

Bloomberg Certification Program Guide

The Bloomberg Essentials Online Training Program (BESS) has been updated and now includes new training and exams designed to help the user become even better at Bloomberg. The video-based courses have also been removed.

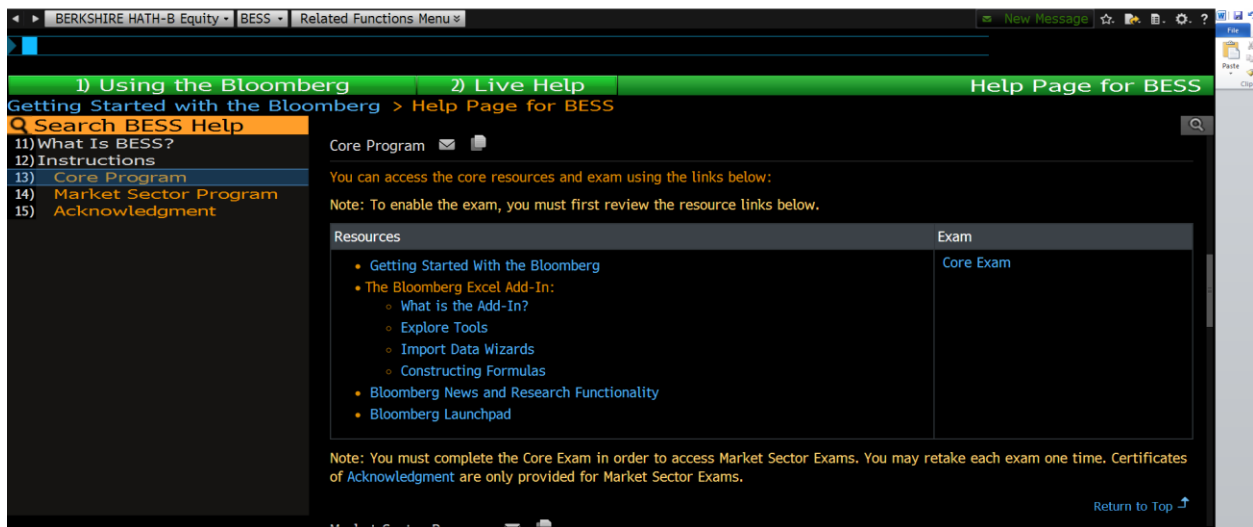
All current University of Toronto students are eligible to access the Bloomberg terminals of the BMO Financial Group Finance Research and Trading lab.

How to access the Bloomberg Essentials Online Training Program?

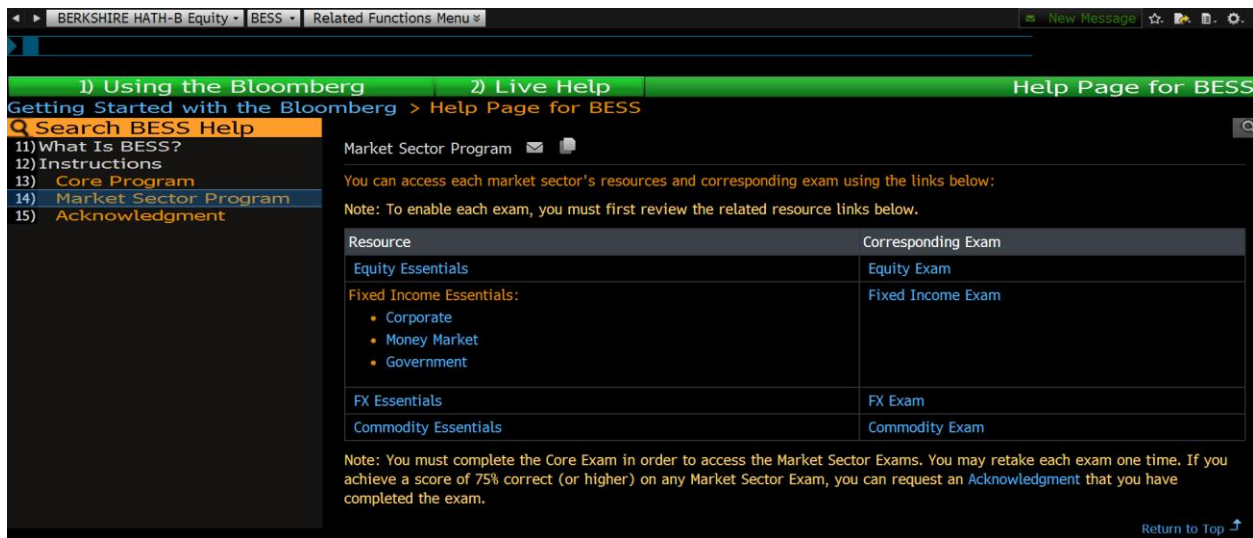
In order to access the Certification Program, you need to login on your personal Bloomberg account. If you do not have an account, please click [here](#) to access the user guide with step-by-step instructions detailing how to create an account. Once you are logged in, just type "BESS" and hit <GO> on the keyboard.



Please click on 12) Instructions in order for you to understand the process of the Certification Program. Once you have read the instructions, click on 13) Core Program to begin with an introduction on how to use Bloomberg.



Note that you must complete the Core Program in order to access the different Market Sector exams. Once you have completed this mandatory section of the Program, please click 14) Market Sector Program



As you can see, the Market Sector Program consists of 4 different sections: Equities, Fixed Income, Foreign Exchange, and Commodities. In order for you to access the exams, you must go through the different resources.

If you achieve a score of 75% or higher on any Market Sector Exam, you can request and Acknowledgement of Completion that will be sent via e-mail. Note that you may retake each exam only one time. To receive your Acknowledgement of Completion, please click on 15) Acknowledgment, and follow the instructions.

1) Using the Bloomberg 2) Live Help Help Page for BESS

Getting Started with the Bloomberg > Help Page for BESS

Q Search BESS Help

11) What Is BESS?
 12) Instructions
 13) Core Program
 14) Market Sector Program
 15) Acknowledgment

2. For each recipient of the acknowledgment e-mail, in the *Email address(es) to which the acknowledgment should be sent* field at the bottom of the screen, enter an email address, then click **Add**.

The email address(es) appear(s) in the list beneath the field.

3. On the toolbar, click the **Submit** button.

Mnemonic	Description	Date	Grade	Qualified*
11) CORESS	Core Essentials	09/2013	76.67	Yes
12) COMESS	Commodity Essentials	09/2013	100.00	Yes
13) EQVSS	Equity Essentials	09/2013	93.75	Yes
14) FIESS	Fixed Income Essentials	09/2013	100.00	Yes
15) FXESS	FX Essentials	10/2013	95.00	Yes

BESS training acknowledgement requested

Name displayed on the acknowledgement.
 ALEXANDER KENT

Email address(es) to which the acknowledgement should be sent.(max 10)

akent30@bloomberg.net 51 Delete 38 450

*To receive acknowledgement for BESS training completion, you must complete both the Core Exam and a Market Sector exam with a score of 75% or higher for each. You may retake each exam

Certificates are based on the Market Sector exams that you successfully completed. You can therefore obtain a maximum of 4 different certificates that attest your proficiency with the Bloomberg Terminals. If you have any trouble creating an account or accessing the Bloomberg Essential Online Training Program, please ask one of the Finance Lab assistants to help you.