Status
COE	Certified Operations Examiner	63	11.5		12/6/2018	12/31/2021	12/11/2018	Expired
CCME	Certified Capital Markets Examiner	63	23		12/7/2015	12/31/2018	12/8/2018	Expired
CLIE	Certified Large Institution Examiner	63	12		12/11/2018	12/31/2021		Active

Level I Reviewer Landing Page

After successfully logging in, you are directed to the Examiner Certification Program landing page (home page).

EXAMINER CERTIFICATION PROGRAM

Actions

- View Profile
- Apply for Certification

Tasks

Name	Date Received	Applicant	Supervisor	Certification	Assignee(s)	Status
Review Certification Application	12/11/2018 5:16 PM EST	Ella Examiner		Certified Examinations Manager	Certification Kentucky Department of Financial Institutions Level 1 Reviewers	Level 1 Review

Applications

☒ All ☐ Draft ☐ Returned ☐ In Progress

Certification Type	Created	Last Modified	Status
No Applications			

Review Applications

1. Select the application you would like to review on the landing page, under the **Tasks** listing.

Tasks						
Name	Date Received	Applicant	Supervisor	Certification	Assignee(s)	Status
Review Certification Application	12/12/2018 12:47 PM EST	Ella Examiner		Certified Examinations Manager	Certification Kentucky Department of Financial Institutions Level 1 Reviewers	Level 1 Review

Note: All applications are sent to a group of reviewers within your agency. The reviewer who accepts the task assigns it to him/herself.

2. Prior to reviewing an application, you must accept the task. Click **Accept** to continue or **Back** to return the task to the Reviewers' group.

You must accept this task before completing it **ACCEPT** **GO BACK**

Review Certification Application

Application Details

Applicant: Ella Examiner Certification Type: Certified Examinations Manager Application Details: [Click to View](#)

[Technical](#)

3. To view the complete submission from the applicant, select **Click to View**. A new tab opens the application.

Review Certification Application

Application Details

Applicant: Ella Examiner Certification Type: Certified Examinations Manager Application Details: [Click to View](#)

Human Relations

Note: Attachments from the applicant can only be viewed in the complete view of an application.

4. For each certification competency, select a rating and provide a justification.

Review Certification Application

Application Details

Applicant: Ella Examiner Certification Type: Certified Examinations Manager Application Details: [Click to View](#)

Human Relations

Provides effective oral and written communications by:
Effectively and clearly communicating with people and organizations internal and external to the department
Effectively conducting meetings with management and the boards of directors of financial institutions
Effectively coordinating examination planning, execution and regulatory response with other state and federal financial institution supervisory authorities
Effectively and clearly communicating with other state agencies and the state legislature

Rating * Justification *

--- Select a Value --- Justification for Rating

--- Select a Value ---

Above Expectations

Meets Expectations

Below Expectations

id policies

Effectively organizing and delegating assignments; Effectively supervising the entire examination process
Effectively providing for personnel management in the areas of budgeting, recruiting, training, team-building, negotiation, motivation, coaching/counseling, performance evaluation, and disciplinary actions
Effectively participating in departmental policy formulation and strategic planning

Rating * Justification *

--- Select a Value --- Justification for Rating

Conceptual

Provides effective supervision of the overall activities of financial institutions by:
Effectively determining financial institution condition from completed reports of examination
Effectively administering appropriate departmental response from examination findings

Rating * Justification *

--- Select a Value --- Justification for Rating

Legal/Compliance

Effectively demonstrates knowledge of policies, procedures, laws, rules and regulations

Rating * Justification *

--- Select a Value --- Justification for Rating

Note: If **Below Expectations** is selected for any competency, upon submission the review process is automatically ended and the application is closed.

5. To add attachments, click **Manage Documents**.

Apply for Certification: Certified Examinations Manager

Select Certification Review Requirements Review Training Manage Documents Submit Application

Supporting Documents

Name	Description	Last Modified By	Last Modified On
No documents or folders			

Manage Documents

BACK CANCEL SAVE DRAFT NEXT

6. Select **Reviewer Documents**, then click **Upload File**.

Document Browser
Navigate through the column browser to interact with documents or directories. All folders and documents created will be permanently persisted once the Document Browser is closed.

Reviewer Documents 353

DONE

UPLOAD FILE

7. Click **Upload** to select the files to upload. Enter the file name and description and select the **Upload** button on the lower right to add the files. After uploading, select **Done**.

File Upload
Select the files to upload. Name and Description are optional.

File to Upload

UPLOAD | Drop file here

NAME

DESCRIPTION

CANCEL

UPLOAD

8. Click **Add Signature** to provide an E-Signature for the review.

Attestation

Acknowledgement of Valid Information

I, the undersigned, recommend the named individual for the level of certification indicated. (Note: By submitting this form, I the undersigned attest to the fact that all representations made are accurate and true)

* E-Signature Steve Supervisor

Add Signature

Notes

Return Reason

--- Select a Value ---

DELETE APPLICATION

SAVE SUBMIT

9. To provide notes for other reviewers, enter text into the text box. If you need to return the application to the applicant, select a **Return Reason** from the dropdown.

Notes

Return Reason

--- Select a Value ---

On-the-Job Requirements Not Met

Core Training Not Complete

Internal Policy Requirements Not Met

Improper Certification Type

Other

10. After completing the review, click **Submit**. If you'd like to save a draft, click **Save**. Select **Send Back to Reviewers** to return the task to the reviewer group. To close the application from further review, select **Delete Application**.

