

Qualification Standard – Requirements for Continuing Professional Development (CPD)

N.B.: This qualification standard will come into effect on January 1, 2020.

Document 218051

1 – Context and Purpose

Bylaw 3.1.14 states that a Fellow, Associate or Affiliate of the Institute

“ . . . shall meet all applicable qualification standards adopted or revised by the Board pursuant to Bylaw 3.08.”

Rule 2 of the [Rules of Professional Conduct](#) of the Institute states that a member

“ . . . shall perform professional services only when the member is qualified to do so and meets applicable qualification standards.”

Bylaw 21.01 of the [Bylaws](#) of the Institute states that a member

“ . . . shall fulfill any requirements established by the Institute to monitor compliance with Rules of Professional Conduct, Qualification Standards, and Standards of Practice of the Institute.”

This document outlines the minimum CPD requirements that CIA Fellows, Associates, and Affiliates must meet, pursuant to Bylaw 3.1.14 and Rule 2 of the CIA Rules of Professional Conduct, in order to perform professional services¹. It also outlines the process established by the Board to monitor compliance with the CPD qualification standard.

The Eligibility and Education Council (EEC) is responsible for monitoring compliance with this qualification standard.

2 – Scope

This qualification standard applies to all Fellows, Associates, and Affiliates of the Institute who shall be referred to as “members”, for the purposes of this document.

The CPD requirements identified in Requirements – Section 3 of this qualification standard must also be met by members of a bilateral organization when practising in Canada in accordance with section 1160 of the General Standards, and pursuant to Bylaw 21.03 and Rule 2 of the Rules of Professional Conduct. The procedures for monitoring compliance with this qualification standard are applicable only to Fellows, Associates, and Affiliates of the Institute.

¹ “Professional services” are defined in the [CIA Rules of Professional Conduct](#).

3 – Requirements

3.1 – The CPD activities required for members to complete in order to comply with this qualification standard **must be relevant to the individual and to the work that he or she does** and are classified as one of three types (see Appendix A – Types of CPD (Examples)):

- a) **Guided** – Learning opportunities where there is potential for an exchange of ideas or opinions.
- b) **Self-study** – Learning opportunities that are not guided (i.e., there is no potential for an exchange of ideas or opinions during the activity.)
- c) **Core Professionalism Requirements** – Module offered, free of charge, by the CIA; to be completed **every two years** by all members unless exempt from this qualification standard (see Exemptions below), addressing core principles that relate to the practice of a professional actuary (see Appendix B - Core Professionalism Requirements for detailed requirements) and which would therefore be relevant to all members.

Ultimately, it is the member’s decision as to the relevance of an activity (with the exception of the core professionalism requirements, which are mandatory). **All CPD must produce for the member, relevant new learning, a deeper understanding of a topic, or confirmation that the member’s knowledge is current.** Determining which activities meet these criteria is a personal decision and it is the responsibility of the member to assess and choose his or her CPD activities wisely. This is a core principle on which the CIA’s CPD requirements are based. The member must be able to support such a decision if requested to do so in a situation which may involve a review of a member’s CPD activities (e.g., CPD audit (see section 6 below), disciplinary investigation by the CIA Committee on Professional Conduct).

3.2 – Unless otherwise exempt from this qualification standard (see Exemptions below) **all members of the CIA must comply with the requirements of one of the following three categories in addition to completing the core professionalism requirements during the reporting period (i.e., in the last two calendar years):**

- a) Has completed a minimum of 80 hours of combined guided and self-study relevant activities during the previous two calendar years, which would include at least 30 hours of guided activities; or
- b) Has not yet obtained the FCIA designation and has written an actuarial exam/module during the last two complete calendar years. Such individuals are deemed to have completed the equivalent of the CIA CPD requirements; or
- c) Is not a resident of Canada, is doing no Canadian work², and is complying with the requirements of another actuarial association in which he or she is a full member at the highest level (no exemptions permitted).

² As defined in section 1160 of the CIA General Standards of Practice: “The distinction between work in Canada and work in another country depends primarily on the ultimate purpose of the work.” Additional details are available in section 1160.

