



KNOWLEDGE  
SKILL  
COMPETENCY

CHARTERED INSOLVENCY AND RESTRUCTURING PROFESSIONAL  
QUALIFICATION PROGRAM



## Program Rules

January 2019

~ aussi disponible en français ~

## Important Dates

<b>December 31, 2018</b>	Deadline to enroll in the Applied Knowledge Course to write the 2019 CNIE
<b>January 17, 2019</b>	ICQC Exam (FINAL OFFERING FOR THIS COURSE)
<b>March 22, 2019</b>	Deadline to enroll in the Core Knowledge course to write the Core Knowledge Course Exam in September 2019
<b>April 18, 2019</b>	Insolvency Administration course exam (1 <sup>st</sup> session)
<b>April 26, 2019</b>	Deadline to submit the Applied Knowledge course assignments marks to write the CNIE in October 2019
<b>April 29, 2019</b>	CAIRP Insolvency and Restructuring Forum - Montréal
<b>May 6, 2019</b>	CAIRP Insolvency and Restructuring Forum – Halifax
<b>May 9, 2019</b>	CAIRP Insolvency and Restructuring Forum - Edmonton
<b>May 14, 2019</b>	CAIRP Insolvency and Restructuring Forum - Vancouver
<b>May 16, 2019</b>	CAIRP Insolvency and Restructuring Forum - Winnipeg
<b>July 1, 2019</b>	PCIC Registration Begins (1 <sup>st</sup> Session)
<b>August 13 to 15, 2019</b>	CAIRP Annual Conference – QUEBEC CITY
<b>August 19, 2019</b>	Assignment marks submission deadline, for candidates writing the Core Knowledge Exam in September 2019
<b>September 11 to 15, 2019</b>	2019 CNIE Insolvency Tutorial Session
<b>September 19<sup>TH</sup></b>	Core Knowledge Exam
<b>September 26, 2019</b>	CAIRP Insolvency and Restructuring Exchange
<b>October 11, 2019</b>	Insolvency Administration course exam (2 <sup>nd</sup> session)
<b>October 18, 2019</b>	PCIC exam (1 <sup>st</sup> session)
<b>October 23 and 24, 2019</b>	2019 Competency-Based National Insolvency Exam (CNIE)
<b>January 2020</b>	PCIC exam (2 <sup>nd</sup> session)

The Program Rules are available on the CAIRP website at:

<http://www.cairp.ca/candidates-to-the-profession/resources/>

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## CQP Background

The purpose of the Chartered Insolvency and Restructuring Professional (CIRP) Qualification Program (**CQP** or **Program**) is 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 Program places the onus to learn on candidates and their sponsors.

The CQP is a self-study program. Candidates in the CQP are required to be articling associates in good standing of the Canadian Association of Insolvency and Restructuring Professionals (**CAIRP**). CQP candidates who complete the Program, including the Practical Course of Insolvency Counselling (**PCIC**), fulfill the experience requirement and pass the Competency-Based National Insolvency Examination (**CNIE**) are immediately 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 upon signing a license agreement with the Association.

In addition, successful completion of the Program is a prerequisite to the trustee licensing process of the Office of the Superintendent of Bankruptcy (**OSB**).

## Admission to the CQP

- Only CQP candidates are eligible to complete courses in the Program.
- Every application is reviewed to determine admission eligibility in accordance with the October 2009 Memorandum of Understanding between CAIRP and the Superintendent of Bankruptcy that states that “*applicants to the Program must either:*”
  - a) *hold a Canadian university degree or equivalent<sup>1</sup>;*
  - b) *hold a relevant professional designation recognized in Canada, being a CA/CPA, CMA, CGA (or as such designation may be known from time to time) or LL.B (or similar law degree);*
  - c) *be in the final level of a program leading to such a designation, or*
  - d) *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*

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<sup>1</sup> Candidates who do not have any exposure to accounting and business law are strongly encouraged to take these courses these prior to commencing the Program.