[DELETE APPLICATION](#)

[SEND BACK TO REVIEWERS](#) [SAVE](#) [SUBMIT](#)

View Agency Certifications

1. Click the **Certifications** tab at the top of the page.

EXAMINER CERTIFICATION PROGRAM

Actions: [View Transcript](#), [Apply for Certification](#)

Applications: [All](#), [Draft](#), [Returned](#), [In Progress](#)

Certification Type	Created	Last Modified	Status
Certified Senior Bank Examiner	12/12/2018 8:58 AM EST	12/12/2018 8:58 AM EST	Draft
Certified Examinations Manager	12/11/2018 5:16 PM EST	12/11/2018 5:16 PM EST	Level 1 Review
Certified Large Institution Examiner	12/7/2018 1:44 PM EST	12/11/2018 4:25 PM EST	Review Complete
Certified Operations Examiner	12/6/2018 8:33 AM EST	12/10/2018 3:11 PM EST	Review Complete
Certified Capital Markets Examiner	12/7/2018 8:47 AM EST	12/10/2018 3:11 PM EST	Review Complete

5 items

2. A grid of all certification types is displayed.

Certification Types

Search by Designation [SEARCH](#)

Designation	Name	Description	Classification	Skills Analysis
CAMLS	Certified Anti-Money Laundering Specialist	The CAMLS certification recognizes the specialized skills necessary for examination of adherence to BSA/AML laws and regulations.	Specialty	Click to View
CAS-I	Certified Application Specialist Level I	The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Specialty	Click to View
CAS-II	Certified Application Specialist Level II	The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Specialty	Click to View
CAS-III	Certified Application Specialist Level III	The Certified Application Specialist designation recognizes the achievement of administrative staff who have completed defined learning plans through the CSBS Learning Management System and oversee the application review process.	Specialty	Click to View
CCE	Certified Credit Examiner	The CCE certification is step 2 in the CSBS bank safety & soundness credentialing program.	Safety and Soundness	Click to View

1 - 5 of 33

3. To view all of the certifications your agency currently holds, click the **Certifications** card above the grid. For more information on a certification type, click the **Designation** link for the desired type to view the **Summary** details.

CERTIFICATIONS

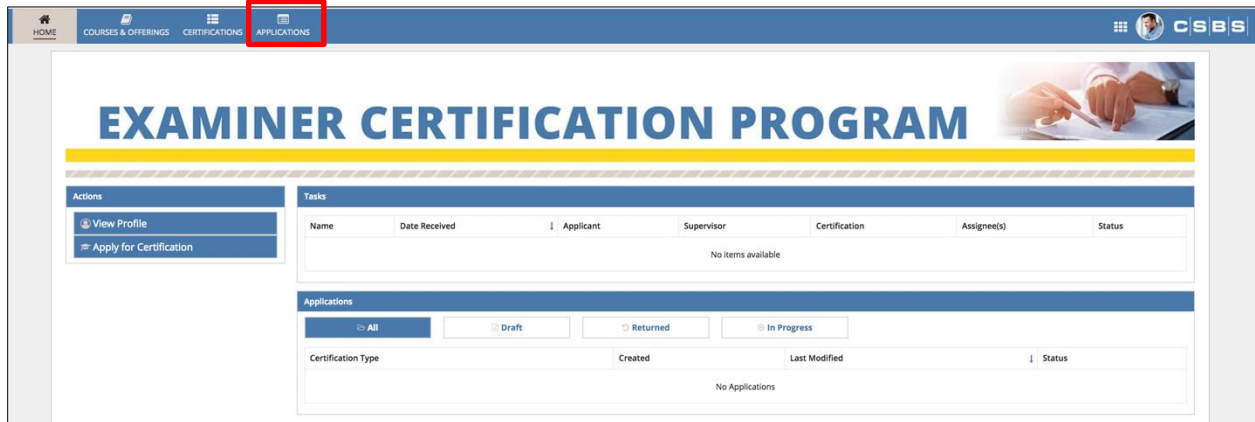
[Certification Types](#) [Certifications](#)

My Certifications

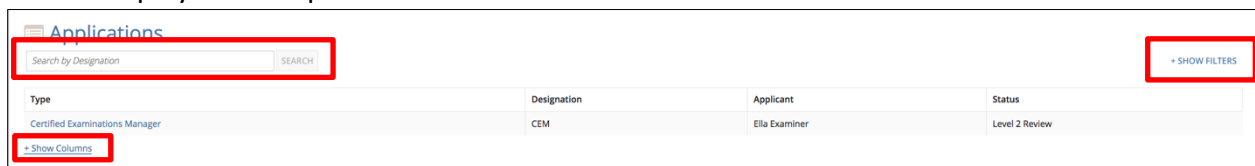
Designation	Type	Hours Required	Hours Earned	Carry Over Hours	Certification Date	Certification End Date	Expiration Date	Status
COE	Certified Operations Examiner	63	11.5		12/6/2018	12/31/2021	12/11/2018	Expired
CCE	Certified Capital Markets Examiner	63	23		12/7/2015	12/31/2018	12/8/2018	Expired
CLIE	Certified Large Institution Examiner	63	12		12/11/2018	12/31/2021		Active

View Applications

1. On the landing page, select the **Applications** tab.



2. A grid of all applications within your agency is displayed. To locate a specific offering, search by **Designation** in the Quick Search bar. To refine results, select **Show Filters** to display search options.



3. At the bottom of the grid, select **Show Columns** to select which columns you'd like to display.

Level II/III Reviewer Landing Page

After successfully logging in, you are directed to the Examiner Certification Program landing page (home page).

Name	Date Received	Applicant	Supervisor	Certification	Assignee(s)	Status
Review Certification Application	12/12/2018 3:16 PM EST	Ella Examiner		Certified Examinations Manager	Certification Kentucky Department of Financial Institutions Level 2 Reviewers	Level 2 Review

Note: Level II/III Reviewers have the same abilities as Level I Reviewers; this section will cover all tasks featured on the landing page under **Tasks**. All other components can be located in the **Level I** section. If a Level II/III Reviewer wants to apply as an applicant, he/she must contact the agency Certification Point of Contact.

Review Applications

1. On the landing page, under the **Tasks** listing, select the application you would like to review.

Tasks						
Name	Date Received	Applicant	Supervisor	Certification	Assignee(s)	Status
Review Certification Application	12/12/2018 3:16 PM EST	Ella Examiner		Certified Examinations Manager	Certification Kentucky Department of Financial Institutions Level 2 Reviewers	Level 2 Review

2. **Note:** All applications are sent to a group of reviewers within your agency. The reviewer who accepts the task assigns it to him/herself.

