



CTSD

Certified Trading System Developer

Registration and
Enrollment Package



INSTITUTE
for
MARKET
TECHNOLOGY
www.i4mt.org

Application Instructions

Please read all instructions carefully before beginning. In order to be considered for admission into the CTSD program offered by i4MT, an applicant must:

- Have a bachelor's degree, or
- Be a college student scheduled to receive a Bachelor's degree no later than 31 December of the enrolment year, or
- Have at least four years of qualified financial industry work experience, or
- Have a combination of college and industry work experience totaling at least four years.

Admission is based on a profile combination of academic and professional experience as well as letters of reference. In order to be considered for admission, the following items must be submitted to before the application deadline:

- This enrollment form completed by typewriter (preferred) or printed in black ink in block capitals, with all blanks filled. Illegible, incomplete application will delay the application process.
- Letters of recommendation from at least two persons who can attest to your academic or professional qualifications. The letter of recommendation forms that are provided and/or any accompanying letters must bear the recommender's original signatures and must have been written within the last 12 months.
- *For applicants in North America*, check, money order or Cashier's Check made payable to the Institute for Market Technology in the amount of \$995 (USD). Should your application be rejected, this program fee will be returned to you.

For applicants in Europe, Asia, Australasia, the Middle East and Africa you may remit payment payable to the Technical Analyst in the amount of GBP 495. To pay by wire transfer or Visa/MasterCard credit card instead, please contact the Technical Analyst at ctsd@technicalanalyst.co.uk. Should your application be rejected, this program fee will be returned to you.

- Current resume.

Students may take up to two years to complete the examination after admission. The program fee permits a candidate to take each exam once. To retake any individual exam, an additional \$150 (USD), or GBP 75 must be remitted.

Application Deadline

The application, all supporting documents, and the application fee should be received by the Admission Office at least four weeks before the requested examination date. No documents will be forwarded, duplicated, or returned.

Admission Decision

Decision letters will be sent to applicants as soon as possible after receipt of all credentials, usually within four weeks, unless additional information is required.

Applicants in North America may remit completed applications to:

Institute for Market Technology

Admission Office
411 S. Sangamon, Ste. 7D
Chicago, Illinois 60607

Applicants in Europe, Asia, Australasia, the Middle East and Africa may remit completed applications to:

The Technical Analyst

CTSD Admissions
Jeffries House
1-5 Jeffries Passage
Guildford
Surrey GU1 4AP
United Kingdom

CTSD Code of Professional Conduct

Please read the CTSD Code of Professional Conduct carefully. In order to be considered for admission into the CTSD program, and maintain CTSD certification-holder status should it be granted, an applicant must abide by the CTSD Code of Professional Conduct. By signing this application, you agree to abide by the CTSD Code of Professional Conduct. The CTSD Code of Professional Conduct is included as an addendum at the back of this application.

Application for Admission

Please read all instructions carefully before beginning. Please print in ink.

U.S. Applicants only: Social Security Number _____ - _____ - _____

Name Dr. Mr. Ms. _____
Family Name / Last First Middle Other / Birth Name

Current Address _____
Street E-mail

City / State or Country / Zip Code Home Telephone

Permanent Address _____
Street E-mail
If different from above.

City / State or Country / Zip Code Home Telephone

Expected Examination Sequence (List 1st, 2nd, 3rd): _____ Technology Exam
_____ Quantitative Finance Exam
_____ Trading Strategy Exam

Biographic and Demographic Information **Date of Birth** _____ **Place of Birth** _____
Month / Day / Year City / State or Country
State of Legal Residence _____ **County** _____ **Citizenship** _____
Country
Next of Kin _____ **Relationship** _____

References

List names, titles, and addresses of at least two persons you have asked to attest to your qualifications on the provided recommendation forms.

Name & Title _____ Relationship _____

Academic Experience

Starting with the most recent institution, list all academic institutions beyond the secondary level that you have attended or are now attending.

Institution Name & Location	Major	Degree Awarded	Attended From / To	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Professional Experience

Current Employer _____ Title _____

Street Address _____

City / State or Country / Zip Code _____ Telephone _____

Brief Job Description _____

Starting with the most recent firm, list all other pertinent positions you have held, either paid or voluntary.