3.3 – Unless currently exempt under Category 4.2 (a) – Retirement (see below), members must file an annual statement with the CIA at a specified date attesting to their compliance status with regard to this qualification standard (see Appendix C – Procedures: Monitoring Compliance with the Continuing Professional Development (CPD) Requirements).

3.4 – Members are required to retain personal records of their CPD activities for five years.

4 – Exemptions

4.1 – A member may apply for an exemption from the CPD requirements should his or her circumstances warrant it (see Appendix D – Procedures: Applying for an Exemption from the CPD Requirements). Note that a member who is granted an exemption is deemed to have not met the requirements of the CPD qualification standard, particularly for the purposes of providing professional services in the context of Rule 2 of the Rules of Professional Conduct.

4.2 – All applications for exemption from the requirements of this qualification standard shall be reviewed and may be granted in one of the following three categories:

a) Retirement

- Not actively at work for pay. Casual employment of a non-actuarial nature does not preclude a member from this exemption.

When a member is acting in a not-for-pay capacity or in a case of casual employment where individuals could reasonably be expected to rely upon the member's skills and experience as an actuary (e.g., serving on a board of directors, providing evidence in a court of law solely related to previous work submitted to the court), the member is obligated to use their discretion to

- Determine whether they should meet the CPD requirements; and
- Inform their client of their non-CPD compliant status, if they opt for the exemption.

When applying for an exemption, the member is required to indicate the type of not-for-pay work they are planning to do.

b) Family Leave

- Not actively at work for pay; and
- Caring for a family member full-time.

Standard leave would be one year. A member may apply for additional exemption time, if applicable.

The CPD clock stops while on leave (i.e., upon return from a one-year leave, the member would be allowed to use CPD from the previous three years instead of two).

c) Special Circumstances

- Granted at the discretion of the EEC, and would include cases of disability, for example.

4.3 – Annual renewal of an exemption is required with the exception of a retirement exemption. Once granted, a retirement exemption is permanent. If a member's situation changes (i.e., comes out of retirement), and the conditions underlying the exemption are no longer applicable, it would be the member's responsibility under Rule of Professional Conduct #2 to advise the CIA that he or she is no longer exempt from the qualification standard, and procedures for reinstatement to non-exempt status would be initiated. Such procedures would include the filing of a remedy plan (see section 5.1), if the member did not remain compliant during his or her leave.

5 – Non-compliance

5.1 – Remedy Plan

- a) A member who does not meet the CPD requirements and who does not qualify for an exemption from compliance with the CPD requirements will be asked to file a remedy plan (see Appendix E – Procedures: Filing a Remedy Plan) which would allow the individual to meet any deficiencies in the required number of hours, and become compliant within a period that would not normally exceed six months.
- b) All remedy plans must be approved by the EEC or the group (e.g., committee) designated by the EEC as responsible for the monitoring and verification of compliance and are subject to the administrative procedures adopted by the EEC.
- c) CPD activities obtained as part of a remedy plan will count towards the completion of the required CPD hours for the period for which the remedy plan is designated (e.g., hours earned in 2020 to remedy deficiencies for the 2018–2019 reporting period will be deemed to have been accumulated in 2019 for the purposes of future compliance reporting).
- d) A member who chooses to file a remedy plan shall not be deemed compliant with the CPD requirements until the activities outlined in the approved remedy plan have been completed. Their membership will not be suspended during this period, as they are actively and formally becoming CPD compliant.

5.2 – Consequences and Enforcement

a) Failure to report or respond

The enrolment of a member who does not file the required compliance statement or who fails to complete an approved remedy plan by the specified deadline, following at least two written reminders, may be suspended pursuant to Bylaw 8.02.1 and in accordance with the procedures outlined in Appendix C – Procedures: Monitoring Compliance with the Continuing Professional Development (CPD) Requirements, and the member's name would be removed from the CIA online member directory.

b) Non-compliant assessment

If a member files a CPD compliance statement and, upon review and/or audit, is deemed to be non-compliant, he or she shall be provided with written notification of the determination of non-compliance along with the reason for such determination, and shall also be provided with an opportunity to file a remedy plan and/or appeal the determination.

c) Membership status during remedy period

If a member files a remedy plan which is approved by the EEC or by the group designated by the EEC, he or she will remain enrolled in the Institute for the duration of the remedy period (i.e., no suspension of membership). However, the CPD compliance status in the CIA online member directory will show that the individual is not currently CPD compliant and is in the process of completing a remedy plan.

