



CHARTERED INSOLVENCY AND RESTRUCTURING PROFESSIONAL
QUALIFICATION PROGRAM



Insolvency Counsellor's Qualification Course

2018-2019

for CQP candidates and those who counsel debtors
in Licensed Insolvency Trustees' offices

Offered by the Canadian Association of Insolvency and Restructuring Professionals
(CAIRP)

ONLINE REGISTRATION
<http://advance.captus.com/cairp/icqc>



Canadian Association Of Insolvency And Restructuring Professionals

ICQC Course Schedule for 2018-2019

Schedule for January Exam:

Registration (full payment due upon registration)	July 24 – October 19, 2018
<u>REGISTRATION DEADLINE</u> <u>(for Candidates and Presiding Officers)</u>	<u>October 19, 2018</u>
Distribution of Course Materials	July - October 2018
Exam Confirmation Form Due (available online after successful registration)	November 9, 2018
Presiding Officer's Agreement to Preside and Confidentiality Statement Due	November 9, 2018
Deadline for Changes to Presiding Officer Information	November 23, 2018
<u>ICQC Exam</u>	<u>January 17, 2019</u>

Course Description

Background

The Insolvency Counsellor's Qualification Course (ICQC) is available in English and French through the CIRP Qualification Program (CQP) and the Canadian Association of Insolvency and Restructuring Professionals (CAIRP).

Only qualified Insolvency Counsellors are permitted to counsel under the *Bankruptcy and Insolvency Act* (BIA). The ICQC provides the theoretical foundation for insolvency counselling and is one of the requirements for becoming a qualified counsellor under the BIA. All requirements are listed in the section "Becoming a Qualified Counsellor" located at the end of this brochure.

Course Structure

This online course for CQP candidates and those who provide BIA counselling to bankrupts and debtors provides the basic knowledge required by a competent Insolvency Counsellor. Course topics, identified by insolvency stakeholders (Licensed Insolvency Trustees, creditors, counsellors and educators), are arranged into four modules:

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

Each module contains an introduction and overview, case examples, presentation of key concepts and skills, review sections, a self-test and further reference material. Emphasis is placed on the practical application of theoretical knowledge. Candidates work through the material at their own pace in preparation for the final examination.

National Examination – Thursday, January 17, 2019 The 2-hour exam consists of 75 multiple-choice, scenario-based questions and is completed online under the supervision of a Presiding Officer approved by the Registrar (see “Presiding Officer” section on page 4). The candidate is responsible for setting up his or her own exam centre. The pass mark is 60%, and the CQP Registrar will issue results within a few weeks of the exam. Certificates signed by the CQP Committee Chair will be sent to all successful candidates.

Entrance Requirements

Education/Experience

To be eligible to enrol in the ICQC, candidates must meet either requirement A **or** B.

- A. High School diploma and 5 years of related work experience
or 2 years of post-secondary education

OR

- B. Enrolment in the CQP

Other Requirements

All candidates are required to have:

- an Internet connection to obtain course materials and other important communication;
- access at his or her workplace to a suitable site for taking the online National Exam and
- the commitment of an eligible Presiding Officer to monitor the exam (see Presiding Officer section below).

It is strongly recommended that all candidates spend 15 to 30 hours observing a qualified counsellor in the role of counselling debtors, as a way of gaining practical insights that will complement the course material.

Presiding Officer (PO)

Each candidate registered for the course must obtain the agreement of a Licensed Insolvency Trustee, qualified Insolvency Counsellor or other professional (eg. accountant, lawyer, etc.), who will not be taking the course in the future and is not a family member, to supervise the candidate’s online examination at his or her workplace and ensure that protocols are observed and confidentiality is maintained. In general, the PO should be prepared to:

- receive and keep exam-related documents confidential until the exam date;
- be present on the exam day for 2 to 3 hours to supervise the exam;



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ICQC Information Package - 2018/2019 4

- return all exam-related documents to the CQP office, signed as necessary, including an Agreement to Preside and Confidentiality Statement and, after the exam, a Report of Candidate(s) Writing; and
- inform the candidate and CQP Office immediately if he or she is unable to fulfill the Presiding Officer duties **and** find a suitable substitute by the deadline (see Course Schedule on page 2).