Firm Name & Location	Dates From / To	Position Held
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Number of Years of Work Experience _____ Years of Financial Industry Experience _____

Honors, Publications, Professional Affiliations

Briefly list any honors, prizes, publications, completed theses, or memberships in honorary, professional, or scientific societies that might assist us in considering your application.

Resume

Attach resume describing your academic and professional experience.

Signature of Compliance

I hereby swear or affirm that the information supplied by me on this application is true and correct to the best of my knowledge. If this application for admission is approved, I agree to comply with all the rules and regulations of the Institute for Market Technology as well as the CTSD Code of Professional Conduct.

Signature _____ Date _____

Transcript Request Form



Applicant

One transcript request form is included with the application. If you have attended more than one college or university (undergraduate and / or graduate), please make a photocopy of this form for each school. If there are institutions listed on your application from which documents are not available, please add a note of explanation to your application. Since most institutions charge a fee for issuing transcripts, be sure to inquire about it and enclose the appropriate payment.

Applicant's Name (Print) _____
Family Name / Last First Middle

Applicant's Address _____
Street

City / State or Country / Zip Code Home Telephone

Social Security Number or I.D. Number _____ - _____ - _____

Dates of Enrollment: From _____ To _____
Month / Year Month / Year

Degree Conferred (if applicable): _____
Degree Month / Year

To Registrar _____
Name of College or University

I hereby request that my transcripts be sent directly to:



216 W. Jackson, Ste. 925
Chicago, IL 60606

Signature _____ Date _____

Letter of Recommendation



Applicant's Name (Print) _____

U.S. Applicants only: I understand that federal legislation provides me with a right of access to this information. This right may be waived, but no school or person can be required to do so. I hereby ___ waive ___ do not waive my right to access

Applicant's Signature _____ Date _____

The Institute for Market Technology seeks your assistance in evaluating the applicant named on this form. We would greatly appreciate your candid appraisal of the applicant's abilities and potential for graduate study. Unless the applicant has signed the waiver above, we cannot guarantee that your comments will remain confidential.

In what capacity and for how long have you known the applicant?

Please rate the applicant generally on the following:

	Exceptionally good	Good, no major weaknesses	Fair	Poor	Not known
Academic potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for analytical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use the back of this form to comment on the applicant's ability to perform at the graduate level.

Recommender's Name (Print) _____

Company or Institution _____ Title or Department _____

Address _____

Signature _____ Date _____

Additional Comments

Letter of Recommendation



Applicant's Name (Print) _____

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Applicant's Signature _____ Date _____

The Institute for Market Technology seeks your assistance in evaluating the applicant named on this form. We would greatly appreciate your candid appraisal of the applicant's abilities and potential for graduate study. Unless the applicant has signed the waiver above, we cannot guarantee that your comments will remain confidential.

In what capacity and for how long have you known the applicant?

Please rate the applicant generally on the following:

	Exceptionally good	Good, no major weaknesses	Fair	Poor	Not known
Academic potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capacity for analytical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional promise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please use the back of this form to comment on the applicant's ability to perform at the graduate level.

Recommender's Name (Print) _____

Company or Institution _____ Title or Department _____

Address _____

Signature _____ Date _____

Additional Comments

Please read the *CTSD Code of Professional Conduct* carefully. In order to be considered for admission into the CTSD program, and maintain CTSD certification-holder status should it be granted, an applicant must abide by the CTSD Code of Professional Conduct. By signing this application, you agree to abide by the CTSD Code of Professional Conduct.

CTSD Code of Professional Conduct

This *CTSD Code of Professional Conduct* sets high standards of skill, education, and professional integrity and adherence to its tenets is essential to increasing the prestige and value of the CTSD designation. The *CTSD Code of Professional Conduct* promotes the integrity of the CTSD designation by codifying the standards of professional behavior of CTSD certification holders and candidates around the world, regardless of job function, cultural background, or local laws and regulations. All CTSD certification holders and candidates must abide by the *CTSD Code of Professional Conduct* and should notify their employer accordingly. Any violation of the *CTSD Code of Professional Conduct* may result in revocation of i4MT membership, CTSD certification holder status, candidacy in the CTSD program, and/or the right to use the CTSD designation. At all times, CTSD certification holders and candidates are subject to the discipline of the CTSD Board of Overseers and/or the Board of Overseers of the Institute for Market Technology. CTSD certification holders and candidates must:

- Act with integrity, competence, diligence, respect, and in an ethical manner with all participants in the financial markets.
- Place investors and the integrity of the financial markets above their own personal interests and abide by the laws and rules governing the financial markets.
- Use prudence and exercise independent judgment when conducting trading system analysis, design, testing, implementation and management.
- Maintain and improve their education, skill and professional competence in the areas of expertise defined in the CTSD Core Body of Knowledge.
- Work to maintain and improve the prestige and value of the CTSD designation.
- Abide by the Duties and Responsibilities as described below.

