

INSOLVENCY ADMINISTRATOR 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 office¹ 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)