



CHARTERED INSOLVENCY AND RESTRUCTURING PROFESSIONAL
QUALIFICATION PROGRAM



Insolvency Counsellor's Qualification Course

2015-2016

for CQP candidates and those who counsel debtors
in trustees' offices

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

ONLINE REGISTRATION

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

CAIRP
Rebuilding Success - Rétablir le succès

Canadian Association Of Insolvency And Restructuring Professionals

ICQC Course Schedule for 2015-2016

Schedule for January Exam:

Registration (full payment due upon registration)	July 2 – September 30, 2015
<u>REGISTRATION DEADLINE</u> <u>(for Candidates and Presiding Officers)</u>	<u>September 30, 2015</u>
Distribution of Course Materials	July - September 2015
Exam Confirmation Form Due (available online after successful registration)	November 6, 2015
Presiding Officer's Agreement to Preside and Confidentiality Statement Due	November 6, 2015
Exam Deferral (to June 2016) Requests Due	November 27, 2015
Deadline for Changes to Presiding Officer Information	November 27, 2015
ICQC Exam	January 21, 2016

Schedule for June Exam:

Registration (full payment due upon registration)	December 1, 2015 – February 26, 2016
<u>REGISTRATION DEADLINE</u> <u>(for Candidates and Presiding Officers)</u>	<u>February 26, 2016</u>
Distribution of Course Materials	December 2015 to February 2016
Exam Confirmation Form Due (available online after successful registration)	April 1, 2016
Presiding Officer's Agreement to Preside and Confidentiality Statement Due	April 1, 2016
Exam Deferral (to January 2017) Requests Due	April 22, 2016
Deadline for Changes to Presiding Officer Information	April 22, 2016
ICQC Exam	June 23, 2016

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 (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 21, 2016 or Thursday, June 23, 2016

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 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.



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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 trustee, qualified Insolvency Counsellor or other professional (eg. accountant, lawyer, etc.), who will not be taking the course in the future, 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;
- 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 Registrar 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 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).

Registration Instructions

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

Note: ALL REGISTRATION IS ONLINE.

REGISTRATION DEADLINES: **SEPTEMBER 30, 2015 (FOR THE JANUARY 21, 2016 EXAM)**
FEBRUARY 26, 2016 (FOR THE JUNE 23, 2016 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**.
- **All subsequent communication about the course and exam will be through the ICQC Portal ONLY.**
- 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 posting 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 6, 2015** (for the January exam) **or by April 1, 2016** (for the June exam).

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Registration Instructions - Continued

Step 6: Presiding Officer Online Registration

- Have your PO **register** online at <http://advance.captus.com/cairp/icqc>.
- Once he/she has been accepted, he/she must **read** the Presiding Officer Exam Information Package and **sign** the attached Agreement to Preside and Confidentiality Statement. This form must be **returned** to the CQP office **by November 6, 2015** (for the January exam) **or by April 1, 2016** (for the June exam).

Fee Schedule

FEES – Due at time of registration

Regular fee for first-time candidates	\$850.00 + applicable taxes
AB, BC, SK, MB, NT, NU, YU	\$892.50 (\$850.00 + GST \$42.50)
QC	\$977.29 (\$850.00 + GST \$42.50 + QST \$84.79)
ON, NL, NB	\$960.50 (\$850.00 + HST \$110.50)
PE	\$969.00 (\$850.00 + HST \$119.00)
NS	\$977.50 (\$850.00 + HST \$127.50)
Hard copy of course materials (optional)	\$125.00 + applicable taxes
AB, BC, SK, MB, NT, NU, YU	\$131.25 (\$125.00 + GST \$6.25)
QC	\$143.72 (\$125.00 + GST \$6.25 + QST \$12.47)
ON, NL, NB	\$141.25 (\$125.00 + HST \$16.25)
PE	\$142.50 (\$125.00 + HST \$17.50)
NS	\$143.75 (\$125.00 + HST \$18.75)
Exam Retake fees	
Previous candidates only	\$350.00 + applicable taxes
AB, BC, SK, MB, NT, NU, YU	\$367.50 (\$350.00 + GST \$17.50)
QC	\$402.41 (\$350.00 + GST \$17.50 + QST \$34.91)
ON, NL, NB	\$395.50 (\$350.00 + HST \$45.50)
PE	\$399.00 (\$350.00 + HST \$49.00)
NS	\$402.50 (\$350.00 + HST \$52.50)
Exam Deferral	No charge

Exam Deferral and Retakes

Candidates not wishing to take the exam on the scheduled date may defer the exam if written notice is given by the deadline (see Course Schedule on page 2). ICQC candidates who defer the exam must submit the Exam Confirmation Form along with a written letter confirming their intention to defer. Candidates deferring the exam, and those who were unsuccessful in previous attempts, may apply to take the next scheduled exam. To do so, follow the registration instructions on page 5, checking off the relevant box for “Retake” or “Deferral” on the online registration form.

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 Registrar. 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 isabelle.gauthier@cairp.ca

Refund Schedule for January Exam:

Cancellation by:	Refundable amount:
November 13, 2015	Full amount minus \$100 (plus taxes) processing fee
December 4, 2015 – final refund date	50% of total
After December 4, 2015	No refund

Refund Schedule for June Exam:

Cancellation by:	Refundable amount:
March 18, 2016	Full amount minus \$100 (plus taxes) processing fee
April 8, 2016 – final refund date	50% of total
After April 8, 2016	No refund

Contact Information

For additional information please contact the CQP office at:



CAIRP
277 Wellington Street West
Toronto, ON
M5V 3H2



Tel: 416-204-3513 (Isabelle Gauthier)



Fax: 416-204-3410



www.cairp.ca
E-mail: isabelle.gauthier@cairp.ca
(English & French)

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 local Designated Assistant Superintendent proof of having passed the ICQC examination and proper documentation of your counselling experience.

Local office contact information may be found at the following link to the general OSB website: <http://www.ic.gc.ca/eic/site/bsf-osb.nsf/Intro> in the "Contact Us" section.

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 first posting 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 6, 2015 (for the January exam) or by April 1, 2016 (for the June 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 ~