

## **CAIRP MANDATORY PROFESSIONAL DEVELOPMENT (MPD) GUIDELINES**

### **Why MPD is Necessary**

Enforcing a Mandatory Professional Development requirement is a generally accepted, best practice for regulated professions. The requirement helps ensure professional credibility, competency and confidence in both CAIRP as a professional association and its members who have earned the right to hold the professional designation of “CIRP”. CAIRP members have a professional obligation to maintain, refresh and add to the knowledge and skills they apply to serve the public interest of financially challenged individuals and businesses and their creditors.

Accordingly, satisfying CAIRP’s annual MPD requirement is a prerequisite for maintaining membership and using the “CIRP” designation.

A key element of CAIRP’s mission statement is to provide relevant professional development to members. Together, the MPD requirement and delivery of relevant professional development helps support CAIRP’s vision to be Canada’s preeminent association for the education, standards and advocacy of insolvency and restructuring professionals.

CAIRP’s MPD requirements are governed by Section 8 of the CAIRP Bylaws.

### **MPD Requirement**

The minimum MPD requirement for members is 20 hours/year of professional development that develops competencies directly relevant to a member’s professional responsibilities and career growth. Relevant professional development maintains and builds upon the technical and enabling competencies outlined in CAIRP’s CQP Competency Profile. At least 7 hours must be attendance at an *Approved Professional Development Program (Type I)*. The remaining hours may be earned through *Other PD Activities (Type II)*. CAIRP’s experience is that a majority of members significantly exceed the minimum MPD requirement.

#### **I. Approved Professional Development Program (APDP)**

An APDP delivers professional development content that is approved by CAIRP as providing members the opportunity to develop new or existing competencies that are directly relevant to a member’s responsibilities and/or career growth within the insolvency and restructuring profession. Normally an APDP will be delivered in a live seminar or conference experience. The CAIRP Forums, CAIRPEX, Annual Conference, and ARIL are all pre-approved APDPs.

Non-CAIRP events may also qualify as an APDP. However, it is the member’s responsibility to carefully consider the appropriateness of non-CAIRP events to ensure they meet the MPD Requirement for credit as defined in these Guidelines. That is, the event must provide content and delivery that CAIRP deems appropriate for developing competencies that are directly relevant to a member’s professional responsibilities and consistent with the technical and enabling competencies outlined in CAIRP’s CQP Competency Profile. For audit purposes, documentation to verify the professional development session’s content, including a copy of the

session name, length and mode of delivery, and an outline/description, along with payment/invoice and/or confirmation of attendance by the provider or employer (e.g., registration confirmation) should be retained for a minimum of 24 months. *Note: CAIRP does not have the resources to evaluate specific external programs in advance to verify whether they may be approved as an APDP.*

## II. Other PD Activities

Other PD activities provide members the opportunity to learn while contributing to the advancement of the insolvency profession, networking, and/or self-study. Members may claim hour for hour credit for each hour of time actually spent in a PD Activity.

### Special Circumstances

Members who encounter special circumstances that severely limit their ability to meet the MPD requirement may apply for temporary relief. Upon request, exemptions may be approved by the Board if a member was not working for 6 months or more due to such situations as illness, maternity leave/parenting or other extraordinary circumstances.

The following table provides guidance for **QUALIFYING PROFESSIONAL DEVELOPMENT ACTIVITIES:**

TYPE I - APDP	CREDIT	EXPLANATION
Approved Professional Development Program (APDP)	Hour for hour credit for time in attendance at APDP learning events.	A minimum of 7 hours must be completed annually by attending a CAIRP approved, professional development program. (see note above regarding non-CAIRP events).
TYPE II – OTHER PD ACTIVITIES	CREDIT	EXPLANATION
CQP/PCIC course development	Hour for hour credit for actual time spent.	
CQP Exam Board		
CQP Test Marking		
Oral Board Examiner		Includes research and preparation
Speaking engagement at CAIRP or another insolvency related event		
Seminar/course leader/facilitator		

TYPE II – OTHER PD ACTIVITIES CONTINUED	CREDIT	EXPLANATION
`Author of insolvency related articles/ professional papers		
CAIRP committees/task forces		
External committees or task forces		e.g. CQP Board of Directors, government advisory committees
Sponsoring or Mentoring CQP candidate(s)		
In-house employer sponsored PD		
CQP Exam Marking		
PCC Investigators		Investigators appointed by CAIRP's PCC may count hours investigating a case
Self-study		Content must develop new or existing competencies in areas directly relevant to a member's professional responsibilities and career growth e.g. court case decisions, Rebuilding Success, CAIRP Newsletter, Insolvency Insider, etc.