



Hier begint vertrouwen

Certification Manual: Requesting a Certification


Februari 2023 | v1.1

Requesting a Certification

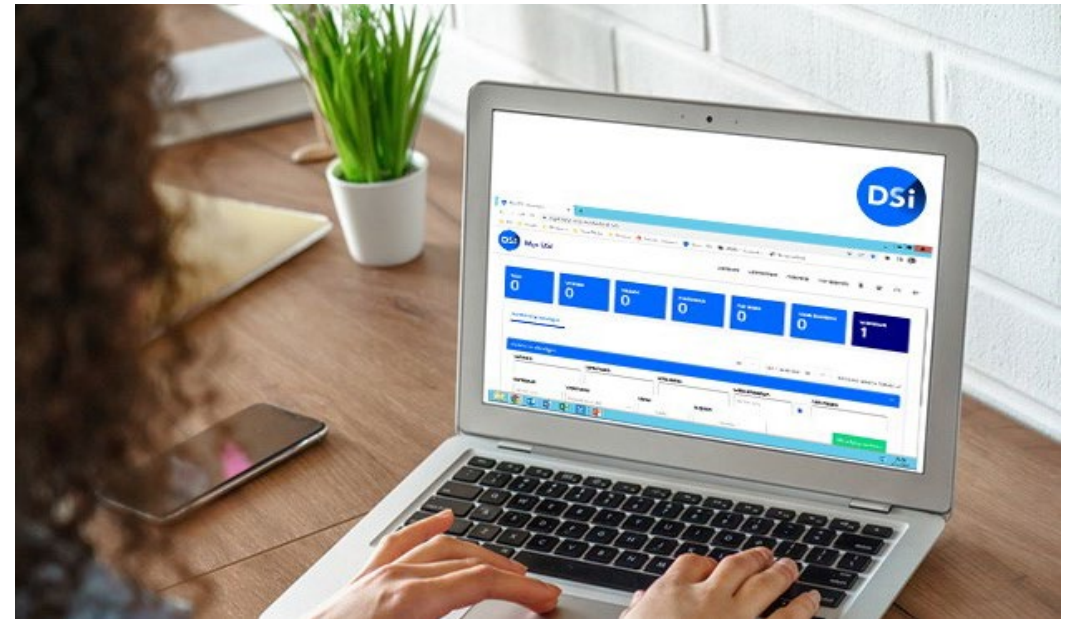
There are two ways to start a request for a DSI Certification. Your employer can initiate the request. You will receive an invitation via e-mail, or you can start the request yourself. If you have received an invitation, please continue to the next page. If you have created an account to start the request process yourself, please go to the page [Your MijnDSI environment - Start a request](#) in this guide.

Questions?

See our [FAQ page](#) for answers to the most frequently asked questions about certification. You can also contact DSI directly via:

 +31 (0)20 620 12 74

 certificering@dsi.nl



Statement of agreement

When opening MijnDSI, you will be asked to agree with de DSI regulations. This needs to be agreed with in order to start the process of requesting a certification. More information can be found on <https://www.dsi.nl/en/about-dsi/rules-and-regulations/>

Statement of approval


To use MijnDSI it is important that you are familiar with our general regulations and our privacy statement. You can consult them in the text below. In addition, we ask you to agree on the basis of these regulations with the way in which we handle the information and data you provide. As soon as you agree, the account will be activated in MijnDSI, after which you can start with the certification application. If there is a substantive change in one of our regulations, we will of course draw your attention to this as soon as you log in to MijnDSI.

Applying for certification

You apply for certification with DSI. During the application process, DSI assesses whether all information provided is sufficient to issue the certification.

One of the components of the certification application is going through a screening process. This screening is carried out by Validata on behalf of DSI. In order to perform the screening, personal data are exchanged between DSI and Validata. DSI refers to the DSI Privacy Statement, which you can download below. After completing the screening DSI will perform a number of final checks. After this you will receive notification of the outcome of your certification application.

 [General regulations](#)

 [Privacy statement](#)

Invitation

You have received an invitation because your employer or client has requested you, due to the nature of your work, a DSI Certification.

You can begin the request process by clicking on the link in the invitation mail, which may differ from the invitation sent by your employer.

