



CHARTERED INSOLVENCY AND RESTRUCTURING PROFESSIONAL  
QUALIFICATION PROGRAM



## Information & Registration Package

April 2019

~ aussi disponible en français ~



**CAIRP**  
Rebuilding Success • Rétablir le succès

Canadian Association Of Insolvency And Restructuring Professionals

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### Contact Information

**For additional information on the CQP please contact:**

**Isabelle Gauthier, CQP Registrar**

**277 Wellington Street West, Toronto, ON, M5V 3H2**

**Tel.: 647-560-5450 Fax: 647-695-3149**

**Email: [isabelle.gauthier@cairp.ca](mailto:isabelle.gauthier@cairp.ca)**

## Background Information and Mission

Under the terms of a new Memorandum of Understanding (**MOU**) signed October 8, 2009 by CAIRP and the Office of the Superintendent of Bankruptcy (**OSB**), CAIRP has assumed sole responsibility for the creation, delivery and maintenance of the education program required to become a Chartered Insolvency and Restructuring Professional (**CIRP**), or a provider of insolvency and restructuring services in Canada.

### **The Mission of the CIRP Qualification Program (CQP):**

“To maintain an adaptable and relevant education and qualification program that affords a flexible learning structure to talented individuals seeking to provide professional insolvency and restructuring services.”

### **The Vision of the CQP:**

“To be a world-class insolvency-education provider.”

To achieve this, the CQP must maintain consistent and high standards for the qualification of candidates while providing reasonable access to the program.

In delivering this program, the CQP Committee designs and maintains courses based on the competency profile developed to identify those skills that a newly graduated CIRP should demonstrate. In addition the CQP committee provides standards of qualifications that are fair and transparent; develops efficient, cost effective methods of program delivery and candidate testing; harmonizes the qualification process for insolvency practitioners; and promotes the objective that all licensed insolvency trustees hold the CIRP designation and that all CIRPs hold a licence a trustee.

The CQP is a self-directed program designed to assist candidates in their preparation for the Competency-Based National Insolvency Examination (**CNIE**). It was developed to give CQP candidates a theoretical, technical and practical background in insolvency and restructuring that will complement practical knowledge gained from work experience. The program places the onus to learn on CQP candidates and their sponsors.

### **CQP Committee:**

The CQP Committee consists of five (5) industry representatives plus three (3) ex-officio members (consisting of: i) a representative assigned by the Superintendent of Bankruptcy; ii) the Education Program Director; and, iii) a CAIRP Board of Directors liaison member).

## Course Information and Structure

Candidates in the CQP are required to be articling associates of the Canadian Association of Insolvency and Restructuring Professionals (**CAIRP**). CQP candidates who complete the Program (including the Practical Course of Insolvency Counselling), fulfil the experience requirement, and pass the Competency-Based National Insolvency Exam (**CNIE**), will be eligible to apply for CAIRP membership. Members of CAIRP are designated as Chartered Insolvency and Restructuring Professionals and may display the certification mark “CIRP” after their name.

Completion of the CQP is generally a pre-requisite to receiving an invitation from the Office of the Superintendent of Bankruptcy (**OSB**) to challenge the Oral Board examination for the purpose of obtaining a licence as a Trustee.

## Course Structure

The CQP is a three level program available in both official languages. For those admitted, the Program will include the following courses (for more detail, refer to the chart below):

- The *Introduction to Insolvency Course*, providing an introduction to the profession and allowing candidates to acquire a general understanding of the insolvency and restructuring field
- The *Core Knowledge*, presenting the technical background needed by an insolvency and restructuring professional to work successfully in this field
- The *Applied Knowledge*, an application-based course training candidates to develop and apply the skills required to succeed in their future career and allowing the candidates to reach greater depth of knowledge
- The *Practical Course of Insolvency Counselling (PCIC)*, providing the theoretical foundation of insolvency counselling