- e) *All CQP candidates (except Superintendent staff<sup>2</sup>) must enrol as articling members of CAIRP. 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”*
- *Applicants requesting exemption from the General Entrance Requirements may contact the CQP Registrar for details.*
  - The CQP Registrar will review and accept applications on a continuous enrolment basis.

## Approval of Application and Distribution of Course Material

- Once the application is approved, an invoice is sent to the candidate for articling associate and program fees for the Introductory Course.
- On receipt of these fees, course material will be made available on our learning platform D2L.
- Candidates are requested to allow at least two weeks for processing of course material.

The Core Knowledge Course and Applied Knowledge Course are offered online. Candidates will receive access to our learning platform D2L with links to relevant and helpful documents and websites, as well as assignments for downloading.

## Course Structure

### CIRP Qualification Program

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

- The *Introduction to Insolvency Course*, providing an overview of the profession and allowing candidates to acquire a general understanding of the insolvency and restructuring field;
- The *Core Knowledge Course*, presenting the technical background needed by an insolvency and restructuring professional to practice; and
- The *Applied Knowledge Course*, an application-based course training candidate to develop and apply the skills required to succeed in their future career as an Insolvency and Restructuring Professional; and
- In addition, candidates will need to successfully complete the *Insolvency Counsellor’s Qualification Course*, which provides the theoretical foundation of insolvency counselling.

<sup>2</sup> Considering that Superintendent staff cannot become members of CAIRP, they shall be exempt from this specific entrance requirement. Superintendent staff will be charged an administration fee equivalent to CAIRP’s articling associate fee and will receive CAIRP’s mailings.

Curriculum	Content Themes	Evaluation
<p><b>Introduction to Insolvency Course</b></p>	<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>
<p><b>Core Knowledge Course</b></p>	<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>• 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> </ul>	<ul style="list-style-type: none"> <li>• Assignments</li> <li>• Core Knowledge / Intermediate 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>

	<ul style="list-style-type: none"> <li>• Directors' liabilities</li> </ul>	
<p><b>Applied Knowledge Course</b></p>	<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> <li>• Candidates must be enrolled in the course for a minimum of six months prior to attempting the examination</li> </ul>
<p><b>Practical Course in Insolvency Counselling (PCIC)</b></p>	<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> <p>Candidates must complete the PCIC prior to receiving CIRP certification or a trustee license.</p> <p>The OSB requires candidates to be enrolled in or to have successfully completed this course before appearing at the Oral Boards</p>	<ul style="list-style-type: none"> <li>• Online final exam</li> </ul>
<p><b>CNIE (Competency-Based National Insolvency Exam)</b></p>	<ul style="list-style-type: none"> <li>• Comprehensive final exam covering material from all three courses (excluding the PCIC)</li> </ul> <p><b>Notes:</b></p> <p>As of January 2017, all candidates will be restricted to three attempts at the examination.</p>	<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>

- In order to complete the Program successfully, candidates must achieve a pass in all courses and assignments.
- As of January 2017, all candidates in the program will be restricted to 3 attempts at the Competency-based National Insolvency Examination.
- The courses are designed to build on one another; therefore, each course is a prerequisite to the next. The only exception is the PCIC, which may be taken at any time during the candidate's course of study.
- Candidates must complete the PCIC prior to receiving CIRP certification or a trustee license.
- Any candidate may receive course material in the other official language at no extra charge.
- There is no time limitation for candidates to complete the Program, however candidates who remain inactive for three or more consecutive years will be required to reapply as if they were new applicants, unless a deferral is requested.

## Course Enrolment Deadlines

- The deadline to enroll for the Introduction to Insolvency Course is 6 months from the date of admission into the CQP.
- The deadline to enroll in the Core Knowledge course is March 22, 2019 if appearing at the Core Knowledge Exam September 2019.
- The deadline to enroll in the Applied Knowledge course is December 31, 2018 if appearing at the CNIE in October 2019.

The Core Knowledge Exam is only offered once each year, in the fall.

\* **Core Knowledge Course:** Actual experience with bankruptcy and receivership files is recommended as preparation for this course.