You must accept this task before completing it

[ACCEPT](#) [GO BACK](#)

Review Certification Application

[Application Details](#)

Applicant: Ella Examiner Certification Type: Certified Examinations Manager Application Details: [Click to View](#)

[Technical](#)

3. To view the complete submission from the applicant, select **Click to View** to open the application in a new tab.

Review Certification Application

[Application Details](#)

Applicant: Ella Examiner Certification Type: Certified Examinations Manager Application Details: [Click to View](#)

[Human Relations](#)

- Review the ratings and justifications provided by the Level I Reviewer. Click **Add Signature** to provide an E-Signature.

Review Certification Application

Application Details

Applicant: Ella Examiner **Certification Type:** Certified Examinations Manager **Application Details:** [Click to View](#)

Technical

Provides effective leadership and organization to the department by:
Effectively supervising personnel to ensure adherence to all procedures and policies
Monitoring senior examination personnel to ensure department mission, goals, and responsibilities are being met
Effectively organizing and delegating assignments; Effectively supervising the entire examination process
Effectively providing for personnel management in the areas of budgeting, recruiting, training, team-building, negotiation, motivation, coaching/counseling, performance evaluation, and disciplinary actions
Effectively participating in departmental policy formulation and strategic planning

Rating: Above Expectations **Justification:** Applicant has consistently met the criteria for this competency.

Conceptual

Provides effective supervision of the overall activities of financial institutions by:
Effectively determining financial institution condition from completed reports of examination
Effectively administering appropriate departmental response from examination findings

Rating: Above Expectations **Justification:** Applicant has consistently met the criteria for this competency.

Legal/Compliance

Effectively demonstrates knowledge of policies, procedures, laws, rules and regulations

Rating: Above Expectations **Justification:** Applicant has consistently met the criteria for this competency.

Human Relations

Provides effective oral and written communications by:
Effectively and clearly communicating with people and organizations internal and external to the department
Effectively conducting meetings with management and the boards of directors of financial institutions
Effectively coordinating examination planning, execution and regulatory response with other state and federal financial institution supervisory authorities
Effectively and clearly communicating with other state agencies and the state legislature

Rating: Above Expectations **Justification:** Applicant has consistently met the criteria for this competency.

Attestation

Acknowledgement of Valid Information

I, the undersigned, recommend the named individual for the level of certification indicated. (Note: By submitting this form, I the undersigned attest to the fact that all representations made are accurate and true)

E-Signature [Add Signature](#)

- To provide notes for other reviewers, enter text into the text box. If you need to return the application to the Level 1 Reviewer, select a **Return Reason** from the dropdown.

Notes

Return Reason

--- Select a Value ---

[SEND BACK TO REVIEWERS](#) [SAVE](#) [SUBMIT](#)

- After completing the review, click **Submit**. To save a draft, click **Save**. If you wish to return the application to the reviewer group, select **Send Back to Reviewers**.

After completing the levels of agency review, the application is submitted for CSBS Review.

CSBS Business Administrator Landing Page

After successfully logging in, you are directed to the Examiner Certification Program landing page (home page).

Name	Date Received	Applicant	Supervisor	Certification	Assignee(s)	Status
Review Certification Application	12/13/2018 10:32 AM EST	Ella Examiner		Certified Examinations Manager	XCS Business Administrators	CSBS Review
Review Certification Application	12/13/2018 10:13 AM EST	Arizona Applicant	Allison Arizona	Safety cert	Kathy CBA	CSBS Review

Review Applications

1. On the landing page, under the **Tasks** listing, select the application you would like to review.

Tasks						
Name	Date Received	Applicant	Supervisor	Certification	Assignee(s)	Status
Review Certification Application	12/13/2018 10:32 AM EST	Ella Examiner		Certified Examinations Manager	XCS Business Administrators	CSBS Review
Review Certification Application	12/13/2018 10:13 AM EST	Arizona Applicant	Allison Arizona	Safety cert	Kathy CBA	CSBS Review

Note: All applications are sent to a group of reviewers within your agency. The reviewer who accepts the task assigns it to him/herself.

2. Prior to reviewing an application, you must accept the task. Click **Accept** to continue, or **Go Back** to return the task to the reviewers' group.

You must accept this task before completing it [ACCEPT](#) [GO BACK](#)

Review Certification Application

Application Details

Applicant: Ella Examiner Certification Type: Certified Examinations Manager Application Details: [Click to View](#)

Technical

3. To view the complete submission from the applicant, select **Click to View** to open the application in a new tab.

Review Certification Application

Application Details

Applicant: Ella Examiner Certification Type: Certified Examinations Manager Application Details: [Click to View](#)

Human Relations

- Review the ratings and justifications provided by the Level I Reviewer. Click **Add Signature** to provide an E-Signature.

Review Certification Application

Application Details

Applicant: Ella Examiner **Certification Type:** Certified Examinations Manager **Application Details:** [Click to View](#)

Technical

Provides effective leadership and organization to the department by:
Effectively supervising personnel to ensure adherence to all procedures and policies
Monitoring senior examination personnel to ensure department mission, goals, and responsibilities are being met
Effectively organizing and delegating assignments; Effectively supervising the entire examination process
Effectively providing for personnel management in the areas of budgeting, recruiting, training, team-building, negotiation, motivation, coaching/counseling, performance evaluation, and disciplinary actions
Effectively participating in departmental policy formulation and strategic planning

Rating: Above Expectations **Justification:** Applicant has consistently met the criteria for this competency.

Conceptual

Provides effective supervision of the overall activities of financial institutions by:
Effectively determining financial institution condition from completed reports of examination
Effectively administering appropriate departmental response from examination findings

Rating: Above Expectations **Justification:** Applicant has consistently met the criteria for this competency.

Legal/Compliance

Effectively demonstrates knowledge of policies, procedures, laws, rules and regulations

Rating: Above Expectations **Justification:** Applicant has consistently met the criteria for this competency.