Curriculum	Content Themes	Evaluation
<b>Introduction to Insolvency Course</b>	<ul style="list-style-type: none"> <li>• Background material on insolvency, applicable statutes and the profession as a whole</li> <li>• Key Stakeholders: OSB, CAIRP</li> <li>• Risk Management / common issues</li> <li>• Preliminary do's and don'ts</li> <li>• Ethics, conflict and professional conduct issues</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Self-administered exam</li> </ul>
<b>Core Knowledge Course</b>	<p>This course is organized into 4 distinct modules:</p> <ul style="list-style-type: none"> <li>• Bankruptcy</li> <li>• Restructuring Alternatives</li> <li>• Receiverships</li> <li>• Special Topics</li> </ul> <p>Key concepts are introduced in each module but candidates are reminded that these concepts may apply and often do in different kinds of engagements. Key topics include:</p>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Core Knowledge Course Exam (100% multiple choice)</li> <li>• Candidates must be enrolled in the course for a minimum of six months prior to attempting the examination</li> </ul>

Curriculum	Content Themes	Evaluation
	<ul style="list-style-type: none"> <li>• Ethics, conflict and professional conduct issues</li> <li>• Roles and responsibilities of players</li> <li>• Assets &amp; liabilities</li> <li>• Receivership, interim receivers, special appointments, e.g. liquidators</li> <li>• Bankruptcy</li> <li>• Methods of realization</li> <li>• Primary factors affecting insolvency/restructuring options</li> <li>• Proposals under the Bankruptcy and Insolvency Act (BIA), Division I &amp; II</li> <li>• Continuing and monitoring operations</li> <li>• Proceedings under the Companies' Creditors Arrangement Act (CCAA)</li> <li>• Insurance</li> <li>• Income and sales tax issues</li> <li>• Environmental issues</li> <li>• Insolvencies in an international context</li> <li>• Directors' liabilities</li> </ul>	
<b>Applied Knowledge Course</b>	<ul style="list-style-type: none"> <li>• Running an insolvency practice (business plans, marketing, communication, banking, etc.)</li> <li>• Ethics, conflict and professional conduct issues</li> <li>• Public trust and policy</li> <li>• Analysis of restructuring alternatives</li> <li>• Practice Risk Management</li> <li>• Critical Thinking Skill Development</li> <li>• Case Analysis, including access to 8 teaching case studies.</li> </ul>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Increasingly complex case studies</li> <li>• Candidate + sponsor sign off upon completion</li> </ul> <p>Candidates must be enrolled in the course for a minimum of six months prior to attempting the examination</p>
<b>Practical Course in Insolvency Counselling (PCIC)</b>	<ul style="list-style-type: none"> <li>• Personal Insolvency/Bankruptcy under the BIA</li> <li>• Interviewing and Counselling</li> <li>• Elements of Money Management</li> <li>• Money in Context</li> </ul> <p><b>Notes:</b></p> <p>The PCIC may be taken at any time during the candidate's course of study.</p>	<ul style="list-style-type: none"> <li>• Online final exam</li> </ul>

Curriculum	Content Themes	Evaluation
	<p>Candidates must complete the PCIC prior to receiving CIRP certification or a trustee licence.</p> <p>The Office of the Superintendent of Bankruptcy (<b>OSB</b>) requires candidates to be enrolled in, or to have successfully completed, this course before appearing at the Oral Boards.</p>	
<b>CNIE (Competency-Based National Insolvency Exam)</b>	Comprehensive final exam covering material from all three courses (excluding the PCIC)	<ul style="list-style-type: none"> <li>Testing on a combination of knowledge and the ability to analyze and apply skills acquired during the Program</li> </ul>

### Assignments:

As indicated in the table above, each course is broken into a number of modules. Assignments relate to course materials and candidates must complete and submit them to their sponsors for marking. Candidates must obtain a minimum of 60% in each assignment. Should candidates not obtain a minimum of 60% on the assignment, they are permitted to resubmit the assignment for marking to their sponsors.

Unless otherwise instructed, the answers given to assignments should take into consideration the provincial legislation in force in the candidate's province of practice.

## Program Fees and Timing

Stage in Program	Fees	Start Date/End date	Exam Details and Timing
<b>Application</b>	<b>\$300</b>	Applications accepted on an ongoing basis	N/A
<b>Articling Associate</b>	<b>\$400</b>	April 1 – September 1	Annual fee  First payment reduced depending on date application received.
<b>Introduction to Insolvency Course</b>	<b>\$550 (includes self-administered exam fee)</b>	Registrations accepted on an ongoing basis	Self-administered exam can be taken at any time, provided it is completed within 6 months from the date of admission into the CQP
<b>Core Knowledge Course</b>	<b>Course: \$1,450</b> <b>Exam: \$1,000 (to be paid at the time of exam registration)</b>	Must enroll before March 22, 2019 if appearing at the Core Knowledge Exam in September 2019.  The Core Knowledge Exam will only be offered once each year, in the fall.	Three-hour online exam; 120 multiple-choice questions  Must be registered in the course at least 6 months before registering for the exam
<b>Applied Knowledge Course</b>	<b>\$1,300</b>	Must enrol by December 31, 2018 to qualify for the 2019 sitting of the Competency-Based National Insolvency Exam	No exam – candidates who successfully complete the comprehensive case studies and assignment will be eligible to take the CNIE