## Assignments

- There are assignments that must be completed in all courses and submitted to 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.
- While the time to complete each assignment will vary, candidates should anticipate spending approximately between 100-200 hours per course on the assignments.



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

## Submission of Assignment Marks

- Each sponsor must complete a Report of Course Assignment Results Form for each CQP candidate showing the marks obtained on each assignment and must sign the declaration on this form that states that he/she *"is satisfied that the CQP candidate is prepared to write the examination"*.
- This form must be submitted to the CQP Registrar by the due dates set out below in order for candidates to be eligible to write the course exams.

**Introduction to Insolvency Course:** Assignments and exam within 6 months of the date of commencement of the Introduction to Insolvency Course.

**Core Knowledge Course:** By August 19, 2019, if taking the Core Knowledge exam September 2019. Assignment marks are due one month prior to the date of the exam.

**Applied Knowledge Course:** Assignment marks are due by April 26, 2019 if writing the CNIE in October 2019.

## Examination Process

### Introductory Course Exam

#### Eligibility

To be eligible to write the self-administered exam for the Introduction to Insolvency Course, the CQP candidate must:

- obtain a minimum of 60% in each of the assignments;
- Submit the final assignment marks to the CQP Registrar on the Report of Course Assignment Results Form.

#### Details

- There is no required date or time at which to write this exam. However, candidates are required to complete the course within 6 months of enrolment in the Introduction to Insolvency Course.
- Candidates write the exam at their own pace, in their own environment.

## Exam Format

- The exam is open-book and is made up of multiple-choice questions and short-answer questions.
- The passing mark for this exam is 75%.

## Core Knowledge Exam

### Eligibility

To be eligible to take the Core Knowledge Exam, the CQP candidate must:

- obtain a minimum of 60% in each assignment;
- submit the final assignment marks to the CQP Registrar on the Report of Course Assignment Results Form. The sponsor is required to complete and sign this form attesting to the exam-readiness of the candidate.
- Candidates must be enrolled in the course for a minimum of six months prior to attempting the examination.

### Details

- Candidates are required to complete an Exam Confirmation Form to confirm their intention to take or defer the exam. This form will be sent out to all candidates one month prior to the exam.
- All confirmed candidates will receive a detailed exam package specifying the date and time of the exam closer to the exam date.
- The exam will be invigilated by approved Presiding Officers in a secure, formal setting and under Exam Rules. No access to reference material or discussion is permitted during the examination period.
- The Core Knowledge Exam is scheduled on specific dates and has a set start and finish time, not to exceed four hours.

### Exam Format

- The Core Knowledge Exam is designed to test the candidate's knowledge of the content of the course material as well as ability to apply that knowledge.
- The Core Knowledge Exam consists entirely (100%) of multiple-choice questions and will be taken online.

- Unless otherwise advised, candidates will be examined on legislation (federal or provincial) in force as of January 1 of the year of writing the exam.
- Candidates who do not pass the Core Knowledge Exam can retake it at the next exam session by paying the exam fee (no other program fee is required).

## Applied Knowledge Exam

There is no exam for the Applied Knowledge Course.

- To be eligible to write the Competency-Based National Insolvency Examination (CNIE), candidates must submit the final assignment marks to the CQP Registrar on the Report of Course Assignment Results Form. The sponsor is required to complete and sign this form attesting to the exam-readiness of the candidate.
- While there is no separate course exam for the Applied Knowledge Course, the material will be tested on the CNIE.
- Candidates must be enrolled in the course for a minimum of six months prior to attempting the examination.

## Competency-Based National Insolvency Examination (CNIE)

### Eligibility

- Upon completion of all the courses of the Program<sup>3</sup> and fulfillment of the experience requirement of 2,400 hours, candidates are eligible to write the CNIE.

### Details

- The CNIE is offered once a year in the fall.
- Eligible candidates will be sent information regarding the dates and time of the CNIE in June.
- All confirmed candidates will receive a detailed exam package in the fall.
- The exams are invigilated outside of the candidate's offices in a formal setting and under Exam Rules. No reference material or discussion is permitted during the examination period.
- The CNIE consists of two five-hour examinations. Exams are scheduled on specific dates and have a set start and finish time, not to exceed five hours on each day.