Presiding Officer Online Registration

POs must register online at <http://advance.captus.com/cairp/icqc>. Once their application has been accepted, POs must read the Presiding Officer Exam Information Package, available at [CAIRP website](#), and sign the attached Agreement to Preside and Confidentiality Statement. This form must be returned to the CQP office by the deadline in the Course Schedule (see page 2).



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Registration Instructions

To register, visit <http://advance.captus.com/cairp/icqc>

Note: REGISTRATION IS ONLINE ONLY.

REGISTRATION DEADLINES: OCTOBER 19, 2019 (FOR THE JANUARY 17, 2019 EXAM)

Step 1: Online Registration Form

- Complete and submit the online Registration Form at the website listed above.
- You will need your VISA or MasterCard number and expiry date for payment of the required fee (see chart on page 6).
- Captus Press Inc., the company that provides Internet services for CAIRP's courses, will send an automatic e-mail acknowledging that your registration has been received.

Step 2: Status Notification and Confirmation Code

- Within 10 business days, Captus will send you notification of your status via e-mail.
- If you are accepted into the course, Captus will process your fee payment. Your Confirmation Code and the directions to obtain your Username and Password will be included in the notification email (although you will only be able to retrieve your Username and Password once your payment has been processed).
- If we need more information or your application is rejected, the CQP Office will contact you to clarify the situation.

Step 3: Receipt, Username and Password

- After Captus processes your payment, Captus will e-mail you a link to retrieve your receipt.
- You will then be able to obtain your Username and Password for the **ICQC Portal (a password protected website for candidates only)**.

Step 4: Access to the ICQC Portal (<http://advance.captus.com/cairp/icqcprep>)

- Keep your Username and Password in a safe place - you will need them each time you log in to the **ICQC Portal**. Important information regarding the exam will be posted on the ICQC Portal.
- You must set up your own "alert notification" on the **ICQC Portal** the first time you log in. Instructions on setting up your "alerts" will appear in the first announcement on the **ICQC Portal**.

The course materials will be available for downloading from the ICQC Portal.

Step 5: Exam Confirmation Form

Download the Exam Confirmation Form from the **ICQC Portal**, complete and send it by fax or e-mail to the CQP office **by November 9, 2018** for the January exam.

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Registration Instructions - Continued

Step 6: Presiding Officer Online Registration

- Presiding Officers (PO) must register **by October 19, 2018** for the January 2019 exam.
- Have your PO **register** online at <https://secure.captus.com/cairp/icqc/preside.aspx>.
- Once the application has been accepted, the PO must **read** the Presiding Officer Exam Information Package, available at [CAIRP website](#), and **sign** the attached Agreement to Preside and Confidentiality Statement. This form must be **returned** to the CQP office **by November 9, 2018** for the January exam.

Fee Schedule

<u>FEES – Due at time of registration</u>	
Regular fee for first-time candidates directly employed at a CAIRP member firm	\$850.00 + applicable taxes
AB, BC, SK, MB, NT, NU, YU QC ON NB, NL, NS, PE	\$892.50 (\$850.00 + GST \$42.50) \$977.29 (\$850.00 + GST \$42.50 + QST \$84.79) \$960.50 (\$850.00 + HST \$110.50) \$977.50 (\$850.00 + HST \$127.50)
Regular fee for first-time candidates not employed at a CAIRP member firm	\$1350.00 + applicable taxes
AB, BC, SK, MB, NT, NU, YU QC ON NB, NL, NS, PE	\$1417.50 (\$1350.00 + GST \$67.50) \$1552.16 (\$1350.00 + GST \$67.50 + QST \$134.66) \$1525.50 (\$1350.00 + HST \$175.50) \$1552.50 (\$1350.00 + HST \$202.50)
Hard copy of course materials (optional) AB, BC, SK, MB, NT, NU, YU QC ON NB, NL, NS, PE	\$125.00 + applicable taxes \$131.25 (\$125.00 + GST \$6.25) \$143.72 (\$125.00 + GST \$6.25 + QST \$12.47) \$141.25 (\$125.00 + HST \$16.25) \$143.75 (\$125.00 + HST \$18.75)
Exam Retake fees Previous candidates only AB, BC, SK, MB, NT, NU, YU QC ON NB, NL, NS, PE	\$350.00 + applicable taxes \$367.50 (\$350.00 + GST \$17.50) \$402.41 (\$350.00 + GST \$17.50 + QST \$34.91) \$395.50 (\$350.00 + HST \$45.50) \$402.50 (\$350.00 + HST \$52.50)
Exam Deferral	No charge

