



KNOWLEDGE
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CHARTERED INSOLVENCY AND RESTRUCTURING PROFESSIONAL
QUALIFICATION PROGRAM



Information & Registration Package

January 2020

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CAIRP
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Canadian Association Of Insolvency And Restructuring Professionals

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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
Introduction to Insolvency Course	<ul style="list-style-type: none"> • Background material on insolvency, applicable statutes and the profession as a whole • Key Stakeholders: OSB, CAIRP • Risk Management / common issues • Preliminary do's and don'ts • Ethics, conflict and professional conduct issues 	<ul style="list-style-type: none"> • Assignments • Self-administered exam
Core Knowledge Course	<p>This course is organized into 4 distinct modules:</p> <ul style="list-style-type: none"> • Bankruptcy • Restructuring Alternatives • Receiverships • Special Topics <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"> • Assignments • Core Knowledge Course Exam (100% multiple choice) • Candidates must be enrolled in the course for a minimum of six months prior to attempting the examination

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

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 (OSB) requires candidates to be enrolled in, or to have successfully completed, this course before appearing at the Oral Boards.</p>	
<p>CNIE (Competency- Based National Insolvency Exam)</p>	<p>Comprehensive final exam covering material from all three courses (excluding the PCIC)</p>	<ul style="list-style-type: none"> • Testing on a combination of knowledge and the ability to analyze and apply skills acquired during the Program

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
Application	\$300	Applications accepted on an ongoing basis	N/A
Articling Associate	\$400	April 1 – September 1	Annual fee First payment reduced depending on date application received.
Introduction to Insolvency Course	\$550 (includes self-administered exam fee)	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
Core Knowledge Course	Course: \$1,450 Exam: \$1,000 (to be paid at the time of exam registration)	Must enroll before April 8, 2020 if appearing at the Core Knowledge Exam in October 2020. 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
Applied Knowledge Course	\$1,300	Must enrol by December 31, 2019 to qualify for the 2020 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

Mini-case assignment	\$75	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'.
Competency-Based National Insolvency Exam (CNIE)	\$1,600	2020 CNIE – November 18 and 19	Two-day exam, four hours per day; a comprehensive final exam covering material from all courses and the body of knowledge.
Insolvency Tutorial Session	\$2,900 plus applicable taxes (includes tuition, meals, and accommodation)	2020 - September 10 - 14	An optional five- to six-day training session offered to assist candidates in preparing to write the Competency-Based National Insolvency Exam.
Practical Course on Insolvency Counselling (PCIC) Members Only	Course: \$600 Exam: \$350 (to be paid at the time of exam registration)		Two annual exam offerings: June 18, 2020 and February 4, 2021 Two-hour online exam; 75 multiple-choice questions
Practical Course on Insolvency Counselling (PCIC) Non-Members	Course: \$900 Exam: \$350 (to be paid at the time of exam registration)		Two annual exam offerings: June 18, 2020 and February 4, 2021 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 complete the CQP Application online here: <https://cairp.ca/registration.html>.
- 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.. 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	\$375 (plus applicable taxes)
or	
Annual Administration fee (for OSB staff only)	\$375 (plus applicable taxes)
and	
Program fee for Introduction to Insolvency Course	\$500 (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.

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), 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.

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 course registrations are accepted throughout the year. Online exam registration deadline is May 22, 2020 for the June 18, 2020 exam and January 4, 2021 for the February 4, 2021 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:

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