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<sup>3</sup> The PCIC must be completed before the CIRP designation is granted by CAIRP and before the Licensed insolvency Trustee License is awarded by the OSB.

## Exam Format

- The CNIE is a comprehensive competency-based exam and tests material from the Introductory, Core Knowledge, Applied Knowledge courses and materials outlined in the Body of Knowledge.
- Exams may consist of short answer, multi-subject and case study type questions.
- Unless otherwise advised, candidates will be examined on legislation (federal or provincial) in force as of January 1 of the year of writing the exam.
- To demonstrate competency for the exam as a whole, a candidate needs to:
  - Demonstrate competency in “E” (insolvency law)
  - Demonstrate competency on average over the 8 competencies being assessed.
- Candidates who do not pass the CNIE can retake it at the next exam session by paying the exam fee (no other program fee is required).

## Exam Deferral

### Introduction to Insolvency Course

- Candidates must complete the self-test within 6 months of their date of commencement of the Introduction to Insolvency Course. No deferral is permitted.

### Core Knowledge Course Exam

- Candidates requesting deferral of the Core Knowledge Exam (CKE) held in September will be required to indicate their intention to defer in writing on the Exam Confirmation Form. Candidates will then be scheduled to take the CKE at the next session.
- Exam fees will be charged when registering for an exam.
- If the candidate is a “No Show” at an exam or fails the exam, the candidate will be subject to an examination fee at the next session.
- Updates to the course material will be provided without additional charge.

## CNIE

- Candidates are required to write the CNIE as soon as they feel prepared. Candidates will be invited to register for the exam once they have successfully completed the Applied Knowledge Course. Candidates are required to indicate their intention to defer the CNIE on the CNIE Application Form by the deadline date.

- If candidates are a “No Show” at the exam or fail an exam, they will be subject to an examination fee at the next session.

### Appeal Process for the Core Knowledge and PCIC Exams

- Please note that for the Core Knowledge Exam and the PCIC, there will be no appeals allowed, for these multiple choice online exams.

### Insolvency Tutorial Session

- The purpose of the Insolvency Tutorial Session is to assist candidates in their preparation for the Competency-Based National Insolvency Examination.
- It is normally held in September every year, approximately one month prior to the CNIE. In 2019, it will be held from September 11 to 15.

## Sponsorship

### Requirements

- CQP candidates may complete the Introduction to Insolvency Course before they must have 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.
- The responsibility lies with the candidate to find a sponsor.
- Individuals who are CIRPs in good standing are eligible to sponsor candidates seeking certification
- For candidates seeking licensing as a Trustee, the sponsor must be a Trustee in good standing.
- If possible, sponsors will employ their candidates.
- If a sponsor ceases to be in good standing, the candidate is suspended thirty (30) days after this event and remains suspended until the sponsor regains his or her good standing or the candidate obtains another qualified sponsor. In such cases:
  - the sponsor must immediately inform the CQP Registrar upon becoming ineligible to sponsor candidates. Grounds for not being in good standing include but are not limited to resigning as a member of CAIRP, suspension or revocation of one’s licence as a trustee, being placed under conservatory measures as a licensed trustee, failing to

maintain the privilege to display the CIRP certification mark, for whatever reason, being sanctioned or accepting a sanction by any professional body or becoming insolvent;

- candidates who become aware that their sponsor has ceased to be in good standing, or has been sanctioned by any professional body, must immediately inform the CQP Registrar of this fact;
- the CQP Committee has the discretion to allow candidates, suspended as a result of their sponsor's ineligibility, to continue in the Program, subject to any conditions the CQP Committee sees fit to impose; and
- Candidates who change sponsors must submit a new Sponsor Declaration Form to the CQP Registrar.

