



Canadian Association of Insolvency and Restructuring Professionals

CAIRP Education Policies

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Introduction

The CAIRP Education Program Policies outline the national guidelines regarding admission, administration, courses, course examinations, the competency-based national insolvency examination (“CNIE”), and other policies for the CAIRP Education Programs; CIRP Qualification Program (“CQP”), Practical Course on Insolvency Counselling (“PCIC”), Insolvency Administrator’s Course (“IA”).

CAIRP reserves the right at its sole discretion to amend, change, substitute and/or cancel any of its services and policies, including but not limited to fees and program policies, at any time without notice, other than by posting any amendments, changes, substitutions or cancellations on the CAIRP website at www.cairp.ca. By enrolling in CAIRPs education programs you agree that it is your responsibility to maintain your awareness of all the education policies, particularly those with respect to your enrolment and participation in courses and examinations.

CQP Certification requirements

Candidates¹ must meet experience, education, and examination requirements as specified and assessed by CAIRP to be eligible for Chartered Insolvency and Restructuring Professional (“CIRP”) certification. Candidates need to complete the CQP and experience requirements concurrently. For more information on experience requirements, consult the [Experience Hour Requirements](#). CQP candidates are subject to the specific [Rules of Professional Conduct](#), [Standards of Professional Practice](#) and [Bylaws](#) of CAIRP. CAIRP is committed to providing an environment that is safe and conducive to learning for all individuals. Individuals who violate this environment either through their actions, or by violating any of the exam rules, will be subject to disciplinary action which may include expulsion from the program/profession. Re-admittance is at the discretion of the CQP Committee.

1. Admission Policies

1.1 CQP Admission Requirements

To be eligible for admission to the CQP, applicants must ordinarily reside or practice in Canada and must either:

- Hold a relevant professional designation relating to the accounting or auditing field recognized in Canada
- Hold an undergraduate degree from a recognized post-secondary institution

¹ Throughout this document we use the term “candidate” to refer to an individual in the CQP. However, it is understood that in some courses (PCIC and IA) these individuals are referred to as “students”

An applicant that does not meet the requirements above may be considered for admission at the sole discretion of the CQP Committee, upon demonstration, through a combination of sponsor support, relevant insolvency work experience and educational background, that the candidate may likely be successful in the program.

Applicants who want to enquire if they meet the admission requirements may contact the CQP Registrar at (Isabelle.gauthier@cairp.ca).

1.1.1 International degree holders

Only degrees obtained from post-secondary institutions, which are recognized by [World Education Services](#) or a similar recognition service, will be accepted.

1.1.2 Examples of professional designation requirements

- Canadian Chartered Professional Accountant

1.1.3 Examples of degree requirements

CQP applicants can meet the degree requirement in several different ways. For example, each of the following would be considered to meet the requirements:

- a four-year undergraduate degree
- a three-year undergraduate degree
- equivalent international baccalaureates
- Master's degree

1.2 Introduction to Insolvency Course Admission Requirements

- There are no entrance requirements for non-CQP candidates who take “Introduction to Insolvency” as a standalone course.

1.3 PCIC Admission Requirements

- Successful completion of a high school diploma or high school equivalency certificate plus one of:
 - i. A minimum of three (3) years of relevant practical work experience supporting an LIT or registered BIA insolvency counsellor OR,
 - ii. A minimum of thirty (30) credit hours of post-secondary study completed in a diploma or degree program from a recognized post-secondary institution.

1.4 IA Admission Requirements

- The IA course is open only to employees of the following:
 - i. CAIRP members
 - ii. Canada Revenue Agency, Insolvency Unit
 - iii. Office of the Superintendent of Bankruptcy

1.5 Application Process

Applicants to CAIRP's education programs must submit the following:

1. a correctly completed online application form
2. the appropriate fee remittance
3. all required supporting documentation, which may include official transcripts, international credit equivalency reviews (e.g., World Education Services Canada), transcripts from other recognized accredited bodies, sponsorship forms and proof of employment.

2. Administrative Policies

2.1 CQP Time Limitations

There is no time limitation for candidates to complete the CQP, however candidates who remain inactive for three or more consecutive years will be required to reapply as if they were new applicants, meeting all admission requirements in effect at the time of re-application, unless a deferral is requested.

The initial start date is the date of enrolment in the Introduction to Insolvency course.

2.1.1 Introduction to Insolvency Course Time Limitations

There is no time limitation for students to complete the Introduction to Insolvency Course, however candidates who remain inactive for three or more consecutive years will be required to reapply as if they were new applicants.