Reinstatement following suspension of membership for non-compliance is possible upon payment of an administration fee and subject to completion of the applicable CPD requirements (e.g., a remedy plan) and pursuant to any additional requirements outlined in the CIA Policy on Administration of Member Privileges or which may be imposed by the EEC at its discretion.

6 – CPD Monitoring and Verification

The EEC shall establish and follow formal procedures (see Appendix C – Procedures: Monitoring Compliance with the CPD Requirements) to monitor and verify compliance with the CPD qualification standard, including the designation of a group (e.g., committee) responsible for the monitoring and verification of compliance, as well as an annual audit process to confirm that the stated minimum number of hours has been met and that the CPD activities recorded are relevant and appropriate to the member. These procedures shall be communicated to CIA members, as appropriate.

Monitoring, Evaluation, and Review of this Qualification Standard	
Approval date	January 17, 2018
Effective date	January 1, 2020
Approval authority	Board
Review owner	EEC
Prior review and revision dates	N/A
Review cycle	5 years
Next review date	2023

Associated Documents

[Bylaws](#) (sections 3 and 8)

[Rules of Professional Conduct](#) (in particular, Rule #2)

[Policy on the Administration of Member Privileges](#)

Appendices and Procedures

Appendix A – Types of CPD – Examples

Appendix B – Core Professionalism Requirements

Appendix C – Procedures: Monitoring Compliance with the Continuing Professional Development (CPD) Requirements

Appendix D – Procedures: Applying for an Exemption from the CPD Requirements

Appendix E – Procedures: Filing a Remedy Plan

Appendix A – Types of CPD (Examples)

All examples provided below are considered **potential** types of CPD. They may be appropriate for some members, and less so for others. **All CPD must produce for the member, relevant new learning, a deeper understanding of a topic, or confirmation that the member’s knowledge is current.**

Ultimately, it is the member’s decision as to the relevance of an activity. Determining which activities are appropriate is a personal decision and it is the responsibility of the member to assess and choose his or her CPD activities wisely. This is a core principle on which the CIA’s CPD requirements are based. But the member must be able to support such a decision if requested to do so through the CPD audit process (see Appendix C – Procedures: Monitoring Compliance with the CPD Requirements) or through the CIA’s discipline process, in the course of an investigation (see section 20 of the CIA Bylaws).

Note that all or a portion of any CPD activity may provide a new learning opportunity, a deeper understanding of a topic, or confirmation of knowledge currency, but members should be aware of, and record, only the time they consider as appropriate and relevant CPD for them.

Guided CPD: Opportunities where there is potential for an exchange of ideas or opinions. Attendance at a session does not automatically guarantee that the full duration of the session should count as relevant CPD.

- Attending meetings and seminars.
- Attending webcasts.
- Listening to recordings or reading transcripts of meetings, seminars, or webcasts (can contact presenter directly with questions, if needed).
- Live discussions with colleagues, clients/principal, or mentors (including by e-mail, provided there is an exchange of points of view, discussions, or peer-review).
- Writing articles or academic work which is subject to peer review (the core research required would be self-study, but the peer review process could be considered guided).
- Attending employer-sponsored training or learning sessions (e.g., technical actuarial topics, communications, business acumen, leadership).
- Formal study leading to degree, diploma, or certificate (i.e., attending a class).
- Volunteer activity for an actuarial organization that involves an exchange of ideas or opinions (e.g., the meetings themselves or live discussions with committee members).
- Teaching a course or speaking on a relevant topic for a meeting, webcast, or other structured activity (provides an opportunity for an exchange of ideas or opinions with students or attendees and could produce new learning).

Self-study CPD: Opportunities that are not guided (i.e., there is no potential for an exchange of ideas or opinions during the activity).