Human Relations

Provides effective oral and written communications by:
Effectively and clearly communicating with people and organizations internal and external to the department
Effectively conducting meetings with management and the boards of directors of financial institutions
Effectively coordinating examination planning, execution and regulatory response with other state and federal financial institution supervisory authorities
Effectively and clearly communicating with other state agencies and the state legislature

Rating: Above Expectations **Justification:** Applicant has consistently met the criteria for this competency.

Attestation

Acknowledgement of Valid Information

I, the undersigned, recommend the named individual for the level of certification indicated. (Note: By submitting this form, I the undersigned attest to the fact that all representations made are accurate and true)

E-Signature [Add Signature](#)

- To provide notes for other reviewers, enter text into the text box. If you need to return the application to the Level 1 Reviewer, select a **Return Reason** from the dropdown.

Notes

Return Reason

--- Select a Value ---

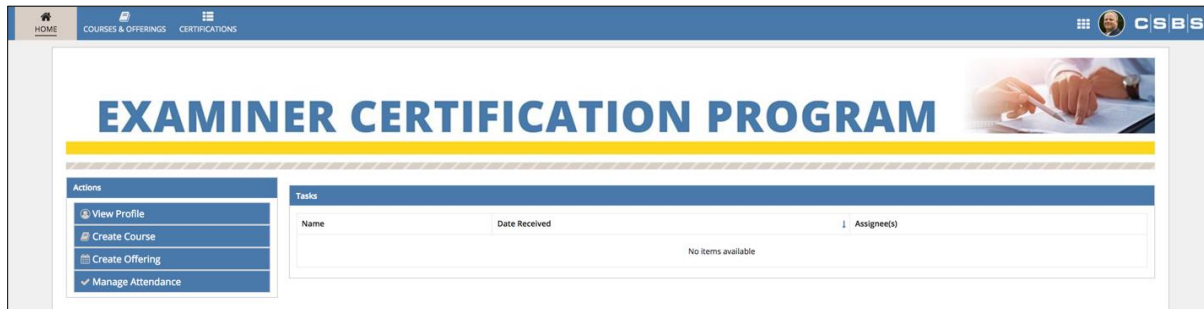
[DELETE APPLICATION](#) [SEND BACK TO REVIEWERS](#) [SAVE](#) [SUBMIT](#)

- After completing the review, click **Submit**. To save a draft, click **Save**. To close the application from further review, select **Delete Application**. If you wish to return the application to the reviewer group, select **Send Back to Reviewers**.

Note: Selecting **Submit** changes the application status to **Review Complete**.

State Training Director Landing Page

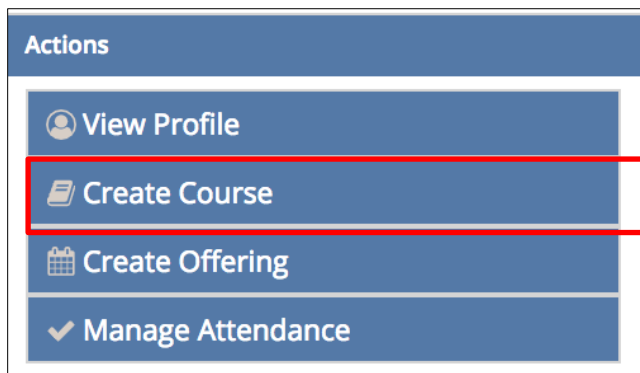
After successfully logging in, you are directed to the Examiner Certification Program landing page (home page).



Note: State Training Directors have the same viewing abilities as other users. This section will cover the **Actions** for **Create Course**, **Create Offering** and **Manage Attendance**, as well as the **Attendance** listing. All other components can be located in the **Applicant** section. If a State Training Director wants to apply as an applicant, he/she must contact the Certification Point of Contact for their agency.

Create Course

1. On the Landing Page, under **Actions**, click **Create Course**.



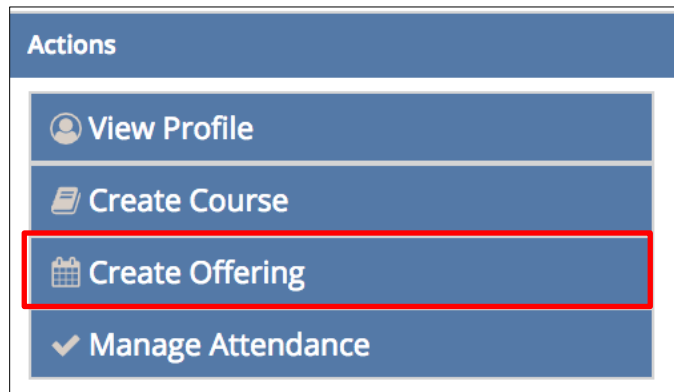
2. Enter the requested details to create a course. To create a course with a new provider, click **Create New Provider**.

Note: Organizations must exist within the application as an Agency for the course to be added.

3. Click **Submit** to complete the addition.

Create Offering

1. On the Landing Page, under **Actions**, click **Create Offering**.



2. Select the desired course from the grid.

Manual Entry Instructions

- First select a course from the grid
- Then fill out the required information for the course offering
- You may enter multiple offerings for this course by choosing "New Offering" or "Copy Offering" below the offering details.

Select a Course

Search by Course Number + SHOW FILTERS

Number	Name	Organization	Provider	Description	Credit Type	Format	Pre-Hours	Hours
246	Payment Systems Technology Risks	Global	FDIC	Agency sponsored continuing examiner training	Continuing Education	Online		4
249	Introduction to Cyber Neighborhood Watch	Global	FDIC	Jane Doe will present on the types of cybersecurity offenders facing the financial industry and the number of necessary controls and risk management mechanisms that can and should be implemented to thwart the offenders. The presentation also will include a discussion on ransomware, as it is a key cybersecurity risk facing our financial institutions.	Continuing Education	Speaking Engagement		2.5
245	Interest Rate Risk Workshop	Kentucky Department of Financial Institutions	University of Kentucky	Course that focuses on the inherent rate risk common in financial institution activities and the methods available to those institutions to identify measure monitor and manage interest rate risk	Continuing Education	Conference Call		2.25
244	Fundamentals of Fraud	Kentucky Department of Financial Institutions	University of Kentucky	Agency sponsored core examiner training	Core	Self-Study		3.5
250	Cybersecurity Intelligence	Global	FDIC	Assistant Undersecretary of Homeland Security, Jane Doe, will present on the topic of critical infrastructure, including risks associated with the financial sector, one of the 15 critical infrastructure sectors. Specifically, he will speak to the operational risks threatening the sector. He will cover trends in cyber (e.g., threats, attacks, and cyber crime), SWIFT network attack, and resources and efforts underway to strengthen cybersecurity	Continuing Education	Classroom		1