Geachte heer/mevrouw {%FullName%},

Welkom bij Stichting DSI. U heeft van uw werkgever een uitnodiging ontvangen voor een aanvraag van een DSI certificering. Het aanvragen van deze certificering verloopt via MijnDSI. Klik [hier](#) om naar uw certificering in MijnDSI te gaan. Werkt de link niet goed? Plak dan de volgende link in uw browser: <https://mijn.dsi.nl/>

Wat doet DSI?

DSI is het zelfreguleringsinstituut voor de beleggingssector. Dat doen wij door professionals die werkzaam zijn in de beleggingssector te certificeren. Wij stellen normen op het gebied van vakbekwaamheid en integriteit. Daarnaast accrediteren we opleidingsprogramma's en examens en spreken we gecertificeerden aan op niet integer gedrag door middel van het DSI Tuchtrect. DSI wordt breed gesteund door de werkgevers in de beleggingssector, AFM, DNB en branche organisaties. In de afgelopen 22 jaar is DSI uitgegroeid tot een professionele organisatie met een belangrijke stem in de sector.

Welke voordelen biedt een DSI-certificering?

Een bij DSI gecertificeerde professional:

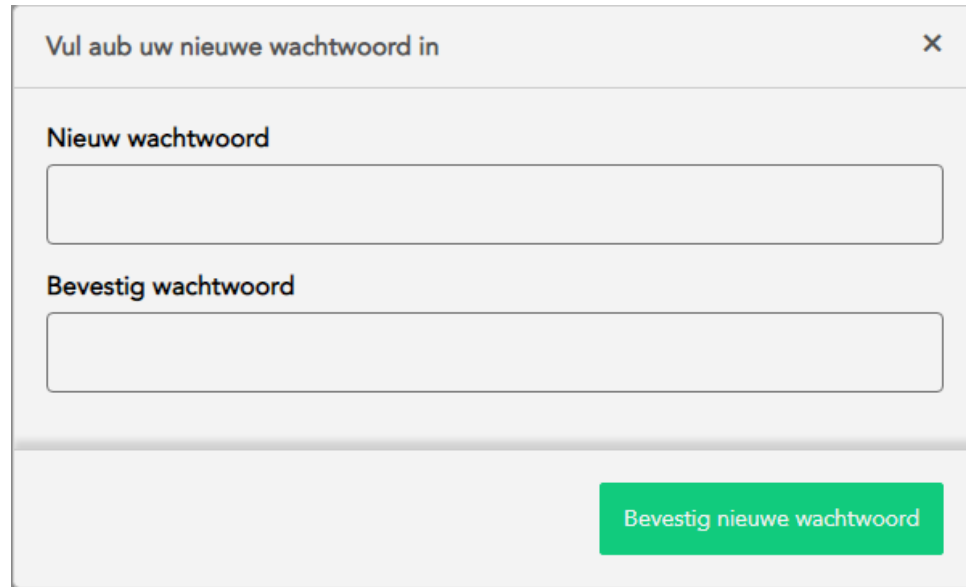
- Voldoet aan de [ESMA-Richtsnoeren](#)
- Is gescreend door een deskundige screening officer
- Is getraind in het herkennen van en omgaan met integriteitsdilemma's
- Is aantoonbaar deskundig en vakbekwaam
- Staat geregistreerd in het [DSI Openbaar Register](#)
- Is verplicht zich jaarlijks te laten toetsen via [DSI Permanent Vakbekwaam](#)
- Leeft de [DSI Gedragscode](#) na
- Valt onder het [DSI Tuchtrect](#)

Vragen over uw certificeringsaanvraag?

Heeft u vragen over uw (kandidaat-)certificering of heeft u hulp nodig tijdens het aanvragen? Wij hebben een [FAQ pagina](#) voor u beschikbaar met antwoorden op de meeste gestelde vragen. Staat uw vraag niet op deze FAQ pagina? Of wilt u persoonlijk advies over het aanmelden voor een specifieke certificering? Neem u gerust contact op met de afdeling Certificering via (020) 620 1274 (optie 2) of stuur een e-mail naar certificering@dsi.nl. Meer informatie over onze certificeringen vindt u ook op onze website www.dsi.nl

Enter your password

Clicking on the link will open MijnDSI in your browser. The pop-up shown below will open in your screen. Enter a new password to log in to your MijnDSI account.