2.1.2 PCIC Time Limitations

There is no time limitation for students to complete the PCIC, however candidates who remain inactive for three or more consecutive years will be required to reapply as if they were new applicants, meeting all admission requirements in effect at the time of re-application, unless a deferral is requested.

2.1.3 IA Time Limitations

Students may remain in the course for a period of five years from the date of enrolment. Students must attempt the examination for the first time within the first two years of the date of enrollment. Employment in the office of an LIT (CAIRP Member firm) is a prerequisite of ongoing enrollment.

2.2 Fees/refunds

2.2.1 Fees

- Consult the [Program Fees](#) for the CQP and PCIC courses and examinations
- IA Application fee : \$50 + applicable taxes

- IA course fee: \$650 + applicable taxes
- IA examination fee : \$350 + applicable taxes

2.2.2 PCIC additional fees

- An exam deferral fee of \$50 + applicable taxes is required if not attempting the examination.

2.2.3 IA additional fees

- Non-refundable application fee of \$50 + applicable taxes
- An exam deferral fee of \$50 + applicable taxes is required if not attempting the examination after the first two years of enrolment.
- Transfer of course² fee \$100 + applicable taxes (see s. 2.4.4 for withdrawal policy)

2.2.4 CQP Refunds

- **The CQP application fee is a non-refundable, one-time only payment.**

Refunds will only be granted for extenuating circumstances such as serious illness, catastrophe and serious personal hardship.

No refund will be granted:

- To a candidate who withdraws/resigns from the CQP after 30 calendar days from the start of a course.
- To a candidate whose status is terminated for nonpayment of Articling Membership fees.

Examination Fees

Refunds will only be granted to candidates in extenuating circumstances such as serious illness, relocation, catastrophe or serious personal hardship.

No refund will be granted:

- To a candidate who defers the examination within two weeks of the examination date.
- To a candidate who withdraws/resigns from the CQP within two weeks of an examination.
- To a candidate whose status is terminated for nonpayment of Articling Membership fees.
- To a candidate who fails to attend an exam for which he or she is registered or who fails the exam;

² An administration fee of \$100 plus applicable taxes will apply to all transfers of students between employers. Upon receipt of the administration fee, the student may continue their studies without interruption.

2.2.5 PCIC Refunds

- Refunds will only be granted for extenuating circumstances such as serious illness, catastrophe and serious personal hardship.
- There are no refunds for exams.

2.2.6 IA Refunds

- A sponsor that has paid the course fee for a student that leaves their employment, may contact CAIRP for a refund or course transfer to another employee. (See [IA course policy and guidelines for refund requirements](#))

2.2.7 Refund Requests

Refund requests must include a copy of the receipt and form of payment.

- There will be a \$250.00 administration fee plus tax to process refunds when approved.

To apply for refunds the following documentation is required.

- In the case of an **illness**:
 - You must provide a document signed by a registered medical professional.
 - The medical professional must be qualified to diagnose the illness, or the injury being claimed.
 - The documentation must state dates, length of illness or injury, along with expected recovery date, indicating when studies may resume.
- In case of a **catastrophe**:
 - You must provide an insurance or police report.
- In case of serious **personal hardship**:
 - You must provide full particulars of the circumstances which you believe entitle you to apply for a refund.
- If you **are relocated**:
 - You must provide documentation from your employer stating date of relocation and expected date of return.

2.3 CQP Suspension or Termination

Candidates in the CQP will be suspended or terminated from the program for:

- non-payment of annual articling fees after 60 days of the invoice date
- failure to comply with CAIRP [Rules, Bylaws, Standards of Professional Practice](#)
- exhausting examination attempts or
- failure to complete the program within the established time limit.

Candidates may be suspended or terminated from the program for academic or professional misconduct.

Candidates who are suspended or terminated for non payment of articling associate fees may be considered for reinstatement based on:

- a) whether the applicant merits and qualifies for re-instatement,
- b) academic and/or experience requirements at the time of re-entry.
- c) See CAIRP [Bylaw s.25](#) Termination of Associate Status

2.4 Withdrawals/Resignations

2.4.1 CQP Temporary withdrawals (temporary program leave)

Candidates in the CQP can temporarily withdraw from the program for a maximum three years in total. While they are withdrawn, candidates will not have access to program course material. See [CAIRP Bylaw s.24](#) Resignation guidelines.

2.4.2 CQP Permanent program withdrawals (voluntary program withdrawals)

Candidates in the CQP can permanently withdraw in good standing from the program by submitting a request in writing to CAIRP. If they choose to reapply and get accepted to the program, the time limit will reset.

2.4.3 PCIC Resignation

Students may withdraw from the PCIC at any time.