Stage in Program	Fees	Start Date/End date	Exam Details and Timing
<b>Mini-case assignment</b>	<b>\$75</b>	The mini-case assignment must be submitted by early June (exact date determined annually) to qualify to challenge the CNIE that year.	Essay-type case scenarios. To be completed under 'exam-like conditions'.
<b>Competency-Based National Insolvency Exam (CNIE)</b>	<b>\$1,600</b>	2019 CNIE – October 23 and 24	Two-day exam, four hours per day; a comprehensive final exam covering material from all courses and the body of knowledge.
<b>Insolvency Tutorial Session</b>	<b>\$2,900 plus applicable taxes (includes tuition, meals, and accommodation)</b>	2019 - September 11 - 15	An optional five- to six-day training session offered to assist candidates in preparing to write the Competency-Based National Insolvency Exam.
<b>Practical Course on Insolvency Counselling (PCIC) Members Only</b>	<b>Course: \$600 Exam: \$350 (to be paid at the time of exam registration)</b>		Two annual exam offerings: October 18, 2019 and January, 2020  Two-hour online exam; 75 multiple-choice questions
<b>Practical Course on Insolvency Counselling (PCIC) Non-Members</b>	<b>Course: \$900 Exam: \$350 (to be paid at the time of exam registration)</b>		Two annual exam offerings: October 18, 2019 and January, 2020  Two-hour online exam; 75 multiple-choice questions

All fees are subject to applicable federal and provincial taxes.

**Fees are subject to change at any time.**



## Entrance Requirements

### Background Knowledge:

Candidates who do not have a background in accounting or business studies are recommended to acquire some basic knowledge of these subjects to complement their insolvency education.

The CQP Registrar reviews every application received and determines admission eligibility in accordance with the Memorandum of Understanding with the OSB, dated October 8, 2009.

The CQP Registrar, under the authority of the Memorandum of Understanding, may admit to the program any applicant who:

1. ordinarily resides in Canada;
2. i) holds a Canadian University degree or equivalent;

**OR**

- ii) holds a relevant professional designation recognized in Canada;

**OR**

- iii) is in the final level of a program leading to a professional designation;

**OR**

- iv) has a minimum of five years relevant experience AND has successfully completed a minimum of one accredited course in each of accounting and business law at a post-secondary education level;
3. is of good character and reputation; and
4. has a sponsor\* during participation in the program.

Applicants who want to enquire whether or not they meet the requirements outlined in point 2) above should contact the Registrar for additional information on the application process (see Section G of the CQP Application Form). A full résumé and a completed Sponsor Recommendation Form must accompany the Application Form.

*\*CQP candidates may complete the Introduction to Insolvency Course before they choose a sponsor. However, all candidates are strongly encouraged to have a sponsor as soon as they start the Program so as to optimize their chance of success. At all times during the remainder of the Program, candidates must have a sponsor to direct their studies, mark assignments, act as mentor, and attest to their readiness to be examined. In order to be eligible to sponsor candidates seeking certification, the individual must be a CIRP. For candidates seeking licensing as a Trustee, the sponsor must be a trustee in good standing. A candidate who becomes aware that his or her sponsor has ceased to be in good standing must immediately inform the CQP Registrar of this fact. Ideally, candidates will be employed by their sponsors.*

## Experience Requirement

- Any candidate, who enrolled in the NIQP on or after June 1, 2001, and now 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;
- The candidate must demonstrate that he/she is 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 Registrar.
- The candidate 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;
- The candidate must report Experience Hours upon entering the CQP program and then on an annual basis thereafter. The candidate 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
- The candidate's Experience Hours must show experience across four of the six competencies 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.

## Application Process

Applications to the CIRP Qualification Program are accepted throughout the year.