Vul aub uw nieuwe wachtwoord in

Nieuw wachtwoord

Bevestig wachtwoord

Bevestig nieuwe wachtwoord

Your MijnDSI environment | Start a request yourself

If you have not received an invitation, you can log in to your account or create an account via mijn.dsi.nl. If you want to start a request yourself, click on the **'Start Certification application'** button.

For a certification request a **screening at Validata** is a standard part of the registration process. This is included in the registration request and does not need to be requested separately.

My current applications

There are no applications

You can start the certification application here, by clicking on the 'start certification application' button.

Start certification application

My Applications

Registrations Screening documents

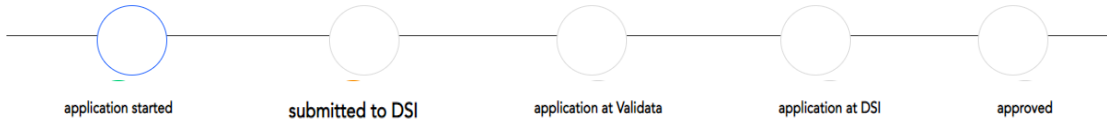
0 to 0 of 0

Person ID	Name	Registration number	Name	Start date	End date
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Your MijnDSI environment | Invitation from employer

Confirming your password will automatically log you in to your account. You can now begin the request process by double-clicking on the request or on the button 'continue the request'.

My current applications



application started submitted to DSI application at Validata application at DSI approved

Er is een nieuwe certificeringsaanvraag beschikbaar.

Verder met de aanvraag

My Applications

Screenings Certifications Registrations Screening documents

⌂ ⏪ 1 to 1 of 1 ⏩ ⌂

Application date	Laatst gewijzigd	Status	Application number	Name	Name	Application type	Status
2/13/2023	2/13/2023	Submitted	100059319	DSI Retail Investment Adv...	ING Bank N.V.	Certification	

What do I need for my Certification?

This screen will appear before you can continue with your request. The page shows which documents and information you need to complete the Certification request as smoothly as possible.

If you are ready to begin the Certification process, click on '**Start New Certification**'.

What do I need for my certification?

You have started an (amendment) application for certification by DSI. In order to make the application for your certification go as smoothly as possible, we advise below which documents and data you should have at hand.

Once you have gone through the application with DSI, and DSI has performed an initial check, you will be invited for a screening at our partner Validata. Based on the information you provided and the type of application, it will be determined which parts of the screening you will go through. You will be further informed by Validata.



The email address of a contact person from your current or future employer, for example from your supervisor or HR. This e-mail address is used to verify whether you have 12 months of relevant work experience with regard to the register.



If you have recently been screened by AFM, DNB, DSI and/or Validata, the final screening document of the screening in PDF.



The exam results you have obtained in relation to your certification. In some cases we also ask for a diploma of the exam passed, you will be made aware of this in the application.

← Back

→ Start new certification

Questions regarding my certification

Starting a Certification yourself

To select the correct Certification process, we must ask you several questions. A Certification will then be suggested based on your answers.

If you agree to this process, click on the correct Certification and then **next page**.

If you do not see the correct Certification, please answer the questions in the questionnaire again.

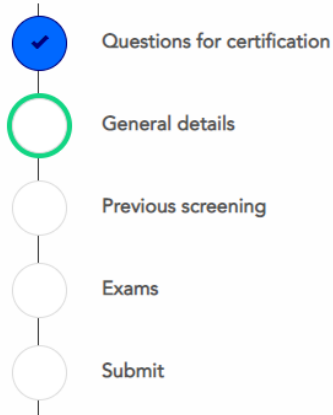
Starting a certification via an invitation mail

If your employer sent you the invitation, then the register is filled in automatically, so you can skip this step.

The screenshot shows the 'My DSI' interface. On the left, a vertical progress bar with five circular steps: 'Questions for certification' (highlighted in green), 'General details', 'Previous screening', 'Exams', and 'Submit'. To the right, a form titled 'Questions to determine the certification' contains a question: 'Do you have customer contact about investment?' with a blue information icon. Below the question are two radio button options: 'Yes' and 'No'.

My details | Personal data

Begin by entering your personal data. It is important that you fill in every field.



Personal details

Salutation

☐ Sir ☐ Madam ☐ unknown

*Initials

*First name

Middle name

*Last name

*Date of birth



My details | Contact details

In this step, you will enter your contact details in My details. The e-mail address you enter in the designated field is the address your employer used to send you the invitation. Enter a second e-mail address, preferably a private address, in the field for the alternative e-mail address.