## Sponsor's Role and Responsibilities

- All sponsors will be responsible for:
  - a) approving and signing the Sponsor Declaration Form either at the time of application to the CQP or prior to registration for the Core Knowledge Course;
  - b) marking assignments and providing guidance to the candidate;
  - c) receiving and keeping confidential the solutions to assignments;
  - d) submitting assignment marks to the CQP Registrar; and
  - e) assessing candidates' readiness to write the course examinations and the CNIE and informing candidates and the CQP Registrar accordingly.
- Sponsors who employ their candidates will further be responsible for:
  - a) providing CQP candidates sufficient work experience in insolvency and restructuring at each level of the CQP; and
  - b) monitoring and discussing the candidates' progress with them.

Please refer to the Sponsor's Manual for details on the role of the sponsor. The manual is available from the CAIRP website at: <https://cairp.ca/candidates-to-the-profession/resources/information-for-sponsors/Administrative Process for Sponsors and Candidates>

- Sponsorship forms will be sent annually to request a sponsor's signature supporting the CQP candidate's involvement and eligibility to continue in the Program.
- Sponsors will simultaneously receive copies of any or all correspondence between the CQP Registrar and the CQP candidate.

- Only registered sponsors will receive solutions for assignments. These will be sent directly on request.
- CQP candidates will submit their assignments directly to their sponsors for marking. Together, CQP candidates and sponsors are responsible for adhering to the submission deadlines.
- Sponsors must complete a Report of Course Assignment Results Form for each CQP candidate showing the candidate's marks per assignment and must sign a declaration on this form that states that the sponsor *"is satisfied that the CQP candidate is prepared to write the examination"*. This must be sent in by the due dates set out in the section of this document entitled "Submission of Assignment Marks".

## Competency Profile and Body of Knowledge

The Competency Profile outlines the specific professional competencies and proficiency levels candidates need to demonstrate as newly certified Chartered Insolvency and Restructuring Professionals (CIRPs). The profile was developed by senior practitioners, reviewed and revised by a panel of peers representing different geographic and practice segments, and endorsed by the membership via survey.

The Body of Knowledge is a listing of reference sources for candidates progressing through the CQP. Candidates need to become familiar with the subject matter provided in these references since it forms the basis of all testable subjects in the Program. The extent to which candidates will need to refer to sources, particularly those listed under General Background Learning Requirements, will depend on the strength of the background they bring to their studies.

Candidates should acquaint themselves with these documents, as they will be the framework for examinations, course content, level of knowledge, skills, experience and attributes necessary for success in the Program. The Competency Map is available on the CAIRP website at: [www.cairp.ca](http://www.cairp.ca).

## Forms

All relevant forms are available on the CAIRP website at: <http://www.cairp.ca/candidates-to-the-profession/resources/>

## 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.



## Practical Course in Insolvency Counselling (PCIC)

- CQP candidates are required to take this course in order to obtain certification as a CIRP and a License as an insolvency trustee.
- The OSB requires candidates to be enrolled in or to have successfully completed this course before appearing at the Oral Boards.
- The PCIC is a self-study course and is offered twice per year.
- The PCIC can be taken at any time during the candidate's course of study, however, it is recommended that this course be taken earlier on in the Program.
- Details and online registration are available on the CAIRP website at <http://www.cairp.ca/insolvency-professionals/additional-industry-courses/insolvency-counsellor-s-qualification-course/>

## Licence as an Insolvency Trustee

- In accordance with the Bankruptcy and Insolvency Act, the Superintendent of Bankruptcy has the sole authority to issue a license as an insolvency trustee. The Superintendent has issued a Directive on Trustee Licensing (No. 13R).
- To qualify for a license, candidates must complete the CQP and pass the CNIE, complete the PCIC, and pass an Oral Board examination set up by the Superintendent of Bankruptcy.
- The objective of the Oral Board Examination is to evaluate the candidate's skills in applying the knowledge. The applicant shall demonstrate: (a) the ability to administer professional engagements; (b) the ability to apply the applicable insolvency legislation and jurisprudence; (c) appropriate experience and good judgment in business and consumer matters; (d) a high standard of professionalism including rules of business ethics.
- Further questions regarding the licensing process should be addressed directly to the Assistant Superintendent of Licensing, Office of the Superintendent of Bankruptcy at (613) 941-2697. General information on trustee licensing can also be found on the OSB's website at: <https://www.ic.gc.ca/eic/site/bsf-osb.nsf/eng/br01128.html>

## Textbooks and Reference Material

- Each CQP candidate will be expected to source reference material listed in the Body of Knowledge document, including Federal and Provincial Acts. See Appendix "A".