< 1 - 5 of 8 >

3. Make the selection and click **Add Entry** to enter details for the Course Offering.

245	Interest Rate Risk Workshop	Kentucky Department of Financial Institutions	University of Kentucky	Course that focuses on the inherent rate risk common in financial institution activities and the methods available to those institutions to identify measure monitor and manage interest rate risk	Continuing Education	Conference Call		2.25
244	Fundamentals of Fraud	Kentucky Department of Financial Institutions	University of Kentucky	Agency sponsored core examiner training	Core	Self-Study		3.5
250	Cybersecurity Intelligence	Global	FDIC	Assistant Undersecretary of Homeland Security, Jane Doe, will present on the topic of critical infrastructure, including risks associated with the financial sector, one of the 15 critical infrastructure sectors. Specifically, he will speak to the operational risks threatening the sector. He will cover trends in cyber (e.g., threats, attacks, and cyber crime), SWIFT network attack, and resources and efforts underway to strengthen cybersecurity	Continuing Education	Classroom		1

< 1 - 5 of 8 >

+ Add Offerings

Existing Offerings

ID	Course Number	Course Provider	Course Name	Start Date	End Date	City	State
204	245 ↗	University of Kentucky	Interest Rate Risk Workshop	12/4/2018	12/4/2018	Lexington	Kentucky

Start Date End Date City State

No items available

- Enter the required details for adding an entry. To copy an entry, select the **Copy Offering** icon on the far right.

Add Offerings

Existing Offerings

ID	Course Number	Course Provider	Course Name	Start Date	End Date	City	State
204	245	University of Kentucky	Interest Rate Risk Workshop	12/4/2018	12/4/2018	Lexington	Kentucky

Start Date: End Date: City: State:

Note: State is required for courses with **Classroom** and **In-Person** formats.

- Click **Submit** to add Offerings.

Manage Attendance

- On the Landing Page, under **Actions**, click **Manage Attendance**.

Actions

-
-
-
-

- Select the desired course offering from the grid. Click **Add Entry** to add an Attendee.

Manage Course Attendance

Search by Offering ID: + SHOW FILTERS

ID	Course Number	Course Provider	Course Name	Start Date	End Date	City	State
202	243	FDIC	An Accountant's Guide to Trusts	11/25/2018	11/25/2018	Miami	Florida
205	246	FDIC	Payment Systems Technology Risks	12/1/2018	12/1/2018	Los Angeles	California
203	244	University of Kentucky	Fundamentals of Fraud	12/3/2018	12/3/2018	Louisville	Kentucky
204	245	University of Kentucky	Interest Rate Risk Workshop	12/4/2018	12/4/2018	Lexington	Kentucky
206	246	FDIC	Payment Systems Technology Risks	12/10/2018	12/10/2018	Denver	Colorado

< 1 - 5 of 7 >

Add Attendees

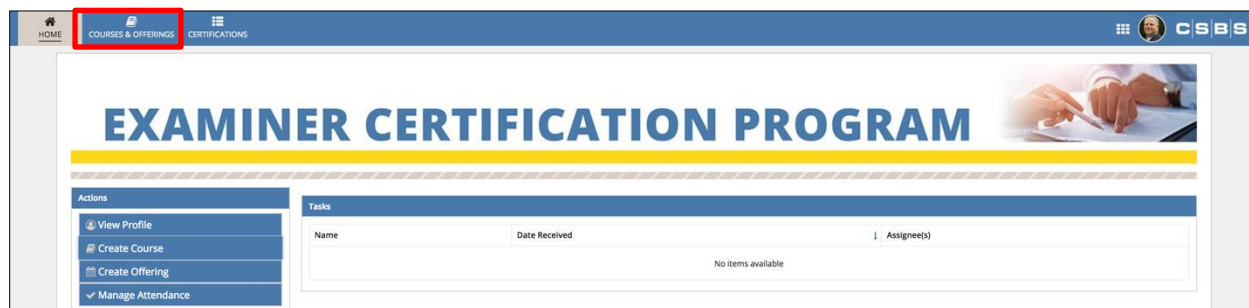
Attendee: Email Address: Title: Unit:

Note: To add multiple Attendees, continue to click **Add Entry**. If the course offering already has attendees, you may use the red X to remove an attendee.

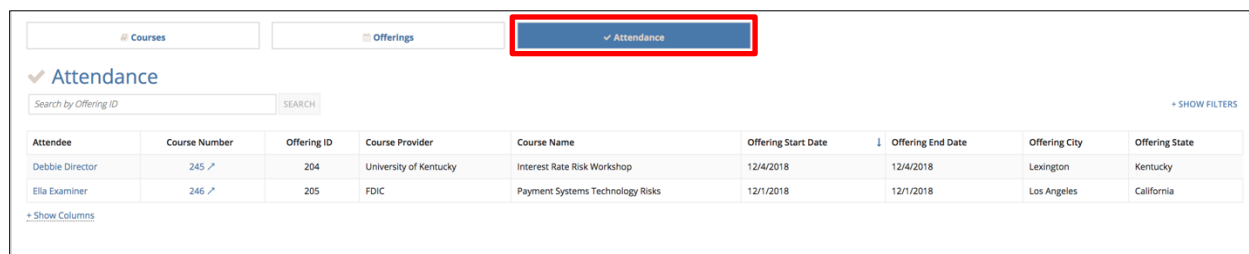
- To submit Attendance for multiple Offerings, click **Submit Attendance & Manage Another Offering**. To add attendance for one Offering, select **Submit Attendance**.