- On-the-job training (i.e., learning new things on your own, in the course of your work, such as reviewing new procedures through e-learning modules).
- Reading printed or digital documentation (consulted online or received by e-mail) that involves learning. E-mails that occur in the normal course of work would normally not count even though they may be of an actuarial nature. (i.e., if they do not provide new/confirm relevant knowledge).
- Studying for a course or an exam.
- Casual reading of journals.
- Volunteer activity for an actuarial organization (e.g., preparation of exam syllabus, the exam itself, or for exam grading; reading material in advance of a committee meeting; reviewing professional policies and procedures in order to participate in a volunteer activity, etc.).
- Preparing to teach a course or session on a relevant topic for a meeting, webcast, or other guided activity (no opportunity for exchange of ideas, but could produce new learning).
- Research or self-study on a relevant topic (e.g., practice-related reading on new techniques or methodologies in the member's area of practice; review of standards of practice, guidance material, or research; review of Rules of Professional Conduct; etc.).
- Learning new technological tools (e.g., learning new actuarial software on your own).

Unacceptable Forms of CPD

- General reading of a newspaper.
- Any day-to-day or other activity which does not produce relevant new learning, a deeper understanding of a topic, or confirmation of knowledge currency for the member.

Questions or the need for advice regarding the classification of CPD activity types will be referred to the Committee on Professionalism.

Appendix B – Core Professionalism Requirements

Introduction

CIA members who are not exempt from meeting the CIA CPD qualification standard must complete a CIA professionalism module every two years.

Members are required to attest, with each annual filing, that they completed the module during the previous two calendar years (i.e., the module would need to be completed every two years).

The content will be delivered free of charge via an e-learning platform, webcasts, reading, and self-reflection. Typically, the module will take 2–3 hours to complete and could be completed in more than one sitting.

Content

This appendix provides the framework for the module that members must complete, and which is developed, maintained, and modified, as needed, by the Committee on Professionalism with support from the CIA Head Office. The EEC would have overall oversight responsibility and approval authority over the content.

The content of the module will typically include the following key elements:

- **Actuarial case studies (e-learning)**

The goal is to enhance understanding of professionalism and ethics and what it means to act in the public interest.

Several case studies could be provided from which the member could select. New case studies would be generated each year by the Education/Continuing Education subcommittees.

Case studies would be primarily actuarial in nature, to ensure some links to the profession for those working in unrelated fields.

- **Self-reflection: application of actuarial principles to current role**

The goal is for the member to make a conscious effort to relate their actuarial skills/expertise as a professional to the job that they are currently performing. Even if it is unrelated, there should be some professional principles that they can apply (e.g., objective and impartial opinion, skilled technical/business expertise, balancing needs/pressure from various stakeholders with differing objectives, applying judgment).

Members could be asked to consider how their actuarial education and experience as a professional helped them to deal with a particular situation within the last year.

- **Review CIA materials that are relevant to the member**

The CIA would create a list of required readings as part of the module. As part of the CPD compliance statement filing process, members could be expected to specifically acknowledge awareness of and/or having read any specific Bylaw or Rules amendments, for example, that were published during the reporting period.

This component could include the review of Rules of Professional Conduct, Standards of Practice applicable to the member, etc. It could also include work of a council or committee, the Actuarial Standards Board (ASB), or other CIA activities in general (particularly professionalism-related content).

The member would be responsible for reading the materials that are relevant to their area of practice.

Appendix C – Procedures: Monitoring Compliance with the Continuing Professional Development (CPD) Requirements

1 - Introduction

All Fellows, Associates, and Affiliates (i.e., members) of the Institute must file a CPD compliance statement annually attesting to their status with regard to the CPD requirements outlined in the Qualification Standard - Requirements for CPD.

In accordance with section 6 of the qualification standard, the Eligibility and Education Council (EEC) has designated the Committee on Professionalism (PROF) as the entity responsible for the monitoring and verification of compliance with the qualification standard.