2.4.4 IA Resignation/Withdrawal

Students who cease employment with their sponsor will be considered as having resigned from the course. Having a sponsor is a mandatory condition of enrolment.

Sponsors should notify the Association immediately of the departure of any student so we may then consider them resigned from the course and close their file.

Students who leave their employer, and join another insolvency practice, but have not yet completed the course and wish to continue their studies, must contact the Association immediately to organize the transfer of their course.

2.5 CQP Readmission

Candidates who have temporarily withdrawn from the CQP (see [Section 2.4.1](#) Temporary program withdrawals for more information) do not need to apply for readmission and are eligible to continue in the course they were last registered in if they notify the CQP Registrar before the three-year limit for temporary withdrawals.

Candidates in the CQP who:

- have been Terminated (see [Section 2.3](#) Program Suspension or Termination for more information),
- have chosen to permanently withdraw (see [Section 2.4.2](#) Permanent program withdrawals for more information), or
- have exhausted all attempts to pass an examination must apply for readmission and, if readmitted, restart the CQP. All admission requirements in effect at the time of re-application (see [Section 1.1](#) Admission Requirements for more information).

2.6 CQP Reinstatement

Candidates who have been terminated (see [CAIRP Bylaw s.27](#)), may apply to the CAIRP Board of Directors for reinstatement. Where in the opinion of the Board, it is just and equitable or in the best interest of the Association to do so; the Board may by resolution:

- a) terminate the suspension of any member on such terms and conditions as the Board may determine; or
- b) reinstate or readmit as an associate of the Association any person or organization whose membership or associate status has been terminated, on such terms and conditions as the Board may determine.

Candidates who have been terminated, should contact the CAIRP office for reinstatement application information.

2.7 Academic Accommodation

Candidates and students may request academic accommodations in the case of a documented health condition or similar disability that may affect their ability to attempt examinations.

Candidates and students that require accommodation during an examination can apply to the CQP Registrar, Isabelle Gauthier (Isabelle.gauthier@cairp.ca), at least six weeks prior to the examination date. All requests must be accompanied by supporting medical documentation.

All medical documentation must be current, be issued by a qualified professional, outline how your disability/issue affects your ability to take the exam and include a recommendation on the type of accommodation required. The CQP Registrar may require additional documentation.

CAIRP does not guarantee that the accommodation request will be granted.

3 Course Policies

3.1 CQP Course Enrolment

- Each course in the CQP is a pre-requisite to the next course. Candidates cannot enrol in the next course before completing the prior course (including examination, if applicable).
- Candidates must pass all courses before attempting competency-based national insolvency examination (CNIE).
- CQP candidates may enrol and complete CQP courses and the PCIC concurrently.
- Students may enrol and complete the Introduction to Insolvency course without being enrolled in the CQP.

3.2 Course Assignments

- Assignments must be completed in , the IA, PCIC and, IP3 courses and must be submitted to sponsors³ for marking.
- Candidates and students must demonstrate competency in each assignment.
- Should students and candidates would do not demonstrate competency are permitted to resubmit the assignment for marking to their sponsors.

³ PCIC students who do not have a program sponsor, should contact CAIRP for information regarding marking of assessments.

3.3 Eligibility to attempt course examinations

- CQP candidates must complete all course assignments prior to registering for the course examination.
- CQP candidates must be enrolled in the Insolvency Principles, Processes and Practice (IP3) and Applications in Insolvency and CNIE Prep courses a minimum of six months prior to attempting examinations.
- CQP candidates must complete a minimum of 2400 experience hours prior to challenging the final examination – CNIE.
- PCIC students must achieve a pass on all assignments to be eligible to take the examination.
- IA students must achieve a pass on all course assignments to be eligible to take the examination.

3.4 Access to course materials in D2L

- All CAIRP courses are delivered through online platforms. Printable versions of the materials are available to download in PDF format.
- Candidates and students will have access to their course materials and assignments in D2L (Brightspace) until their successful completion of the course examination.
- Seven months following the successful completion of the CNIE, CQP candidates will no longer have access to the materials through D2L.

4. Examination Policies

4.1 Course Examinations

- Candidates and students must successfully complete all examinations to pass the courses/program.
- Candidates and students must comply with the [examination regulations](#).
- Candidates and students will not have access to their examination responses – they remain the property of CAIRP

4.2 Examination Attempts

- Candidates have a maximum of 4 (four) attempts at the Introduction to Insolvency Course exam.
- Candidates will have to [pay a fee](#) for each subsequent attempt after the first 2 attempts. Candidates have a maximum of three (3) attempts at the Insolvency Principles, Processes and Practice and Applications in Insolvency (IP3) course exam and CNIE. Candidates who are unsuccessful after three (3) attempts must reapply to the Program as if they were new applicants.
- Students writing the IA and PCIC do not have a maximum number of attempts at the examinations however are bound by timelines as identified in s.2

4.3 Course Exam Deferrals

- Candidates and students who have completed all course assignments may defer taking their course examination until the next exam offering.