View Attendance

1. On the Landing Page, select the Courses & Offerings tab.



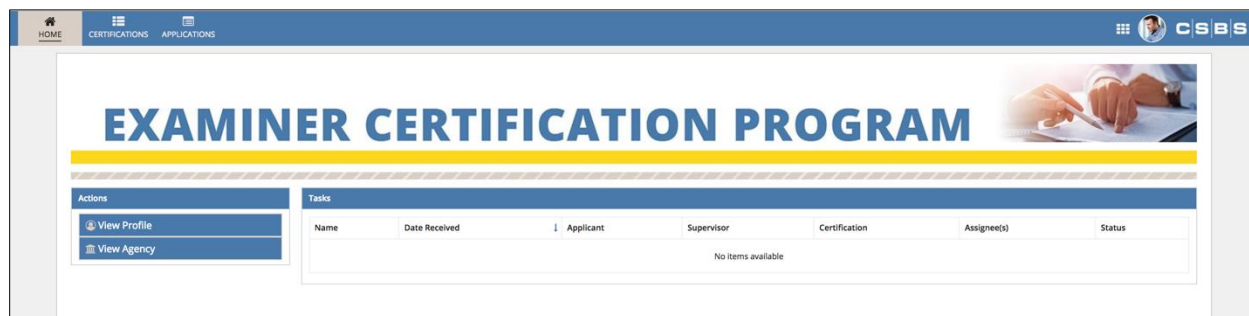
2. On the **Course** listing, click the **Attendance** card at the top of the page to display the **Attendance** listing.



3. A grid of available courses is displayed. To locate a specific course, search by **Offering ID** in the Quick Search bar. To refine results, select **Show Filters** to display search options.
4. At the bottom of the grid, select **Show Columns** to select which columns you'd like to display.

Certification Point of Contact Landing Page

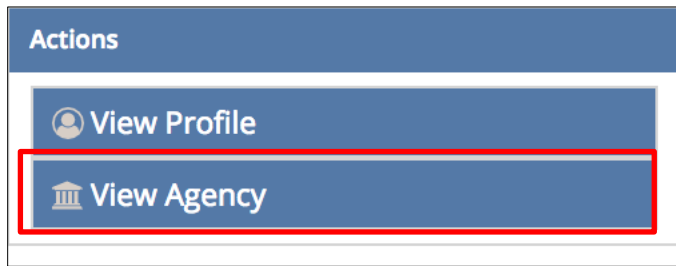
After successfully logging in, you are directed to the Examiner Certification Program landing page (home page).



Note: As Certification Point of Contacts have the same capabilities as other users, this section will cover the **Actions** for **View Agency**. All other components can be found in previous sections.

View Agency

On the Landing Page, under **Actions**, select **View Agency**.



Update Agency

1. You are directed to a summary view of your agency. To update your agency, click **Update Agency** in the upper right corner.



2. Select the desired fields to update. As a Certification Point of Contact, you have the ability to update **Point of Contact**, **Regions/Divisions**, **Reviewer Level**, and **Titles**.

A screenshot of the 'Update Agency' form. The form has a title 'Update Agency' and a subtitle 'In the designated fields below, enter the details required to add an agency. The point of contact must be a user previously associated with the agency within the Profile application'. Below the subtitle, there is a section titled 'Details' with a list of fields: 'Profile Agency' (Kentucky Department of Financial Institutions), 'Point of Contact' (Steve Supervisor), 'Reviewer Level' (Level 2), 'Regions/Divisions' (North, South), and 'Titles' (Assistant, Manager, Office Person). The 'SUBMIT' button is highlighted with a red rectangular border.

3. Make the desired changes. Click **Submit**.

View Users

1. Return to the **Summary** view. Click **Users** to view a list of all active users within your agency.

Kentucky Department of Financial Institutions

Summary **Users** Active Certifications Related Actions

ADD USER REMOVE USER

Active Users

Search by Email SEARCH + SHOW FILTERS

Username	First Name	Last Name	Email	Supervisor	Agency Start Date	Title	Region/Division
abrown	Alton	Brown	abrown@example.com		12/11/2018		
abrown001	adam	brown	adambrown@example.com		12/11/2018		
dave.deputy@csbs.org	Dave	Deputy	dave.deputy@example.com		12/6/2018		
ddirector	Debbie	Director	debbie.director@example.com		12/10/2018		
debbie.director@csbs.org	Debbie	Director	debbie.director@csbs.org		12/12/2018		
ella.examiner@csbs.org	Ella	Examiner	ella.examiner@csbs.org		12/19/2018	Manager	North
eeexaminer003	Eric	Examiner	eric.examiner@example.com	Steve Supervisor	11/4/2018	Office Person	North
sroberts	Sam	Roberts	sroberts@example.com	Steve Supervisor	12/10/2018	Assistant	North
bsmith001	Ben	Smith	bsmith@example.com	Steve Supervisor	12/10/2018	Assistant	North
steve.supervisor@csbs.org	Steve	Supervisor	steve.supervisor@example.com		12/5/2018		

+ Show Columns 10 Items

2. To locate a specific user, search by **Email** in the Quick Search bar. To refine results, select **Show Filters** to display search options.
3. At the bottom left of the grid, select **Show Columns** to select which columns you'd like to display.

Manage User Details

1. To view specific details about a user, select the link to a **Username**.

Ella Examiner

Summary Transcript **Certification Details** Related Actions

UPDATE USER DETAILS

User Details

First Name	Ella	Hire Date	Dec 19, 2018	Title	Manager
Last Name	Examiner	Supervisor	N/A	Region/Division	North
Email Address	ella.examiner@csbs.org	Agency	Kentucky Department of Financial Institutions	Alternate Email Address	N/A

Roles

- Certification Kentucky Department of Financial Institutions Applicants
- Certification Kentucky Department of Financial Institutions Examiners

2. You can view the user **Summary**, **Transcript**, and **Certification Details**. You can update user details by clicking the **Update User Details** button in the upper right corner.
3. Select the desired field(s) you'd like to edit. As a Certification Point of Contact, you can edit **Supervisor**, **Alternate Email Address**, **Title**, **Region/Division**, **Roles**.