2 - Compliance Reporting Categories

In accordance with the relevant procedures outlined in this document, all members must file a statement annually at the beginning of each calendar year (no later than the end of February) attesting to their status with regard to meeting the requirements of the Qualification Standard – Requirements for CPD in relation to one of the following compliance reporting categories:

Compliance Reporting Category	Description
A. New Member	Members who were enrolled in the Institute within the last two calendar years must file a statement to that effect. They are not required to attest to having completed and tracked their CPD activities until they have been enrolled in the CIA for two full calendar years.
B. Reserved Role	A Fellow who acted in a reserved role ³ during the previous calendar year, who has completed the CPD requirements of category 3.2 (a) of the CPD qualification standard, who obtained his or her CIA Fellowship designation prior to the last two complete calendar years, and who is not otherwise exempt under section 4 of the CPD qualification standard must submit a statement to that effect and file a record of his or her CPD activities completed during the last two complete calendar years.
C. Non-reserved Role	A member who did not act in a reserved role during the previous calendar year, who has completed the CPD requirements of one of the categories in section 3.2 of the CPD qualification standard, who obtained his or her CIA Fellowship designation prior to the last two complete calendar years, and who is not otherwise

³ A reserved role is a role in which, legally, only an FCIA may perform the professional services required. This includes appointed actuaries for insurance companies, as well as actuaries who from time to time do funding valuations for pension plans, or other valuations or actuarial opinions required by regulators.

	exempt under section 4 of the CPD qualification standard, must submit a statement to that effect, along with confirmation that he or she has maintained a personal record of the CPD activities completed during the last two complete calendar years. A statement filed under category 3.2 (c) must also include the name of his or her chosen IAA full member association, as well as confirmation that the CPD requirements of that association have been fulfilled.
D. Exemption	A member who, at the time of filing of his or her annual statement, qualifies for and wishes to apply for an exemption from compliance with the CPD qualification standard under section 4 must submit a statement to that effect, along with a completed exemption application. An application for exemption shall not be effective until the application has been reviewed and approved by the CIA pursuant to its procedures (outlined in Appendix D of the CPD qualification standard).

3 - Monitoring and Verification Procedures

- a. The Head Office shall send out notices to all members throughout the year, reminding them of their CPD obligations and of upcoming reporting deadlines.
- b. A tool will be provided to members in order to allow them to track their CPD activities.
- c. During the first week of January each year, the CPD compliance reporting process will be made available to all members and will remain open until the filing deadline (typically the end of February). Note that a member who wishes to report a change to their CPD compliance status outside of this period should contact the Head Office for assistance.
- d. As part of the CPD compliance reporting process, members will be asked to verify and update their area(s) of expertise shown in the CIA online public member directory.
- e. A reminder notice will be included in the weekly CIA communications, no less than every two weeks from January 1 through February 28/29.

Reminders will also be sent in accordance with the following schedule to all members who have not yet filed their CPD compliance statement, outlining the reporting options available, the filing deadline, as well as the consequences of non-compliance and/or failure to report:

Date	Communication Method
On or around February 1	A personalized e-mail is sent from Head Office.
On or around February 12	A personalized e-mail is sent from Head Office.
No later than February 18 (Bylaw 3.12(a))	A letter is sent by priority courier (signature required).
On or around February 24	Head Office staff attempt to reach the members by phone and/or whatever other communication methods may be available.

- f. The CPD compliance status of members shall be adjusted and shown in the CIA online member directory as the statements, exemption applications, and remedy plans are filed and processed by Head Office.
- g. As of February 28 (or 29 in a leap year), a member who does not file an appropriate CPD compliance statement, application for exemption, or remedy plan, may be subject to immediate suspension pursuant to Bylaw 8.02.1 and section 5.2 of the CPD qualification standard.

During the first week of March, the Head Office shall review the filed statements to ensure that there are no errors. A final attempt to contact the non-compliant members will be made by whatever communication method(s) may be available.

If a non-compliant member is unreachable (i.e., no response) and/or his or her statement is not filed by March 10, the Head Office shall send, to the PROF and EEC, a list of members who, following review by the EEC, shall be suspended pursuant to Bylaw 8.02.1. The affected members will be notified in writing of their suspension and of the reinstatement procedures which are outlined in the Policy on Administration of Member Privileges.