- Deferrals⁴ may be requested from CAIRP and are subject to fees.

4.4 Exam Appeals, Remarks and Feedback

- There are no appeals, remarks for the multiple-choice examinations (⁵Introduction, , IA and PCIC). No exam feedback is available beyond what is provided in the result letters.
- Examinations are the property of CAIRP and will not be shared with candidates, students or sponsors after completion.
- CNIE Appeals:
 - Only unsuccessful CNIE candidates are eligible for an appeal (remark or feedback). Appeal (remark and/or feedback) requests must be made by the [deadline published](#) and are subject to a ⁶fee.
 - Appeal requests do not require any supporting documentation.
 - The results of the appeal board are final. No other appeal will be considered.
- The following process applies to **remarks** requested by candidates who fail the CNIE:
 - A marker's judgment will be accepted in the absence of evidence strongly supporting that their judgment was in error. A change to the candidate's result will be made only if one or more of the following errors occurred:
The Marker
 - i. misapplied the marking guidelines
 - ii. failed to consider a relevant section of the candidate's response (e.g., the markers missed a relevant discussion somewhere in the paper, etc.)
 - iii. exhibited poor application of judgment
- No additional circumstances will be considered (i.e., an explanation surrounding the circumstance of the appeal (remark)). You will only receive the result of the appeal (remark). No additional feedback will be provided.
- The following process applies to **feedback** requested by candidates who fail the CNIE:
 - Feedback on performance for the CNIE will be provided to candidates who fail and request feedback.
 - The feedback report will consist of two parts:
 1. general comments on the overall performance of and feedback on responses to each question.
 2. Individual feedback for each question will not be a detailed review of the candidates' answer but rather will highlight areas of weakness and/or guidance of focus for preparation for a future writing.

⁴ IA students, must attempt the examination within the first two years of their enrolment date, after two years, must pay an exam deferral fee.

⁵ While you cannot appeal the Insolvency Principles, Processes and Practice exam, feedback on your performance by topic is available upon request.

⁶ This fee will be refunded only if the appeal is successful, and the candidate meets the requirements of a competent candidate.

5. Experience Hours

5.1 CQP Experience Hours

- Candidates in the CQP, must complete an experience requirement prior to attempting the CNIE. Specifically, candidates are required to gain 2,400 relevant hours of experience (Experience Hours).
- A relevant hour is defined as work performed in an insolvency context which is not of a clerical or routine nature.
- Candidates must demonstrate that they are significantly involved in the practice of insolvency. Experience hours would normally be obtained in a consecutive period of 24 months and completed within the four-year period in the program. It is however, recognized that there may be exceptions to the consecutive nature of the work experience for such things as: study leave, economic conditions limiting available work in the field, illness, maternity leave, etc. It is suggested that any variance with the norm be communicated with the CQP Registrar.
- Candidates may obtain Experience Hours prior to enrolling in the CQP program provided that the Experience Hours meet the definition of relevant hours and they are obtained in the four-year period prior to challenging the CNIE.
- Candidates must report Experience Hours upon entering the CQP program and then on an annual basis thereafter. Candidates will receive an annual disclosure form in the month of August.
- The disclosure form will assist the candidate in matching Experience Hours to specific competency areas, including the following categories:
 - Insolvency Law & Practice
 - Taxation
 - General Business Law
 - Financing
 - Managing Business Operations
 - Financial Analysis & Reporting
- Candidate Experience Hours must show experience across four of the six competencies areas with significant experience in the area of Insolvency Law & Practice (at least 1,000 Experience Hours).
- Candidates who gain Experience Hours prior to enrolling in the program must have their sponsor sign a declaration verifying the Experience Hours.
- The Experience Hours are to be monitored by the candidate's sponsor and the disclosure form verified and signed by the sponsor.
- The sponsor shall provide a written statement that the candidate has demonstrated through their work experience the necessary pervasive qualities and skills necessary to become a CIRP.
- Candidates will not be allowed to proceed to the CNIE until the experience requirement is satisfied.

5.2 PCIC Experience Hours

- It is strongly recommended that all candidates observe a minimum of 10 counselling sessions of a BIA counsellor or LIT, as a way of gaining practical insights that will complement the course material. Please review the [OSB's Directive](#) on counselling experience at s.10(f) Experience for further details.