

## INSOLVENCY ADMINISTRATOR (IA) COURSE

### SPONSOR'S DECLARATION:

I, \_\_\_\_\_, declare that I am a **member in good standing** of the Canadian Association of Insolvency and Restructuring Professionals, and I hereby give my personal undertaking to fulfil my responsibilities as the sponsor of \_\_\_\_\_, who is employed in my office<sup>1</sup> and has been so employed since \_\_\_\_.

#### OR (For OSB students)

I, \_\_\_\_\_, declare that I am a **Licensed Insolvency Trustee in good standing** and am employed by **Industry Canada, Bankruptcy Branch**. I hereby give my personal undertaking to fulfil my responsibilities as the sponsor of \_\_\_\_\_, who is also employed by the Office of the Superintendent of Bankruptcy and has been so employed since \_\_\_\_\_.

I undertake to monitor my student's participation in the online course, making myself available to my student to review and discuss any lessons as necessary. I understand that I am solely responsible for ensuring that my student follows the course in a timely and professional manner, in accordance with the [Course Policy and Guidelines](#), which I have read and reviewed with my student. I will not permit him/her to apply to take the final exam while in my employ without having successfully completed all of the assignments.

I understand that sponsors are no longer required to personally mark assignments therefore, it is incumbent on me to ensure that I am receiving regular email updates from the online host (D2L) as my student completes each assignment. I give my personal undertaking that I will **safeguard the password** given to me by D2L and maintain the confidentiality of the online Competency Assessments. **I further declare that I will not allow any other person to monitor the online progress of my student by using my password and should I be unable to continue in my duties as sponsor, shall notify the Association immediately in writing so a replacement sponsor can be approved.**

Finally, I acknowledge that the lessons and online Competency Assessments are and remain the property of the Association and that they may not be copied or reproduced.

\_\_\_\_\_  
Sponsor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sponsor Name (please print)

\_\_\_\_\_  
Firm Name (please print)