4 - Audit

- a. The audit serves as an educational tool for members and also to help improve the CIA’s overall CPD program.
- b. A random sample of annual CPD compliance statements will be audited by the PROF annually, typically beginning in April. In addition to this random sample, all members who completed a remedy plan will be included in the audit for the reporting period immediately following the completion of their remedy plan.
- c. The reporting category selected, as well as the activities undertaken and recorded by members will be reviewed by the PROF to ensure that the goals of the CIA’s CPD program are being met and to provide members with guidance as to the appropriateness of their selected reporting category, their CPD activity choices, and their recording methods.
- d. The goal of the audit in each reporting category will be as follows:

Compliance Reporting Category	Audit purpose and process
A. New member	Membership date and eligibility for category are confirmed.
B. Reserved role	<p>Activities must be recorded using the CIA CPD tracking tool and the minimum number of hours is therefore validated upon filing.</p> <p>The member’s CPD selections (including the amount of time that they chose to record for each activity), content, and classifications (e.g., guided or self-study) are audited to ensure that they are accurate and that the goals of the CIA’s CPD program are being met by the member.</p>

C. Non-reserved role	<p>A record of the member’s CPD activities is requested.</p> <p>The number of hours recorded is verified and confirmed to have met the minimum requirements.</p> <p>The member’s CPD selections (including the amount of time that they chose to record for each activity), content, and classifications (e.g., guided or self-study) are audited to ensure that they are accurate and that the goals of the CIA’s CPD program are being met by the member.</p>
D. Exemption	<p>Since exemptions under categories 4.2(b) – Family Leave and 4.3(c) – Special Circumstances are reviewed and granted by the CIA annually, no audit is required of these statements.</p> <p>Exemptions under category 4.2(a) – Retirement are granted on a permanent basis (no renewal required) unless the member’s circumstances change. Statements filed under this exemption category will therefore be audited in order to ensure that the member continues to meet the requirements of the exemption.</p>

- e. The percentage of members audited in each compliance category shall be determined annually by the PROF, based on information gathered in recent audits and the current CPD environment (e.g., any concerns raised in a particular category). Typically, an average of 3 percent of members will be audited each year.
- f. If, following an audit, the PROF is of the opinion that the member is not compliant with the requirements of the CPD qualification standard (e.g., some activities are deemed by the PROF not to satisfy the qualification standard requirements), the member will be advised in writing and asked to provide additional detail and or clarification regarding their CPD activities. Following the review of any additional information submitted by the member, if the PROF’s opinion has not changed, the member will be asked to file a remedy plan by a specified deadline, in order to make up any deficiencies. The member would be subject to the requirements and consequences of the remedy plan process (outlined in appendix E of the CPD qualification standard).
- g. If the member disagrees with the PROF’s assessment of non-compliance, the member may appeal the PROF’s decision in writing to the EEC within 10 business days of receipt of notification. No action is taken to modify the member’s record until the appeal has been finalized or until the period during which the member may appeal the decision has elapsed.
- h. If the member does not opt to file a remedy plan by the specified deadline, the Head Office shall advise the member, in writing, of the potential impending formal determination of his or her non-compliance. Once no less than 10 days has elapsed (pursuant to Bylaw 3.12(a)), the Head Office shall send, to the PROF (for information) and the EEC, the name of the member who, following a subsequent review by the EEC, would be suspended pursuant to Bylaw 8.02.1. The member would be notified in writing

of his or her suspension and of the reinstatement procedures which are outlined in the Policy on Administration of Member Privileges.

Appendix D – Procedures: Applying for an Exemption from the CPD Requirements

1 - Introduction

A Fellow, Associate, or Affiliate (i.e., member) may apply for an exemption from the CPD requirements in one of the three categories identified in section 4.2 of the Qualification Standard – Requirements for CPD, should his or her circumstances warrant it.

A member who is granted an exemption is deemed not to have met the requirements of the CPD qualification standard, particularly for the purposes of providing professional services in the context of Rule 2 of the Rules of Professional Conduct.

The CIA Committee on Professionalism (PROF) is responsible for reviewing and approving all exemption applications.

2 - Procedures

- a. A member who wishes to apply for an exemption from meeting the CPD requirements may do so at any time during the year using the designated application form available on the CIA website or from the CIA Head Office.
- b. All applications are submitted to Head Office for review and processing. Head Office staff will ensure that all required information is provided and prepare the applications for review by the PROF. Applications are normally sent to the PROF within five business days of receipt of all of the required information.
- c. The PROF will review each application and determine if, based on the information provided by the member, the member qualifies for the exemption. The PROF may request additional information from the member, if necessary.

