

# MQP Learning Plan Extension Request Form

Individuals enrolled in the MQP must complete all assigned CE in their MQP learning plan by their due date. If an MQP participant experiences circumstances that prevent them from completing the assigned CE by their due date, FINRA may—upon written application by the participant, with supporting documentation, and a showing of good cause—allow for additional time for the person to complete their CE. Please note that good cause and related documentation must demonstrate that substantive circumstances beyond the individual’s control prevented them from completing their CE by the due date. MQP learning plan extension requests provide a formal process for these individuals to submit such requests to FINRA so that FINRA is able to determine whether an extension may be granted.

## **Instructions:**

In order to submit a request, individuals must complete this form using the editable fields below. The completed form and supporting documentation should be emailed to: [LPExtensionRequests@finra.org](mailto:LPExtensionRequests@finra.org). As this submission may contain confidential information, please do not include additional FINRA email addresses on this submission.

Individuals should submit MQP learning plan extension requests on their own behalf whenever possible.

\* Required fields (editable fields below)

\* First Name

\* Last Name

\* CRD Number

\* Email Address 1

\* Confirm Email Address 1

Email Address 2 (optional)

Confirm Email Address 2

\*Daytime Phone

\*Provide a detailed written explanation of why you require an extension to complete your MQP learning plan.

1,000 characters

Reminder: For a request to be considered, documentation supporting the explanation above must be provided with your submitted form.