



**Personnel
Certification**

Swiss Association for Quality

SAQ Swiss Association for Quality
Personnel Certification

Certification programme

«Certified Crypto Finance Expert SAQ»

Version: 1, 25.04.2023

Level: public

Status: activ

Personnel Certification

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1 Area of application

The certification is based on the requirements of the normative basis. The certification programme describes the necessary learning content, defines the requirements for the written exam as well as the approved re-certification measures.

2 Target group

The CCFE is recommended for employees and client advisors of financial service providers and asset management companies who want to learn more about the topic of crypto finance. The certification is also suitable for employees of regulatory authorities, representatives of institutional clients, investors and all interested parties.

3 Objectives

The goal of the course is to provide interested parties with a comprehensive understanding of crypto assets and blockchain technology. In doing so, participants will be given a deep insight into the world of digital assets. Upon completion of the certification, graduates should understand the concepts and applications of blockchain technology and have deepened their knowledge in the areas of money, financial system, digital assets, tokenisation, smart contracts, DeFi, NFTs, Web3, crypto asset management and regulation.

In addition to the theoretical concepts, participants should also experience blockchain technology in practice to get a feeling for how it works and can be applied. Furthermore, participants will be given the opportunity to meet experts, companies and innovators from the blockchain scene in order to be able to build their own network in this field. By participating, graduates will have the opportunity to network with other experts and professionals in the industry. In addition to the exchange of knowledge and experience, professional contacts can also be made, which can lead to deeper cooperation.

4 Admission to the qualification procedure

There are no restrictions.

5 Learning Topics Catalogue

The learning topics are further elaborated in the Body of Knowledge CCFE SAQ. The Body of Knowledge is an integral part of the certification programme and forms the basis of the written examination.

Thema	Unterthema
01. Money, financial system and Bitcoin	01.1 What is money and where does it come from? 01.2 How does the financial system work? 01.3 What is Bitcoin, how does it work and what is it good for?
02. Blockchain essentials	02.1 What is the blockchain and how does it work?? 02.2 Difference between public and private blockchain 02.3 On the (non-)scalability of public blockchains and how blockchain will scale in the long run



Thema	Unterthema
03. Altcoins / Ethereum / Smart Contracts / DeFi / Tokenization / NTFs	03.1 What are Altcoins and how many of them are there? 03.2 What is Ethereum and what are Smart Contract Block-chains? 03.3 What is DeFi and what are the benefits and risks of this new financial world? 03.4 What is tokenisation and what are NFTs? 03.5 What is Web3 and how will it change the internet?
04. Asset Management/ Investment / Trading / Brokerage for crypto assets	04.1 Crypto assets as new asset class 04.2 How to value crypto assets and Bitcoin specifically 04.3 Do crypto assets belong in a traditional portfolio and if so, what percentage should they make up? 04.4 How to invest in crypto assets and what investment products are available? 04.5 What is crypto brokerage and how are crypto assets properly stored (crypto custody)?
05. Legal / Compliance / Regulation / Taxes	05.1 Crypto regulation: Status quo and where is the journey going? 05.2 Crypto assets from a KYC & AML perspective 05.3 How crypto assets are taxed?

6 Examination

- The examination content is the learning topics according to point 5.
- The examination consists of 100 single or multiple-choice questions (20 per module).
- The questions are written by the experts in the respective subject area.
- The examination is conducted digitally via the examination tool provided by the examination body.
- The examination is open book. The examination is an individual work.
- The examination is considered passed if at least 65% of the possible points are achieved.
- Participants will be informed of the result after the examination has been completed.
- The examination can be retaken a maximum of 2 times. After that, a 12-month blocking period must be waited for.



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7 Recertification

For re-certification, proof has been provided before the date of expiration of the certificate. The certificate holders shall prove to the certification body, that they have kept their technical knowledge up to date during the certificate period by attending recognised recertification training courses.

Recertification trainings	Participation in measurable/verifiable on-site training and/or digital self-study learning methods/modules (or combinations) focused on relevant subject competences for a total of 12 learning hours.
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8 SAQ certificate and title

- The certificate is valid for three years after the first certification.
- The certificate is the property of SAQ.
- The certificate holder may hold the following title and abbreviation during the period of validity:
 - Certified Crypto Finance Expert SAQ / CCFE SAQ



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Appendix

The following annex is part of the certification programme. It implements the content in further detail.

Appendix A – Price list



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Initial Certification (Included in the examination fees)	CHF	590.00
Recertification	CHF	190.00
Duplicate of certificate / Certificate language adjustment	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