If the exemption is granted, the Head Office is notified and advised to proceed with the necessary changes to the member's record to reflect the exemption, and to communicate the PROF's decision to the member.

If the exemption is not granted, the Head Office is notified and asked to communicate the PROF's decision to the member. The member may appeal the PROF's decision in writing to the Eligibility and Education Council (EEC) within 10 business days of receipt of notification. No action is taken to modify the member's record until the appeal has been finalized or until the period during which the member may appeal the decision has elapsed.

The member may also be offered the opportunity to submit a remedy plan (see section 5.1 of the Qualification Standard – Requirements for CPD).

3 - Renewal of Exemption

- a. Once an exemption is granted, it must be renewed pursuant to the requirements outlined in section 4.3 of the Qualification Standard – Requirements for CPD, and would be processed in the same manner as a new exemption application.

4 - Return to Non-exempt Status (i.e., CPD compliant)

- a. A member who was granted an exemption and who no longer qualifies for that exemption, must immediately notify the Head Office of the change in their

circumstances. The requirements and procedures for returning to full CPD compliant status are outlined in the CIA Policy on Administration of Member Privileges.

5 - Communication of Exempt Status to the Public

- a. The CIA's online member directory shall indicate all members who are granted an exemption from the CPD requirements, in order to allow other members and the public to be aware of all CIA members' CPD compliance status.
- b. A change in CPD compliance status shall be updated in the member directory as soon as the necessary review and relevant procedures have been completed.

Appendix E– Procedures: Filing a Remedy Plan

1 - Introduction

A Fellow, Associate, or Affiliate (i.e., member) who does not meet the CPD requirements and who does not qualify for an exemption (see sections 3 and 4 of the Qualification Standard – Requirements for CPD) may file a remedy plan to meet any deficiencies in the number of hours needed to meet the requirements within a period that would not normally exceed six months.

A member who chooses to file a remedy plan shall not be deemed compliant with the CPD requirements until the member has completed the activities outlined in the approved remedy plan. Their membership will, however, not be suspended during this period, as they are actively becoming CPD compliant.

The CIA Committee on Professionalism (PROF) is responsible for reviewing and approving all remedy plans.

2 - Procedures

- a. A member who wishes to submit a remedy plan may do so using the designated form available on the CIA website or from the CIA Head Office.
- b. All remedy plans are submitted to Head Office for review and processing. Head Office staff will ensure that all required information is provided and prepare the plans for review by the PROF. Applications are normally sent to the PROF within five business days of receipt of all of the required information.
- c. The PROF will review each remedy plan and determine if the proposed activities would adequately and appropriately meet the CIA's CPD requirements.

If the remedy plan is approved, the Head Office is notified and will communicate the PROF's decision to the member and update their record accordingly.

A review date will be set in the member's record which corresponds to the target completion date of the remedy plan. The member shall advise the Head Office of the completion of his or her remedy plan on or before that date. The Head Office will send at least two written reminders to the member, leading up to the review date, given that, if the member does not confirm completion of the remedy plan by that date, the individual's membership may be suspended pursuant to Bylaw 8.02.1 (see Appendix C – Procedures: Monitoring Compliance with the Continuing Professional Development (CPD) Requirements for additional details regarding the suspension process).

If the remedy plan is not approved, the Head Office is notified and asked to communicate the PROF's decision to the member. The member will be advised in writing of the deficiencies in the proposed remedy plan and offered the opportunity to submit a revised remedy plan within 10 business days. The Head Office will send an additional written reminder to the member, prior to the end of that period, given that, if the Head Office does not receive a revised remedy plan by the designated date, the individual's membership may be suspended pursuant to Bylaw 8.02.1 (see *Appendix C – Procedures: Monitoring Compliance with the Continuing Professional Development (CPD) Requirements* for additional details regarding the suspension process).

3 - Communication of Non-compliant (remedy) Status to the Public

- a. The CIA's online member directory shall provide an indication of all members who are not compliant with the CPD requirements, but who are working to complete a CIA-approved remedy plan, in order to allow other members and the public to be aware of all CIA members' CPD compliance status.
- b. A change in the member's CPD compliance status shall be updated in the member directory as soon as confirmation is received by Head Office that a remedy plan has been completed.