



2010 CAIRP POLICY ON READMISSIONS*

A former member may apply to be restored to their former status in any of the following circumstances:

- ▶ Returning from **Suspended** status, which is called **reinstatement**, often accompanied by a \$500 fee and the signing of a special declaration form;
- ▶ Returning from **Inactive status**, which is also called **reinstatement**, and carries no penalty fee but does involve signing a special declaration form (inactive members pay \$300/year for a maximum of 5 years);
- ▶ Returning from **Resignation**, which is called **readmission** and may require the filling out of a full application form and supplying a resume of activities; may also require payment of back-dues in the amount of \$100/year along with a reinstatement fee of \$500 and supporting letters from 2 members in good standing;
- ▶ Returning from **Termination**, which is also called **readmission** and subject to the same terms and conditions as returning from Resignation (above) (except where the member was terminated not in good standing, which shall be subject to further diligence);
- ▶ Returning to active practice from **Retirement** and Life Associate status (very rare) and currently called **reinstatement**; no penalty fee is levied.

Article 7.04 allows the Association to admit to membership any CQP candidate who has passed the Competency-Based National Insolvency Exam (CNIE). A license as a Licensed Insolvency Trustee (AKA Trustee in Bankruptcy) is not required.

Guiding principle: Reinstated or readmitted members should possess comparable skills, knowledge and competencies as any active CIRP with similar experience in a similar practice.

In order to ensure that readmitted or reinstated members meet the high standards of practice as they apply to our members in good standing, the following policy should apply:

1. **The member must satisfy the Board or the Executive Committee that his/her knowledge of practice skills and legislative changes are up to date, and specifically:**

- Document a plan based on CAIRP's guidelines, on how he/she will achieve proficiency of knowledge with respect to current legislation and professional practice; including resources he/she plans to utilize (which could include but are not limited to various courses by CAIRP or other organizations, internal firm seminars/training support by a mentor in the profession)
- Provide the timeline for when this self-education task will be completed
- Demonstrate that he/she will be working from a locale with the resources to support professional practice or will arrange for a sponsor to oversee his/her work while getting up to speed;
- Submit proof to the Board or Executive that this plan has been completed or, if completion cannot be accomplished in a timely manner, provide letter of support from another member in good standing.

The Board/Executive may choose to hold back granting of reactivated status until completion of the plan.

2. **Verification by CAIRP Staff that the member is otherwise suitable for readmission or reinstatement though investigation of the following:**

- When the member left active membership (through termination, resignation, inactive or life status changes), he/she did so in good standing and that all past fees and dues were paid, including inactive fees during period - if any fees have not been paid, it will be a requirement prior to being granted status.
- Current status of the individual's trustee licence (for file information only).

*Edited for Bylaw updates November 2013 and change to Trustee designation December 2015

- There is no open file on this member under the Professional Conduct Committee.

To the extent possible, the competencies of the returning individual shall be benchmarked against the competencies that are defined in the CIRP Qualification Program (CQP).

In addition to the foregoing, the re-admission of the individual shall be subject to the following guidelines, having regard to the period of absence.

GUIDELINES

I. ABSENCE OF 1-2 YEARS

- A. Compliance with MPD requirements of 20 hours, including covering any legislative amendments that occurred during their absence (these can be studied via the CAIRP Carswell online programs or other external resources such as CBA taped programs);
- B. Make a Declaration that they have reviewed all of the Superintendent's Directives and CAIRP Standards of Professional Practice issued or updated during their absence (this would count towards their MPD hours);
- C. Review of CAIRP Rules of Professional Conduct and Trustee Code of Ethics under the BIA.

II. ABSENCE OF 2-5 YEARS

- A. Compliance with MPD requirements of 20 hours, including covering any legislative amendments that occurred during their absence (these can be studied via the CAIRP Carswell programs online or other external resources such as CBA taped programs);
- B. Make a Declaration that they have reviewed all of the Superintendent's Directives and CAIRP Standards of Professional Practice issued or updated during their absence (this would count towards their MPD hours);
- C. Review of CAIRP Rules of Professional Conduct and Trustee Code of Ethics under the BIA; and
- D. Complete an additional 20 hours of MPD (if absent 2-3 years) or 40 hours (if absent 3-5 years).

III. ABSENCE OF 5 YEARS OR MORE

- A. Compliance with MPD requirements of 20 hours, including covering any legislative amendments that occurred during their absence (these can be studied via the CAIRP Carswell programs online or other external resources such as CBA taped programs);
- B. Make a Declaration that they have reviewed all of the Superintendent's Directives and CAIRP Standards of Professional Practice issued or updated during their absence (this would count towards their MPD hours);
- C. Review of CAIRP Rules of Professional Conduct and Trustee Code of Ethics under the BIA; and
- D. Complete an additional 50 hours of MPD
- E. The Executive Committee will review the nature of the activities of the applicant during his or her absence and have the discretion to require the applicant to take the intermediate or final CQP exam or a return to practice exam (should one exist).