## CQP Termination and Program Deferral Policies

- There is no time limitation for candidates to complete the CQP.

- Candidates who remain inactive for three or more consecutive years will be required to reapply as if they were new applicants.
- Under the 2009 Memorandum of Understanding (MOU) Section 43b, “a candidate may request, for a valid reason, an annual deferral (...) from the CQP Committee and the CQP Committee, in its sole discretion, may grant such request.”
- The CQP Committee may grant a Program Deferral, upon receipt of a written request from a candidate indicating a valid reason which includes but is not limited to the following:
  - Maternity leave/Paternity leave
  - Professional engagement outside of Canada for a period of time greater than one year
  - Long term illness
- Legitimate professional reasons for example:
  - loss of employment
  - loss of sponsor
  - sabbatical
- Candidates who are inactive and fail to request a deferral will be terminated six months following the Program Commencement Date. In such instance, the individual will be required to reapply in accordance with the Program Rules as if they were new applicants. The CQP Committee may, in its sole discretion, grant relief from such application requirement if the candidate can demonstrate reasonable circumstances that prevented compliance with the Program requirements.
- Candidates are encouraged to retain their membership in CAIRP while under Program Deferral from CQP.
- To apply for consideration under this policy, please contact the Registrar directly for more information.

### **Maintaining Good Standing Status**

- Joining CAIRP is a requirement for enrolment in the CQP; articling associates are advised that any lapse in meeting CAIRP requirements will revoke their standing in the CQP.
- Conversely, resignation from the CQP must be accompanied by resignation from CAIRP.

### **Suspension and Termination of Status with CAIRP**

- CAIRP articling associate status is automatically suspended:

- If, after 60 days of the CAIRP invoice date, candidates have not paid their fees; and
- If the candidate ceases to reside principally in Canada.
- Articling associates must advise the Registrar of any change immediately in status, address, sponsorship, and indicate the effective date.

### Reinstatement to CAIRP

- Status automatically suspended for non-payment can at any time prior to termination, be automatically reinstated by paying the full amount of all unpaid fees, special assessments and reinstatement fees to the CAIRP.
- A receipt for such payment shall be evidence of reinstatement.
- Candidates should be aware that the Articling associate reinstatement fee is currently \$500, and is subject to increase at any time.

#### For OSB Candidates

- 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.

### Contact Information

Please direct all enquiries to the Office of the Registrar:

Isabelle Gauthier, CQP Registrar, Manager of Education Programs  
277 Wellington St. West  
Toronto, ON  
M5V 3H2  
Telephone: 647-560-5450

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E-mail: [isabelle.gauthier@cairp.ca](mailto:isabelle.gauthier@cairp.ca)

Website: [www.cairp.ca](http://www.cairp.ca)

## Appendix A: Body of Knowledge

The content of the Body of Knowledge has been developed in order to provide the candidate with a reference base for all testable subject matter based on the competency profile. Candidates should ensure familiarity with all of the material referred to in the Body of Knowledge, building on this knowledge while proceeding through the program.