Exam Deferral and Retakes

January 17 2019 will be the last offering of the ICQC examination. Candidates not writing this last offering for any reason will be required to enroll in the new Practical Course for Insolvency Counselors (PCIC) scheduled to launch in March 2019. Please consult the [CAIRP website](#) regularly for updated information.

Candidates who remain inactive for three (3) or more successive education program years will be required to reapply in accordance with the program rules as if they were new applicants, as per section 43 of the Memorandum of Understanding with the Office of the Superintendent of Bankruptcy.

Refund Policy

Any candidate requesting course cancellation **MUST** submit a request in writing to the CQP Office. Refunds will be issued according to the schedule below, with the date of receipt (not date of request) determining the amount of refund. This notice may be faxed to meet the deadline but the original must be received, along with a witnessed statement that all course materials issued have been deleted and/or shredded and not provided to others. Refund requests for exam retakes or deferred exams will not be granted (fees paid will be applied to a subsequent exam attempt). For details, please contact katrina.tsoulis@cairp.ca.

Refund Schedule for January Exam:

Cancellation by:	Refundable amount:
November 9, 2018	Full amount minus \$100 (plus taxes) processing fee
December 3, 2018 – final refund date	50% of total
After December 3, 2018	No refund

Contact Information

For additional information please contact the **CQP office** at:



CAIRP
277 Wellington Street West
Toronto, ON
M5V 3H2



Tel: 416-204-3439 (Katie Tsoulis)



Fax: 416-204-3410



www.cairp.ca
E-mail: Katrina.Tsoulis@cairp.ca

Becoming a Qualified Counsellor

To become a qualified Insolvency Counsellor, the candidate must:

1. Successfully complete the Insolvency Counsellor's Qualification Course examination by achieving a 60% passing mark.
2. Perform 100 hours of counselling under the direct supervision of a qualified Insolvency Counsellor(s).
3. Demonstrate one year of experience in counselling.

Once the ICQC has been successfully completed, individuals should contact the OSB in their region in order to request information on how to be recognized as a qualified BIA Insolvency Counsellor. This involves submitting to the Regional Director proof of having passed the ICQC examination and proper documentation of your counselling experience.

Please visit the "Contact Us" section at the website: www.ic.gc.ca to inquire about the contact information of your Regional Director.

Notes

ICQC Candidate's Checklist for Registration and Exam Confirmation

- I have completed and submitted the online Registration Form by the deadline.
- I have received an e-mail from Captus (within approx. 10 days of registering) notifying me of my status (accepted or rejected). This e-mail contains my Confirmation Code and directions on how to obtain my Username and Password for the **ICQC Portal**.
Note: Please check your Junk/Spam mail if this e-mail seems to be missing.
- I have received another e-mail from Captus (within approx. 10 days of status notification) advising me that my payment has been processed. This e-mail contains a link to my invoice/receipt.
Note: Please check your Junk/Spam mail if this e-mail seems to be missing.
- I have followed the directions in Captus' first e-mail and retrieved my Username and Password for the **ICQC Portal**.
- I have logged on to the **ICQC Portal** at <http://advance.captus.com/cairp/icqcprep> and set up my alerts (instructions on how to set up alerts are available in the welcome message on the Portal).
- I have downloaded the course materials from the Portal.
- I have downloaded the Exam Confirmation Form from the Portal, signed and returned it by fax or e-mail to the CQP office by November 9, 2018 for the January exam.
- My Presiding Officer has registered online.
- My Presiding Officer **has read** the Presiding Officer Exam Information Package, **signed** the attached Agreement to Preside and Confidentiality Statement and **returned** the form to the CQP office by the deadline.

~ Le cours de qualification pour les conseillers en insolvabilité est aussi disponible en français ~