### Step One

- Please send in the CQP Application Form (and Sponsor Recommendation Form, if applicable) along with a non-refundable application fee to the CQP Registrar at 277 Wellington Street West, Toronto, ON, M5V 3H2.
- Payment may be made by cheque (payable to CAIRP) or credit card (Visa or MasterCard only).
- Please send in the CAIRP Application Form for Articling Associate. (Do not send articling fees at this stage. You will be invoiced for these fees once you have been accepted into the program.)

### Step Two

- Once your application has been approved and you are admitted into the program, you will be invoiced for the following fees:

Annual CAIRP Articling associate fee	<b>\$375</b> (plus applicable taxes)
<b>or</b>	
Annual Administration fee (for OSB staff only)	<b>\$375</b> (plus applicable taxes)
<b>and</b>	
Program fee for Introduction to Insolvency Course	<b>\$500</b> (plus applicable taxes)

The course material will be sent to you via email.

#### Please note:

**All fees are subject to applicable taxes and are subject to change at any time.**

## CQP Application Form

Applications are accepted throughout the year and are to be sent to:

The Registrar, Manager of Education Programs

CIRP Qualification Program

277 Wellington Street West

Toronto, Ontario M5V 3H2

Isabelle.gauthier@cairp.ca

### PLEASE TYPE OR PRINT LEGIBLY AND COMPLETE ALL SECTIONS

#### PAYMENT INFORMATION

A non-refundable application fee must accompany all application forms. The fee is:

**\$ 315.00 in AB, BC MB, NT, NU, SK, YT** (\$300.00 + \$15.00 GST)

**\$ 344.93 in QC** (\$300.00 + \$15.00 GST + \$29.93 QST)

**\$ 339.00 in ON** (\$300.00 + \$39.00 HST)

**\$ 345.00 in NB, NL, NS, PE** (\$300.00 + \$45.00 HST)

Payment can be made by cheque, **payable to CAIRP**, or by Credit card (Visa or MasterCard).

Please complete the following:

**Type of payment:** ☐ Cheque ☐ Credit Card

If paying by Credit Card, please complete the following:

**Type of Credit card:** ☐ Visa ☐ MasterCard **Expiry date:** \_\_\_\_\_

Card holder's name: \_\_\_\_\_ Card number: \_\_\_\_\_

CAIRP tax registration number for GST/HST - 100766393 RT

CAIRP tax registration number for QST - 1013124210

#### SECTION A

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Firm name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail - commercial (work) e-mail address is preferred: \_\_\_\_\_

Language: ☐ English ☐ French Were you ever a member of CAIRP? ☐ Yes ☐ No

Are you currently employed by the Office of the Superintendent of Bankruptcy? ☐ Yes ☐ No

**SECTION B List Degree(s) obtained (must provide proof of all degrees listed):**

Degree	University
1. _____	_____
2. _____	_____

**SECTION C Do you, or will you, hold an accounting or other professional designation which is recognized in Canada?**

	Year received <b>or</b> Date will receive (Day/Month/Year)	Provincial body
<input type="checkbox"/> CPA/CA <input type="checkbox"/> CPA/CGA <input type="checkbox"/> CPA/CMA	_____/_____/____	_____
<input type="checkbox"/> Other _____	_____/_____/____	_____

**SECTION D Applicants with neither degree nor designation, please describe your post-secondary course achievements (Accounting and Business Law courses are required): (must provide proof of all courses listed):**

Course	Institution
1. _____	_____
2. _____	_____
3. _____	_____

**SECTION E Record of Employment (must be completed by all applicants)**

Firm	Position	From	To
_____	_____	_____/____/____ month/year	_____/____/____ month/year
_____	_____	_____/____/____ month/year	_____/____/____ month/year
_____	_____	_____/____/____ month/year	_____/____/____ month/year

**SECTION G**

I, \_\_\_\_\_, wish to be considered for admission to the CIRP Qualification Program, and, under Section 38b of the Memorandum of Understanding, am requesting exemption from the General Entrance Requirements.

☐ My detailed résumé, including relevant education and work experience, is attached, as is my Sponsor Recommendation Form.