Duties and Responsibilities

I. Adherence to the Law CTSD certification holders and candidates (holders and candidates) must understand and comply with all applicable laws, rules, and regulations (including the *CTSD Code of Professional Conduct*) of any government, regulatory organization, licensing agency, or professional association governing their professional activities. In the event of conflict, holders and candidates must comply with the more strict law, rule, or regulation. Also, holders and candidates must not knowingly participate or assist in any violation of such laws, rules, or regulations.

II. Misconduct and Misrepresentation Holders and candidates must not engage in any professional conduct involving dishonesty, fraud, or deceit, commit any act that reflects adversely on their professional reputation, integrity, competence or any professional or nonprofessional act that negatively impacts the prestige and value of the CTSD designation. Furthermore, holders and candidates must not knowingly make any misrepresentations relating to trading system analysis, design, testing, implementation and management.

III. Market Manipulation and Trading Holders and candidates must not engage in practices that illegally or fraudulently distort market prices or that take advantage of material nonpublic information. Furthermore, transactions for investors or employers must have priority over investment transactions in which a holder or candidate is the beneficial owner.

IV. Loyalty to Investors Holders and candidates have a duty of loyalty to both seed capital and investment capital providers and must act with reasonable care and exercise prudent judgment. Holders and candidates must act for the benefit of these investors and place their investors interests before that of their employer or themselves. In relationships with retail investors, holders and candidates must adhere to guidelines of fiduciary responsibility.

V. Loyalty to Employers In matters related to their employment, holders and candidates must act for the benefit of their employer and not deprive their employer of the advantage of their skills and abilities or otherwise cause harm to their employer.

VI. Fairness Holders and candidates must deal fairly and objectively with all constituents when providing information regarding trading system analysis, design, testing, implementation and management. Furthermore, when communicating trading system performance information, holders and candidates must make reasonable efforts to ensure that it is fair, accurate, and complete.

VII. Confidentiality Holders and candidates must keep information about current, former, and prospective investors and employers confidential unless the information concerns illegal activities on the part of the investor, disclosure is required by law, or the investor permits disclosure of the information in writing.

VIII. Conflicts of Interest Holders and candidates must make full and fair disclosure of all matters that could reasonably be expected to impair their independence and objectivity or interfere with respective duties to their clients, prospective clients, and employer. Holders and candidates must not accept gifts or other consideration that competes with, or might reasonably be expected to create a conflict of interest with their investors. or employer's interest unless they obtain written consent from all parties involved.

IX. Supervision Holders and candidates must make reasonable efforts to detect and prevent violations of applicable laws, rules, regulations, and the *CTSD Standards of Professional Conduct* by anyone subject to their supervision.

X. Conduct as Holders and Candidates in the CTSD Program Holders and candidates must not engage in any conduct that compromises the prestige, value, reputation or integrity of CTSD or the CTSD designation or the integrity, validity, or security of the CTSD examinations, as determined by the CTSD Board of Overseers and/or the Board of Overseers of the Institute for Market Technology. Furthermore, when referring to i4MT, membership in i4MT, the CTSD designation, or candidacy in the CTSD program, holders and candidates must not misrepresent or exaggerate the meaning or implications of membership in i4MT, holding the CTSD designation, or candidacy in the CTSD program.

Application Checklist

- Completed enrollment application.
- Official sealed transcript from the most recent post-secondary academic institution which you have attended.
- Check in the amount of \$995 (USD), made payable to the Institute for Market Technology or, for applicants in Europe, Asia, Australasia, the Middle East and Africa, GBP 495 made payable to the Technical Analyst.
- Resume.



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216 W. Jackson, Ste. 925
Chicago, IL 60606