



## AMLC ADVISORY NO. 2020 - 008

Subject : **Conduct of Online Training Sessions by Accredited Training Providers (ATPs) and Institutional Training Providers (ITPs) during the COVID-19 Pandemic**

In view of the restrictions imposed on mass gatherings, transportation, and regular business activities due to the COVID-19 pandemic, the Anti-Money Laundering Council (AMLC) issues this advisory on the conduct of training sessions by ATPs under the *Guidelines for Accreditation of Institutional Training Providers on the Anti-Money Laundering Act (AMLA), as amended, its Implementing Rules and Regulations, Terrorist Financing Prevention and Suppression Act (TFPSA), and other issuances of the Anti-Money Laundering Council.*

Accredited Trainers (AT) and ITPs under the Guidelines are hereby allowed to conduct training sessions, using online platforms subject to the following minimum control standards:

- a) **Attendance** – The requesting entity (covered person) shall provide the trainer with clear colored copies of the participants' valid government-issued identification cards (IDs) with the latest photo. These IDs will be used for the roll call conducted before the start of the training session. Only those whose identities have been validated during the roll call and those who successfully complete the entire session will be eligible for the training certificates.
- b) **Validation test** – The trainer shall conduct the test after the lecture proper, and participants shall electronically submit their tests to the trainer. The test shall be completed within fifteen (15) minutes.
- c) **Training evaluation forms** – Participants shall electronically submit their forms after the submission of the validation test. The form shall be completed within fifteen (15) minutes.
- d) **Internet connection interruptions** – Participants who disconnect to the training session due to technical issues will be allowed to rejoin, provided that the interruption does not exceed twenty (20) minutes. Participants who are disconnected for more than twenty (20) minutes may be allowed to rejoin the session, subject to the trainer's discretion.

- e) **Continuous onscreen visibility** – Participants are encouraged not to leave their screens/webcams during the lecture. This ensures proper monitoring by the trainer throughout the session.
- f) **Platform selection** – Both trainer and participants shall only use reputable online platforms that are acknowledged in the industry as having sufficient established protection against intrusions and other forms of malicious attacks.
- g) **Recording** – Trainers shall record the entire training session and shall submit the recording without delay upon request by the AMLC Secretariat. Trainers shall secure documented consent for the recording from all participants of the training session. Participants are absolutely prohibited from recording sessions whether in part or in full.
- h) **Invitation** – Trainers shall continue to send their training schedules and shall invite the AMLC Secretariat to observe the training session.

ATPs are reminded to continuously submit the required reports after the end of each quarter.

This advisory shall be revisited after six (6) months or upon total lifting of the enhanced community quarantine (ECQ) and/or general community quarantine (GCQ) in the National Capital Region (NCR) and other provinces.

Covered persons and other interested parties are encouraged to maximize the opportunity of accomplishing the required anti-money laundering and counter-terrorism financing training sessions during this period of ECQ/GCQ.

For information and guidance.

FOR THE AMLC:

(ORIGINAL SIGNED)  
**MEL GEORGIE B. RACELA**  
Executive Director  
AMLC Secretariat

7 May 2020