## SECTION H Sponsor's Declaration (to be completed by sponsor)

**Note: This Declaration Form is available from the CAIRP website at [www.cairp.ca/candidates-to-the-profession/resources/](http://www.cairp.ca/candidates-to-the-profession/resources/) for candidates who apply to the CQP without a sponsor. Please note that all candidates must have a sponsor before registering for the Core Knowledge course. Sponsors must complete & submit this form prior to the registration deadline date.**

I, the undersigned, hereby certify that I:

- a) ☐ hold a CIRP designation and am a member of CAIRP in good standing and my candidate understands that to apply for licensing as a Licensed Insolvency Trustee Insolvency Trustee, he/she needs to have a Trustee in good standing as a sponsor.
- b) ☐ hold Licensed Insolvency Trustee licence

I have agreed to sponsor \_\_\_\_\_ and he/she ☐ is ☐ is not employed in my office, and if 'yes' has been employed since \_\_\_\_\_ (M/Y).

I assume responsibility for providing practical experience, directing my candidate's studies, marking their assignments, acting as a mentor, and attesting to their readiness to be examined.

I undertake to provide proper supervision and such personal attendances and review of performance and progress as may reasonably be required to ensure compliance with my foregoing responsibility.

I understand that I will receive copies of correspondence between the CQP Committee and the candidate.

I understand that, as a sponsor under a) (see above), should I lose my status as a CIRP in good standing, I will be ineligible to sponsor candidates and I undertake to notify the CQP Registrar immediately.

I understand that, as a sponsor under b) (see above), should I lose my status as a licensed insolvency Trustee in good standing, I will be ineligible to sponsor candidates and I undertake to notify the CQP Registrar immediately.

### CANDIDATE'S AREA OF PRACTICE:

Consumer \_\_\_\_\_ %                      Both \_\_\_\_\_  
Corporate \_\_\_\_\_ %                      N/A \_\_\_\_\_

Date: \_\_\_\_\_ Sponsor's Signature \_\_\_\_\_

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

Sponsor's address: ☐ same as applicant or \_\_\_\_\_  
\_\_\_\_\_

## Declaration of Applicants for Membership to the CIRP Qualification Program

*If you are unable to sign this declaration, please contact the CQP Registrar for assistance with your application.*

I, \_\_\_\_\_ of the city of \_\_\_\_\_, province of \_\_\_\_\_ do solemnly declare that to the best of my information, knowledge and belief:

1. I am ordinarily resident in Canada;
2. I am of good character and reputation;
3. I am not in a state of insolvency as defined in the licensing directive;
4. I have no criminal record;
5. I am in good standing and not subject to any current disciplinary action by any professional organization of which I am a member;
6. I have not resigned from or let my membership lapse in any professional organization, except as a member in good standing.

**Does any of the above require additional disclosure?**

Yes ☐

No ☐

If so, please provide details in a separate attached letter.

**If admitted to the CIRP Qualification Program I agree to:**

1. Pursue my studies with due diligence;
2. Abide by the CQP Program Rules;
3. Give immediate notice to the CQP Registrar of any change of sponsor or employment (i.e. terminated or materially changed); and
4. Give immediate notice to the CQP Registrar if I cease to be a resident of Canada.

I understand that my sponsor will simultaneously receive copies of any or all correspondence between the CQP and myself. I further declare that the foregoing is a true and correct record of my educational background and business experience.

DATED at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Witnessed

Applicant's Signature

## Suspension and Termination of Articling Associate Status

Articling associates are required to renew their status each year. Annual fees are payable in addition to any course fees. The membership year runs from April 1 to March 31. Annual renewal notices are sent out via email at the beginning of April each year. Paper invoices are not issued. **You are responsible for informing CAIRP of any changes to your status or contact information.**

- If your dues are not received within 60 days of the issuance of the annual renewal notice, your articling associate status will be automatically suspended in accordance with article 22.1 of CAIRP's Bylaws and could be subsequently terminated.
- **Please note that this suspension/termination policy also applies if you fail to inform CAIRP of a change to your contact information and we are unable to contact you.**
- If your articling associate status is suspended, a \$500 reinstatement fee will apply in addition to your annual fees.
- If your articling associate status is terminated, you are required to submit an application to be reinstated, which must be approved by the Executive Committee, and the \$500 reinstatement fee will apply in addition to your annual fees.
- If you are planning to voluntarily withdraw from the CQP, please inform the Isabelle Gauthier, CQP Registrar ([isabelle.gauthier@cairp.ca](mailto:isabelle.gauthier@cairp.ca)), as soon as possible so that we can update our records. This may allow you to re-enter the program at a later date without being required to pay the \$500 reinstatement fee or seek approval from the Executive Committee.