Update User Details

First Name Ella	Supervisor	Title Manager
Last Name Examiner		
Email Address ella.examiner@csbs.org	Alternate Email Address	Region/Division North
Hire Date Dec 19, 2018		Select Roles Examiner, Applicant

[Show User Roles Details](#)

[CANCEL](#) [SUBMIT](#)

4. To view a description of each of the user roles, click **Show User Roles Details**.

[Hide User Role Details](#)

Examiner May take and track trainings, but not apply for certification	Level 2 Reviewer Provides additional review for certification applications, if necessary
Applicant May apply for certification, take and track trainings	Level 3 Reviewer Provides additional review for certification applications, if necessary
Level 1 Reviewer Provides first level review for certification applications from Applicants who are direct reports	State Training Director Manages an Agency's Courses, Course Offerings, and Attendances

[CANCEL](#) [SUBMIT](#)

Note: By removing all **Roles** from a user, you will remove the user from the agency upon submission.

5. Make the desired changes. Click **Submit** to save your entries.

Add User

1. From the Agency User list view, select the **Add User** button in the upper right corner.

Kentucky Department of Financial Institutions

[Summary](#) [Users](#) [Active Certifications](#) [Related Actions](#)

[ADD USER](#) [REMOVE USER](#)

Active Users

Search by Email [SEARCH](#) [+ SHOW FILTERS](#)

Username	First Name	Last Name	Email	Supervisor	Agency Start Date	Title	Region/Division
abrown	Alton	Brown	abrown@example.com		12/11/2018		
abrown001	adam	brown	adambrown@example.com		12/11/2018		
dave.deputy@csbs.org	Dave	Deputy	dave.deputy@example.com		12/6/2018		
ddirector	Debbie	Director	debbie.director@example.com		12/10/2018		
debbie.director@csbs.org	Debbie	Director	debbie.director@csbs.org		12/12/2018		
ella.examiner@csbs.org	Ella	Examiner	ella.examiner@csbs.org		12/19/2018	Manager	North
ee examiner003	Eric	Examiner	eric.examiner@example.com	Steve Supervisor	11/4/2018	Office Person	North
sroberts	Sam	Roberts	sroberts@example.com	Steve Supervisor	12/10/2018	Assistant	North
bsmith001	Ben	Smith	bsmith@example.com	Steve Supervisor	12/10/2018	Assistant	North
steve.supervisor@csbs.org	Steve	Supervisor	steve.supervisor@example.com		12/5/2018		

10 items

[+ Show Columns](#)

2. Enter the details required to create a new user.

Create User Instructions

- Ensure, at a minimum, all required fields are filled out
- Email Address domain of the new user must match the email address domain of the Agency's Person of Contact
- Supervisor can only be someone within the same Agency as the new user
- You may select multiple Roles for a user

Create User Details

First Name *

Last Name *

Email Address *

Hire Date *

mm/dd/yyyy

Supervisor

Title

— Select a Value —

Region/Division

— Select a Value —

Select Roles *

Examiner

SHOW User Roles Details

CANCEL

SUBMIT

Note: The **Email Address** domain must match the domain of the Certification Point of Contact's email domain. For example, if the Certification Point of Contact's email is an @csbs.org account, the new user's email domain must match.

3. For additional information about the user roles, select **Show User Roles Details** to view descriptions of each.
4. Click **Submit** to save entries.

Remove User

1. From the Agency User list view, select the **Remove User** button in the upper right corner.

Kentucky Department of Financial Institutions

ADD USER

REMOVE USER

Summary

Users

Active Certifications

Related Actions

Active Users

Search by Email

SEARCH

SHOW FILTERS

Username	First Name	Last Name	Email	Supervisor	Agency Start Date	Title	Region/Division
abrown	Alton	Brown	abrown@example.com		12/11/2018		
abrown001	adam	brown	adambrown@example.com		12/11/2018		
dave.deputy@csbs.org	Dave	Deputy	dave.deputy@example.com		12/6/2018		

2. To remove a user, select the user from the listing displayed.

Remove User from Agency

Select User for Removal *

Username	First Name	Last Name	Email	Supervisor	Start Date	Alternate Email Address
abrown	Alton	Brown	abrown@example.com		12/11/2018	
abrown001	adam	brown	adambrown@example.com		12/11/2018	
bsmith001	Ben	Smith	bsmith@example.com	Steve Supervisor	12/10/2018	
dave.deputy@csbs.org	Dave	Deputy	dave.deputy@example.com		12/6/2018	
ddirector	Debbie	Director	debbie.director@example.com		12/10/2018	
debbie.director@csbs.org	Debbie	Director	debbie.director@csbs.org		12/12/2018	
eexaminer003	Eric	Examiner	eric.examiner@example.com	Steve Supervisor	11/4/2018	
ella.examiner@csbs.org	Ella	Examiner	ella.examiner@csbs.org		12/19/2018	
sroberts	Sam	Roberts	sroberts@example.com	Steve Supervisor	12/10/2018	
steve.supervisor@csbs.org	Steve	Supervisor	steve.supervisor@example.com		12/5/2018	

CANCEL

SUBMIT

10 items

3. Click **Submit** to confirm the removal.

View Active Certifications

1. Select the Active Certifications tab to view a listing of all active certifications held by users within your agency.

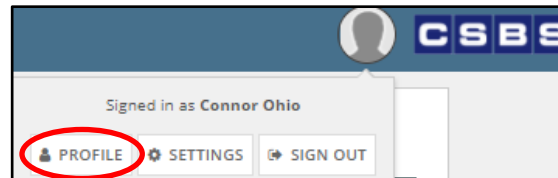
Kentucky Department of Financial Institutions									
Summary Users Active Certifications Related Actions									
Agency Certifications									
Designation	Type	Examiner	Hours Required	Hours Earned	Carry Over Hours	Certification Date	Certification End Date	Expiration Date	Status
CCE	Certified Credit Examiner	System	63	16	0	1/1/2015	9/1/2018	12/5/2018	Expired
COE	Certified Operations Examiner	Ben Smith	63	11.5		12/10/2018	12/31/2021		Active
CCE	Certified Credit Examiner	System	63	0	9	1/1/2018	12/31/2020		Active
CEIC	Certified Examiner-in-Charge	System	63	60	0	1/1/2015	10/1/2018		Expiring
COE	Certified Operations Examiner	Ella Examiner	63	11.5		12/6/2018	12/31/2021	12/11/2018	Expired
CCME	Certified Capital Markets Examiner	Ella Examiner	63	23		12/7/2015	12/31/2018	12/8/2018	Expired
CLIE	Certified Large Institution Examiner	Ella Examiner	63	12		12/11/2018	12/31/2021		Active
									7 items

Note: By selecting the any of the **Designations** listed, you can view details of the selected certification type. By selecting any of the **Users** listed, you can view details of the selected user, and update user details.