You can always use your private e-mail address to access your account and details, for example if you leave your current employer and no longer use your work e-mail account.

Contact details

*Email address

test@test.nl

*Backup email address




*Phone number

 06 12345678

General Data | Employer

After you have filled in your personal details, you will be requested to fill in the details of your current or future employer. If you have been invited by your employer, the company name will be filled in already. You will fill in your current/future function at the specific employer, as well as a starting date.

Your current or future employer 

***Select an employer from the list**

**Select an employer from the list*

***Function**

***Date of employment**

dd/mm/yyyy



General Data | Agreement and verification

We request your current or future employer to confirm whether you have 12 months of work experience in regards to the specific register. We request this, since to be fully certified, 12 months of work experience within the last 5 years for the specific register are a requirement. Fill in the name and email of the HR manager or your supervisor at the a forementioned company. As soon as you go to the next step an email will be sent to the email to confirm the work experience.

Approval and verification

*Name of supervisor or HR advisor (former) employer

*Email address supervisor or HR advisor (former) employer

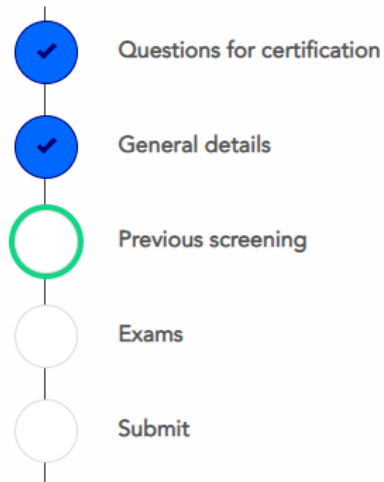
☐

Use english communication

Earlier screening

In this step u can state whether in the past year you have been screened. DSI accepts AFM, DNB, Validata or DSI screening reports. Please upload a Screening Report in this step (if applicable). DSI will check the uploaded report as soon as the certification has been sent in. If the report is accepted, a full screening at Validata is not required.

Be aware: The screening report is not allowed to be older then a year.



Previous screening

In this step you can indicate whether you have been screened before in the past year. Are you a (co-)policymaker and have you therefore been screened by the AFM or DNB? Then you can indicate that here.

You may have been screened by DSI or Validata in your current position in the past year. We also honor this Screening in the Certification Application. You can upload these reports in the application. DSI reviews the uploaded screening report. If the report is honored and thus approved, you do not have to go through a full Screening at Validata.

Screening AFM/DNB/DSI/Validata

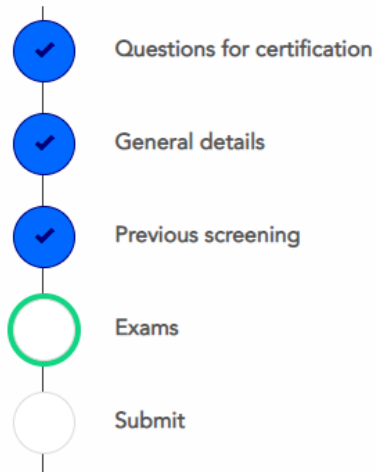
*Are you a (co)policy maker and/or screened by AFM, DNB, DSI or Validata in your current function?

☐ Yes ☒ No

Exams

To be fully certified by DSI, it is important that you have successfully completed exams for knowledge, skills and integrity. In the request, you can state which exams for the specific register you have already completed, when you completed them, and the education institution where you took the exams. In some cases uploading a diploma will be requested.

It is not a problem if you have not yet successfully completed all of the exams. You can always complete them at a later date. In the meantime, you will be registered as a Candidate Certified.



Exams

Here you can specify whether and which exams you have passed with regard to the register for which you are applying for certification. In some cases we also ask you to upload a diploma. You will be made aware of this automatically when submitting the exam result. Have you not passed any exams yet? No problem, you can also submit the application without already passed exams.

*Have you completed a skill exam in relation to the certification?