I have read and understand this policy.

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Applicant signature:



## Sponsor Recommendation Form

### Evaluation and Recommendation - to be completed for those requesting an exemption from the General Entrance Requirements.

According to Sections 37 and 38b) of the MOU:

**“Entrance Requirements:** applicants to the Program must either:

37. hold a Canadian university degree or equivalent;

hold a relevant professional designation recognized in Canada, being a CA, CMA, CGA (or as such designation may be known from time to time) or LL.B (or similar law degree);

be in the final level of a program leading to such a designation, or

have a minimum of five years relevant experience AND have successfully completed a minimum of one accredited course in each of accounting and business law at a post-secondary education level.

38.b) The CQP Committee is responsible for establishing prior to the Program Commencement Period guidelines for the exercise of discretion in admitting applicants who do not meet the entrance requirements;”

Candidates who possess neither a professional designation nor a relevant university degree are at some disadvantage in the CQP Program. The Program is offered at a post-graduate level. Candidates are expected to be self-directed learners with considerable experience in applying concepts and in writing advanced-level exams.

Our tracking of candidate performance shows that those candidates accepted under Section 38b of the MOU often succeed at the beginning of the Program but experience a lower success rate at the higher level. The CQP Board wishes to convey this information to applicants and their sponsors so that candidates may consider whether they are suitable for the rigors of the Program or would be in a better position to move through the Program by first upgrading their academic credentials, in particular in accounting and business, before making their application.



**Candidate Name:** \_\_\_\_\_  
First Middle Last

**Candidate Instructions:** The candidate is to submit this form to his/her intended sponsor, who must return it directly to the CQP office, in order to maintain confidentiality.

**Sponsor Instructions:** If you are unable to complete all areas, please make a copy of this form and forward to the appropriate evaluator (e.g., academic, personal reference, etc.) Your evaluation will be an important part of the admissions decision. Your comments will be held in complete confidence.

Under what circumstances and for what period of time have you known the candidate?

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Have you ever been a sponsor before? If so, for what period of time? \_\_\_\_\_

## Work Experience

Please complete the following table for all areas in which your candidate has experience:

	<u>Scope of Duties</u>	<u>Period of Time</u>
Face-to-face experience with debtors/bankrupts		
Administering files		
Closing files		
Accounting experience and knowledge		
Knowledge of business and business operations		



Please evaluate your candidate on his/her capacity to succeed in the CQP using the following table:

Please use the space below (attach additional sheets as necessary) to make any comments you may feel are important concerning this candidate. Your comments on this candidate's aptitude for future success as a trustee will be especially appreciated.

[illegible]

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- ☐ I recommend admission.
- ☐ I would recommend admission, with reservations, which I have specified above.

Sponsor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company/Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Sponsor, please return this form directly to:**

Isabelle Gauthier, CQP Registrar, Manager of Education Programs  
CAIRP  
277 Wellington Street West  
Toronto, ON  
M5V 3H2  
E-mail: [isabelle.gauthier@cairp.ca](mailto:isabelle.gauthier@cairp.ca)  
Fax: 647-695-3149



## Application for Admission as an Articling Associate of CAIRP

1. If you meet the admission requirements of the CQP, you are eligible for admission as an Articling Associate of CAIRP.
2. CQP candidates are **REQUIRED** to enroll as articling associates of CAIRP (as per the MOU signed on October 8, 2009).
3. Articling associates of CAIRP must adhere to and comply with the Bylaws, Rules of Professional Conduct and Standards of Professional Practice of the Association.

I, \_\_\_\_\_ hereby apply to become an Articling  
(please print your first, middle and last names clearly)  
Associate of the Canadian Association of Insolvency and Restructuring Professionals.

\_\_\_\_\_  
Date: MM/DD/YYYY

\_\_\_\_\_  
SIGNATURE

### Consent to send commercial electronic messages

From time to time, CAIRP sends its members and associates email communications that might be viewed as commercial in nature. This may include bulletins, news, information, or announcements about events, products, promotions and educational programs that are relevant to CAIRP's activities and the insolvency field. From time to time, these messages may be sent by CAIRP on behalf of third-parties.

