



**Personnel
Certification**

Swiss Association for Quality

SAQ Swiss Association for Quality
Personnel Certification

Certified Crypto Finance Expert SAQ (CCFE SAQ)

Examination and certification regulations

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Personnel Certification

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1 Overview

1.1 Aim and purpose

These examination regulations govern the admission requirements, the conduct of the examinations and the recertification requirements for the certification programme «Certified Crypto Finance Expert SAQ».

1.2 Scope of application

No restrictions.

2 Written examination

2.1 Aims, examination structure, procedure and aids

The examination tests both the technical knowledge and the competences in accordance with the certification programme «Certified Crypto Finance Expert SAQ».

The total duration of the written examination is 120 minutes.

The examination consists of 100 multiple-choice questions (20 per module).

The examination is considered passed if at least 65% of the possible points are achieved.

The examination is an individual work.

Candidates must follow the instructions of the examination supervisor.

The examination takes place digitally via a predefined examination tool. The participants themselves are responsible for the function of their electronic device.

The examination takes place remotely and is monitored remotely by the SAQ certification body.

During the examination, the supervisor will not answer any questions on the content of the examination.

The examination is open book. Communication to the outside is strictly forbidden (phone, internet, email, chats etc.).

Candidates commit themselves not to share confidential examination materials or to participate in any attempts to cheat.



2.2 Examination results

Candidates receive the results directly after the examination.

2.3 Examination organisation and quality assurances

SAQ is responsible for organising and conducting the examination. This is monitored by SAQ certification body and guarantees participants a neutral and independent examination procedure.

2.4 Examination preparation

Participation in the CCFE classroom or online training module is recommended.

2.5 Failure to pass and repeat the examination

Each examination can be repeated twice. An examination which has been passed cannot be repeated to obtain a better result.

If candidates do not cancel their registration up to 5 working days before the examination date or stay away from the examination without justification, this is considered as completed participation and as a failed examination.

2.6 Reasoned cancellation / No-show

If the candidate has compelling reasons for not taking part in the examination, the candidate must submit a medical certificate or other written proof of the reasons to the examination provider no later than 5 working days after the examination. The examination provider makes a final decision as to whether the reasons are sufficient and forwards its decision with reasons and annex to the examination administration. In this case, the attempt will not be counted.

2.7 Suspension from the examination

The following points will lead to suspension from the examination.

- Use of inadmissible aids
- Violation of the examination regulations or instructions of the examination supervisor.

The decision on suspension is made by the respective examination supervisor or the responsible examination chairperson. In any case, the examination will be assessed as "failed".

3 Certificate

The holder of the certificate may use the corresponding title during the period of validity of the certificate:

- Certified Crypto Finance Expert SAQ

In principle, the certificate is issued in the language used for the examination.

The validity of the certificates is limited to 3 years.

The certificate is issued after payment of the examination fee.



3.1 Recertification

For recertification, evidence must be provided at the latest at the time of expiry of the certificate and at the earliest 3 months prior to this date.

- a) that during the certification period the professional knowledge and practical competence has been kept up to date by using recognised recertification options. These are regulated in the certification programme.

The certificate holders are responsible for the timely completion and submission of the recertification measures.

3.2 Waiver/Return

If the SAQ certificate or its renewal is waived, the original certificate must be returned.

3.3 Ownership

The certificate remains the property of SAQ and may be withdrawn from the owner permanently or temporarily without compensation for the certificate cost in the case of important reasons. Important reasons are:

- Substantiated suspicion of misuse by the owner
- Infringements of the examination regulations

SAQ is authorised to check all information given and to investigate any case of misuse if there is suspicion of misuse or signs of false information being provided by the certificate owner.

3.4 Duty of disclosure and data protection

SAQ undertakes to use the personal data of certified persons exclusively for the purposes of certificate administration (e.g. recertification requests), for the purposes of carrying out checks and monitoring misuse (e.g. providing information on validity to third parties, preventing forgeries of certificates) and for the purposes of quality assurance.

Furthermore, SAQ undertakes to apply the provisions of the EU General Data Protection Regulation (GDPR) with regard to privacy by design (i.e. technical and organisational measures) and privacy by default (i.e. the scope and use of the data collected).

By taking the examination, candidates agree to the exchange of data between the examination provider and the certification body. This data is necessary for the issuing of the certificate or for contact purposes (surname, first name, date of birth, email address, home address, language, examination result, proof of admission criteria).

4 Legal remedies

4.1 Inspection

If he fails an oral examination, the candidate has the possibility of inspecting his examination documents. He must be unaccompanied. The inspection is granted the candidate only with no third parties present and is carried out under the supervision of SAQ. The inspection includes all the documents that were used during the oral examination. The request for inspection must be submitted in writing to the certification service within 30 days of receipt of the negative examination result. After the inspection, the candidate may lodge an objection within 30 days. The costs are listed in the appendix 1.



4.2 Objection

In the event of failure to pass a written and/or oral examination, the candidate has the possibility of submitting an objection to the certification service. A charge is made for the objection. The objection must be filed within 30 days of receipt of the negative examination result or of the inspection. An objection is possible only in the event of failure to pass the examination. During the objection process the candidate may not re-apply to take the examination he has failed. If a result is being contested, the decision must be awaited. The fee is refunded to the candidate if his objection is successful. The costs are listed in the appendix 1.

4.3 Redress

If the candidate does not agree with the decision on his objection, he may make an application for redress to the second and final body. This application is to be sent in writing within 30 days of receipt of the decision (date as postmarked) to the Programme Committee of the SAQ. The fee is refunded to the candidate if his application for redress is approved. The costs are listed in the appendix 1.

4.4 Appeal

Appeals relating to the holding and organisation of certification are to be addressed in writing to the SAQ Programme Committee. This appeal must be submitted within 30 days of the written decision on the examination result. For further information, please consult the guidelines on legal remedies. The costs are listed in the appendix 1.

5 Appendix

The following annexe is part of the examination regulations.

Appendix 1 – Price list



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Appendix 1: Price list

Initial Certification (Included in the examination fees)	CHF 490.00
Recertification	CHF 190.00
Duplicate of certificate / Certificate in another language	CHF 100.00
Inspection / objection	CHF 400.00
Redress	CHF 400.00
Appeal	CHF 400.00

All prices are VAT free. Rates valid from 28.04.2023