### CIRP Qualification Program Course Materials

- Introduction to Insolvency Course
- Core Knowledge Course
- Applied Knowledge Course
- Insolvency Counsellor's Qualification Course

### Pertinent Legislation and Related Regulations

- [Bankruptcy and Insolvency Act](#) (BIA)
- [Wage Earner Protection Program Act](#) (WEPPA)
- [Companies' Creditors Arrangement Act](#) (CCAA)
- Relevant portions of the [Winding Up and Restructuring Act](#) (WURA)
- Relevant portions of the [Canada Business Corporations Act](#) (CBCA)
- Relevant portions of various tax acts such as the [Income Tax Act](#) (ITA) the. [Excise Tax Act](#) (ETA)
- [Personal Information Protection and Electronic Documents Act](#) (PIPEDA)
- Relevant portions of the [Bank Act](#)
- [Farm Debt Mediation Act](#) (FMDA)
- Relevant portions of other federal or provincial legislation referred to in the course notes
- Relevant portions of the [U.S. Bankruptcy Code](#)
- Quebec Business Corporations Act

## Authorities and Jurisprudence

- The latest version of the Annotated Bankruptcy and Insolvency Act. Lloyd W. Houlden, Geoffrey B. Morawetz and Janis P. Sarra ed. Thomson Carswell publ.
- The latest version of Législation canadienne en faillite et insolvabilité / Canadian Legislation on Bankruptcy and Insolvency. Bernard Boucher et Yean-Yves Fortin ed. Thomson Carswell, publ.
- All jurisprudence up to January of the year the candidate writes one of the CQP exams, as referenced, for example, in the Houlden & Morawetz Newsletters or the Carswell Canadian Bankruptcy Reports
- La faillite et l'insolvabilité au Québec, 2e éd. Jacques Deslauriers. 2011. Wilson et Lafleur, publ.

## Regulatory Material

- All Office of the Superintendent (OSB) Directives, Forms, Circulars, Position Papers, etc.

## CAIRP Professional Guidelines

- Rules of Professional Conduct
- Standards of Professional Practice
- Bylaws

## Professional Literature

- Bulletins for the previous 2 years
- Rebuilding Success Magazine for the previous 2 years
- Members' articles posted on CAIRP's website
- Annual Review of Insolvency Law. Janis Sarra ed., Carswell Thomson publ. (for the previous 3 years)

## General Background Learning Requirements

- Accounting concepts, as presented in:
  - Financial Accounting: Tools for business Decision-Making, 4<sup>th</sup> Canadian Edition (with Solutions). Paul D. Kimmel, Jerry J. Weyandt, Donald E. Kieso and Barbara Trenholm. 2009. John Wiley & Sons. ISBN 978-0-470-15535-6
  - Le gestionnaire et les états financiers – normes IFRS. Louise Martel, Claude Laroche et Johanne Turbide. 2009. Éditions du Renouveau Pédagogique inc. ISBN 9782761332453
  - Managerial Accounting, 1<sup>st</sup> Canadian Edition. Ramji Balakrishnan, Konduru Sivaramakrishnan, Geoff Sprinkle, Lynn Carty and Maria Ferraro. 2011. John Wiley & Sons. ISBN 978-0-470-67786-5
  - La comptabilité de management. Hugues Boisvert, Claude Laurin, Alexander Mersereau, Marie-Claude Brouillette, Marie-Andrée Caron et Réal Jacques. 2011. Éditions du Renouveau Pédagogique inc. ISBN 9782761340045
- Business law, as presented in:
  - The Law and Business Administration in Canada. J. E. Smyth, D. A. Soberman, A. J. Easson and Shelley Ann McGill. 2010. Pearson Education Canada. ISBN 978-0-13-610903-7
  - Entreprises, sociétés et compagnies – Collection de droit 2011 – 2012, volume 9. Yvon Blais. 2011. Thomson Reuters. ISBN 978-2-89635-587-7
- Human resource concepts, as presented in:
  - Fundamentals of Human Resource Management, Canadian Edition. Raymond A. Noe, John R. Hollenbeck, Barry Gerhart, Patrick M. Wright and Sandra Steen. 2006. McGraw Hill. ISBN 0070907994
  - La gestion des ressources humaines – Tendances, enjeux et pratiques actuelles (4<sup>e</sup> édition). Shimon L. Dolan, Tania Saba, Susan E. Jackson et Randall S. Schuler. 2008. Éditions du Renouveau Pédagogique inc. ISBN 978-2-7613-2192-1