- ☐ **Please check this box if you consent to receive electronic messages of this nature from CAIRP**

If at any time you would like to withdraw your consent, you can do so by contacting CAIRP directly at:

**Canadian Association of Insolvency and Restructuring Professionals**  
277 Wellington St. W.  
Toronto, ON M5V 3H2  
T: 647-695-3090  
F: 647-695-3149  
Email: [info@cairp.ca](mailto:info@cairp.ca)

### Please note:

This form is **not applicable to OSB employees**.

**All other applicants** must complete and submit this form along with the CQP Application Form.

All OSB employees will be invoiced for an administration fee which is equivalent to the articling fee paid by other applicants.

You will be invoiced directly by CAIRP as an Articling Associate based on your admission date. Articling fees (Administration fees for OSB employees) must be paid on receiving this invoice. Failure to pay your annual administrative fees within sixty days of the issuance of your annual renewal notice will result in your removal from the CQP and a \$500 reinstatement fee will apply.

## Benefits of CAIRP Membership

Highlights of the benefits of membership include:

1. Advocacy and professional recognition initiatives
2. Continuing education programs (including web-based seminars)
3. Professional growth and recognition opportunities
4. Access to affiliated memberships
5. Tools and support for advertisement and peer interaction
6. Savings and discounts on insurance and publication purchases

Information on the full benefits of CAIRP membership is available here:

<http://www.cairp.ca/insolvency-professionals/joining-cairp/membership-benefits/>

## Trustee Licensing

In addition to working through the CQP Program, including the Practical Course of Insolvency Counselling (PCIC), completing a minimum of 2,400 hours of relevant work experience and passing the Competency-Based National Insolvency Exam, candidates wanting to become licensed Trustees in Bankruptcy must pass the Oral Exam offered by the Office of the Superintendent of Bankruptcy (OSB).

For more details on the Licensing process, please go to the OSB website and read Directive 13R6 on Trustee Licensing.

The URL for Directive 13R6 is as follows:

<http://www.ic.gc.ca/eic/site/bsf-osb.nsf/eng/br03247.html>

## Member Admission Guidelines

To be eligible to become a member of the Canadian Association of Insolvency and Restructuring Professionals (CAIRP), candidates must:

1. complete the CQP Program,
2. pass the Competency-Based National Insolvency Examination,
3. apply to become a member of CAIRP, subject to a final approval by CAIRP's Executive Committee or Board of Directors.

Members of the Canadian Association of Insolvency and Restructuring Professionals (**CAIRP**) are designated as Chartered Insolvency and Restructuring Professionals and may display the certification mark "CIRP" after their name.

Members who wish to use the CIRP certification mark must sign a licence agreement issued by CAIRP.

## Practical Course on Insolvency Counselling (PCIC)

CQP candidates are required to take the PCIC in order to obtain CIRP certification and a Licence as an insolvency trustee. The Office of the Superintendent of Bankruptcy (OSB) requires candidates to be enrolled in or to have successfully completed this course before appearing at the Oral Boards.

Once candidates have been accepted into the CQP, they should enrol in one of the two PCIC sessions offered each year. It is advisable to complete this course early in the Program.

### Background

The PCIC is available through the Canadian Association of Insolvency and Restructuring Professionals (**CAIRP**). It is a distance-education course, developed by a Canada-wide design team.

### Course Description

The course is offered twice per year and consists of modules that cover key concepts and demonstrate how to develop the skills required of a qualified Insolvency Counsellor. Emphasis is placed on the practical application of theoretical knowledge.

The course consists of the following four modules:

1. Personal Insolvency/Bankruptcy under the BIA
2. Interviewing and Counselling
3. Elements of Money Management
4. Money in Context

Candidates should expect to spend 50 to 100 hours on this distance-education course.

Online registration takes place from July 3 to September 30, 2019 for the October 18, 2019 exam and from July 3 to December 18 for the January 16, 2020 exam.

The examination is multiple-choice in format and is offered **online only**. Each candidate receives a results letter from the CQP Registrar, and successful candidates receive a certificate of completion.

### Contact Information

For additional information on the PCIC and to register, please see

<http://www.cairp.ca/insolvency-professionals/additional-industry-courses/insolvency-counsellor-s-qualification-course/>

or contact:

Benjamin Lecointre, Education and Technical Assistant

277 Wellington Street West

Toronto, ON, M5V 3H2

Tel.: 647-695-2371

Fax: 647-695-3149

E-mail: [bemjamin.lecointre@cairp.ca](mailto:bemjamin.lecointre@cairp.ca)