INSOLVENCY ADMINISTRATION
Requirements for Admission

The Insolvency Administration (IA) course is a nineteen-lesson correspondence course provided by the Canadian Association of Insolvency and Restructuring Professionals. The course deals with insolvency matters from an administrative perspective.

The course was developed by and is owned solely by the Canadian Association of Insolvency and Restructuring Professionals (CAIRP). The members of the Association developed the course to help educate their staff who fulfill the function of **estate administration.**

As such, admission is restricted to those persons who fall under one of the three following categories:

1. Employee of a Member of the Association;

2. Selected employees of the Canada Revenue Agency, Insolvency Unit[1];

3. Employees of the Office of the Superintendent of Bankruptcy who are sponsored by a Licensed Insolvency Trustee.

In the first case, the Member must sign a declaration that the individual is directly employed in their office in the role of estate administration and is *not* the employee of a third-party company or contracted credit-counselling firm*.* This course is *not* open to the general public and therefore persons in the latter case are not eligible to take this course.

There is no educational pre-requisite for the IA course nor is there a work-experience requirement although applicants may find it more useful to take the course after having worked for several months in an insolvency practice.

This course is not related to the *Insolvency Counsellor's Qualification Course* or ICQC (offered through the CQP) for qualifying persons to do insolvency counselling. Please note that nothing in the IA course rules prevents qualified applicants from taking both courses simultaneously if their sponsor approves.

Successful candidates of the Insolvency Administration Course receive a Certificate of Completion, but are not formally "certified" by the Association in any way.

---

[1] CRA employees should contact Mirela Monga at mirela.monga@cairp.ca to obtain a customized application form.