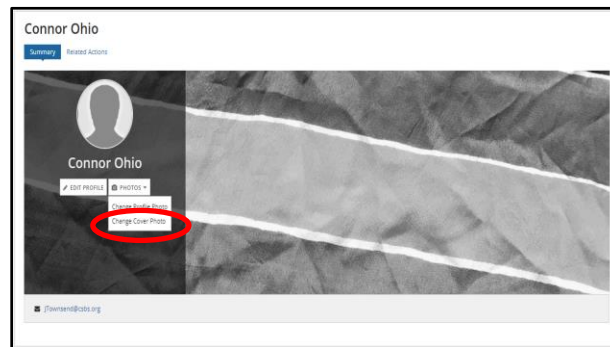
Change Profile and Cover Picture

Individual users can customize the appearance of their profile within the System.

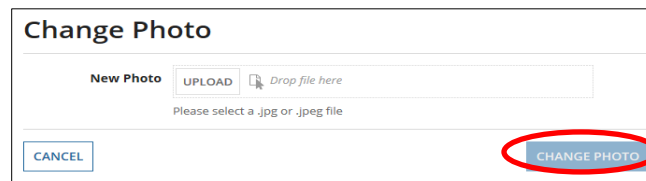
1. Click on the circle with the picture (or silhouette) next to CSBS.



2. Click **Profile**.
3. Click the **Photos** dropdown to change your Profile or Cover Photo.
4. Click **Change Profile Photo**.



5. Click **Upload**. Select a .jpg or .jpeg file from the location of the saved file.
6. Click **Change Photo**.



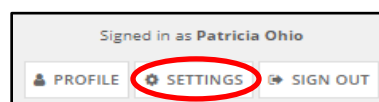
Note: Click **Change Cover Photo** to change the cover picture. Select the location of the saved file. Click **Change Photo**. Click the **Cancel** button to return without uploading.

User Settings

1. Click on the circle with the picture (or silhouette) next to CSBS.



2. Click **Settings**.

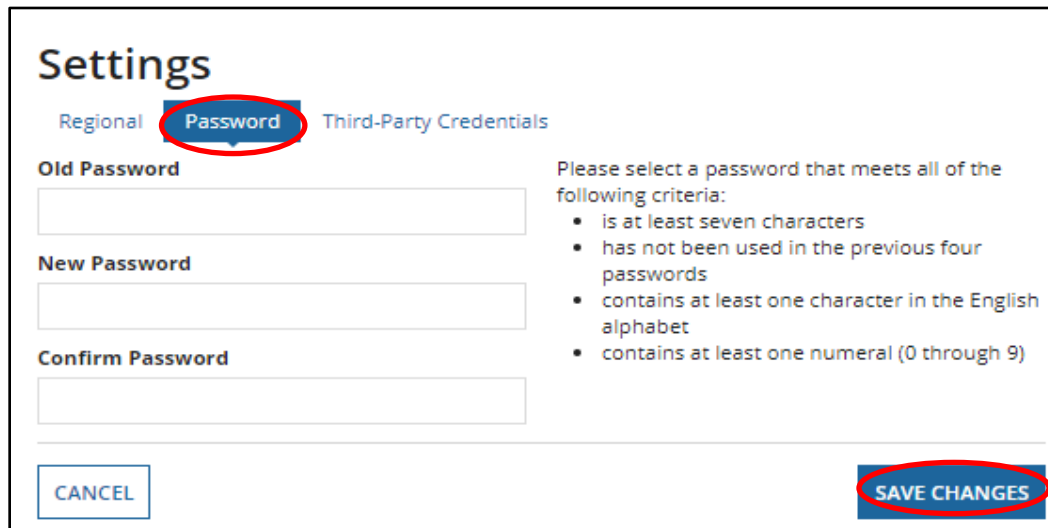


3. The dialogue box opens to the **Regional** link. If necessary, click the **Time Zone** dropdown menu to update to the appropriate time zone.



The screenshot shows a 'Settings' dialog box with three tabs: 'Regional' (selected and circled in red), 'Password', and 'Third-Party Credentials'. Under the 'Regional' tab, there are three dropdown menus: 'Language' (set to 'Use system default: English (United States)'), 'Time Zone' (set to '(UTC-05:00) Eastern Time (America/New_York)'), and 'Calendar Type' (set to 'Use system default: Gregorian'). At the bottom, there are two buttons: 'CANCEL' and 'SAVE CHANGES'.

4. Click **Password** to update your password.



The screenshot shows the 'Settings' dialog box with the 'Password' tab selected and circled in red. The 'Regional' and 'Third-Party Credentials' tabs are also visible. The 'Password' section contains three input fields: 'Old Password', 'New Password', and 'Confirm Password'. To the right of these fields, there is a list of criteria for a strong password: 'Please select a password that meets all of the following criteria: is at least seven characters, has not been used in the previous four passwords, contains at least one character in the English alphabet, and contains at least one numeral (0 through 9)'. At the bottom, there are two buttons: 'CANCEL' and 'SAVE CHANGES' (which is circled in red).

5. Input the required information into the fields.
6. Click **Save Changes**. Click **Cancel** to maintain current password.

Contacts

For Examiner Certification Program questions or system related issues, email certification@csbs.org.