☐

Yes

☒

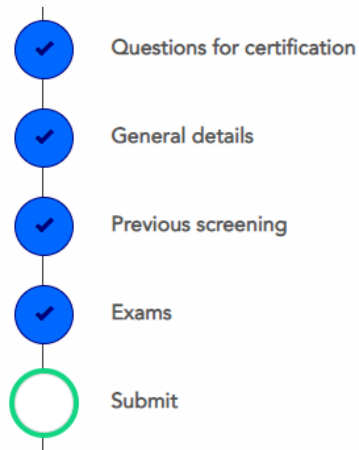
No

Submitting a request

You have now arrived at the last step for DSI. Once the button “**Submit**” is pressed, the request will be submitted to DSI and DSI will do the first check. After this check an invitation by Validata will be sent, so you can start the screening process.

Are you sure all the information is correct? You can always check the steps once more in order to check it.

If all the information is correct, then click on ‘Submit’.



Submit application

You are at the last step of the application at DSI. As soon as you press the 'Submit' button, the application will be submitted to DSI and DSI will carry out the first check. After this check, you will receive an invitation from Validata, so that you can start the screening request with them.

Are you sure all the information is correct? You can of course go through all the steps again to check whether you have entered everything correctly. If you are completely sure that all information is correct, click submit.

Screening Validata | Start screening

After the check of DSI, you will receive an invite for a screening at Validata. In the invitation text (see example), you can start the request by clicking on the link in the text.

The next steps can be part of the screening proces: ID/passport, highest obtained education, work experience, VOG (certificate of conduct) and a DSI integrity questionnaire.

On average the screening takes 10 workdays.



Subject: Validata: Activate your screening account

Body

Dear {%RecipientName%},

You have been registered by {%ClientName%} at Validata for a screening. {%DeepLinkURL%} and start your screening. Should you log in via laptop or desktop? Then we recommend using Google Chrome as a browser. How does it work? Before your screening can be completed and you receive a screening report, you will go through a number of steps. Click here for an explanation and information about screening and click here to view our Privacy Statement. You must provide all the necessary information yourself so that we can start the screening. If we need (additional) information from you, you will receive an email. {%ClientName%} kindly requests that you submit the necessary information within one day to avoid unnecessary delay. Do you have questions about the reason for your screening or its content? Please contact {%ClientName%}. For other questions about your screening, please contact us using the details below.

Screening Validata | receiving screeningreport

You have a limited time periode to finish the screening. You will be periodically be reminded to finish the screening. If there is no response, the screening can be deactivated. Validata deletes all information from deactivated requests within 90 days.

After succesfully finishing the screening you and DSI will both receive the screeningreport.

LOGO CLIENT



Screening report

Name: Jan Janssen
Date of birth: 01-01-1980
File number: 18569

Summary

ID check	✓
Work experience	!
Education	✓
Integrity statement	!
Credit check focum plus	✓
VOG	✓

Legend

- ✓ Correct and/or information available
- ! Deviation or requires attention
- ? 100% verification not possible

Check received data

After finishing the screening both you and DSI will receive the screening rapport. DSI will check the data. If everything seems in order the certification request will be accepted. Depending on the passed exams and work experience for the specified register, you will now be DSI candidate-certified or DSI certified.



Finalizing

You will receive an e-mail with the result of your certification request. Depending on your status (candidate-certified or certified) you will be added as such to the [DSI Public Register](#).



Find financial professional

Last name professional



Name financial institution

[← Back](#)

DSI Public register

A DSI certified consultant is regularly tested for integrity, knowledge and professional competence.

A certified advisor is always aware of the latest laws and regulations, knows how to deal with integrity dilemmas, has the right training and work experience and adheres to the DSI Code of Conduct.

If this is violated, DSI can take measures, varying from imposing a fine to removal from the register. The fine / sanction is visible in the public register of the person in question for a maximum of three years.

What is a certified professional?

Below you can check whether a financial institution or professional is affiliated with DSI. Enter the full name of your advisor and / or financial institution

What is a candidate certified professional?

A candidate certified professional is not yet certified. He or she complies with the DSI Code of Conduct. A candidate certified professional does not (yet) meet all training requirements and/or work experience required to obtain a (full) DSI certification.

Find your (candidate) certified professional

Below you can check whether a financial institution or professional is affiliated with DSI. Fill in the full surname without prefix of the financial professional you are looking for and/or the full name of the financial institution where the professional works.

Questions & Contact



Do you have any further questions?

See our [FAQ page](#) for answers to the most frequently asked questions about certification. You can also contact DSi directly via:



+31 (0)20 620 12 74



certificering@dsi.nl

