

INSOLVENCY ADMINISTRATION Course Policy and Guidelines 2017

The Association requires that all students and their sponsors review this document prior to registering new students in the course.

History:

CAIRP designed the Insolvency Administration Course in 1989 because General Members asked the Association for a course to help them train their support staff. In 1994, the course was opened to staff of the Office of the Superintendent of Bankruptcy in an effort to help improve their understanding of the insolvency process from the practitioner's perspective. Today the course remains restricted to employees of members and staff of the OSB, as well as to staff of the Canada Revenue Agency (CRA) (latest addition in September 2006).

Role of the Sponsor:

Sponsors no longer physically mark assignments; students complete their work online. Sponsors are required to be registered online and will receive regular "email alerts" as their student(s) finish each assignment. Full instructions on the protocol will be provided to each sponsor by their student following admission to the course. **While sponsors no longer participate in the marking, it is essential that the sponsor, as their student's employer and mentor, log in regularly to the assignments website and check on the progress of his/her student(s).**

Sponsors must be willing to:

- Ensure their students are registered properly to complete the 14 lessons online;
- Monitor their student's progress as they complete their lessons;
- Sit down and discuss any lesson as needed, with each student to ensure he/she understands

The Association believes that sponsors directly influence the quality of learning that the student receives while doing the course. Members have commented that the completion of the course is seen as an asset when considering otherwise equally qualified candidates for employment. This can only be held true if all sponsors maintain the same high level of integrity and support for their staff in the course.

.../2

Enrolling new students:

The course operates on continuous enrolment; applications are accepted throughout the year. The Association can only process those applications that are **complete and accompanied by a cheque (or credit card information) for the full fee amount**; we cannot send out any course material without first receiving full payment. Course material is usually mailed out within a week of processing the application.

Course Fee Structure:

AB, BC, SK, MB (5%)	Quebec	ON (13%)	NB, NL, NS, PE (15%)
Course Fee \$900.00	Course Fee \$900.00	Course Fee \$900.00	Course Fee \$900.00
GS \$45.00	GST(5%) \$45.00	HST \$117.00	HST \$135.00
	QS (9.975%) \$89.78		
Total \$945.00	Total \$1034.78	Total \$1017.00	Total \$1035.00

Structure of the Course:

The course consists of fourteen (14) lessons to be done on a home-study basis. The only pre-requisite is that a **member of the Association** or a **Licensed Insolvency Trustee employed in the Office of the Superintendent of Bankruptcy** must sponsor each student. CRA students are matched with supervisors in their departments. Once enrolled in the course, the student will receive the lessons and online access to assignments.

A minimum mark of 50% is required for each lesson.

Sponsors will be required to verify the final assignment marks for their students at the time when an exam application is submitted. Exam applications and final marks are normally due 4 weeks prior to the actual examination date. Once the exam date is announced, students and sponsors are requested to set their study and review schedule accordingly to be able to meet the deadlines.

For more detailed information about course content, please refer to the enclosed "**Course Outline**".

Course Materials:

The current course has been updated for January 2010. Students have a choice of receiving the materials in hard-copy or in PDF format; students should ensure their preference is indicated on the application form.

Exam Policy and Fee Structure:

The Association will offer a final examination to all students bi-annually, in April and October. **A final mark of 60% is required to pass.**

The total period of time students may remain in the Course is **five years** since the date of their initial registration. The student must attempt the exam for the first time **within the first two years of their enrolment date**. Students may choose to “defer” any exam that occurs in that two-year period, as long as they attempt the exam at least once during that time. If the first attempt was unsuccessful, they may retake the exam as many times as they wish **within the successive three years**. Students who do not meet this condition must re-enrol in the course.

The course fee includes the students’ first attempt at the exam. **A separate exam fee will be charged for each successive attempt (as per the table below).**

AB, BC, SK, MB (5%)		Quebec		ON (13%)		NB, NL, NS, PE (15%)	
Exam Fee	\$300.00	Exam Fee	\$300.00	Exam Fee	\$300.00	Exam Fee	\$300.00
GST	<u>\$15.00</u>	GST(5%)	\$15.00	HST	<u>\$39.00</u>	HST	<u>\$45.00</u>
		QST(9.975%)	<u>\$29.93</u>				
Total	\$315.00	Total	\$344.93	Total	\$339.00	Total	\$345.00

The examination is administered by the sponsor under formal exam conditions at the student’s place of employment. The exam is written **online**, on a secure website, and is marked by the Association. Since the exam is multiple-choice and marked by computer, there is no appeal process.

The Association endeavours to give adequate notice each year of the impending exam in order to allow students and sponsors plenty of time to prepare, submit marks on all assignments and register the student. Registration forms are provided to all students, every year, for their consideration; **it is the student’s responsibility to ensure that we have his/her current business mailing address and contact information at all times, and to indicate their decision to write or defer EACH exam.** Students who pass the exam are issued a certificate of successful completion.

Keeping in touch with students and sponsors:

From time to time, the Association may publish **updates**, corrections or supplementary materials to the course; in these situations we endeavour to notify every student and/or sponsor about any additional material.

In the interests of expediency, all students are requested to provide an **e-mail address** at the time of enrolment and to ensure this information is kept current. The Association will not be responsible for emails that are not delivered due to the selection of a **non-business email address**.

Resignation of Students and Transfer of Course Material

Students who cease employment with their sponsor will be considered as having resigned from the course since having a sponsor is a mandatory condition of enrolment. We would ask that sponsors notify the Association immediately of the departure of any student so we may then consider them resigned from the course and close their files.

Please note: that transfers to non-insolvency firms and requests to complete the course under a “former sponsor” will be automatically denied.

Students who leave their employer, and join another **insolvency practice**, but have not yet completed the course and wish to continue their studies, must contact the Association immediately to organize the **transfer of their course**. An administration fee of **\$100 plus applicable taxes** will apply to all transfers of students between employers. Upon receipt of the administration fee, the student may continue their studies without interruption.

Please note: It is ultimately the decision of the sponsor as to whether the student may leave their employ “with” the course or if the course belongs to the firm – normally this depends on who pays for the course and the Association takes no part in this decision.

If a student should leave the employ of their sponsor and the sponsor keeps the course, the sponsor may apply to the Association to negotiate the **refund** of course fees or the **transfer of the course to another employee** provided the following conditions are met:

1. The firm must have paid for the original (departing) student's course fees;
2. The application for a transfer or refund must be made **within 60 days of the original student's enrolment date** (no exceptions will be made to this time limit) in writing;
3. A transfer of course materials from one employee to another will be allowed only once;
4. An administration fee of \$100 plus applicable taxes will be charged to the firm to allow the transfer of course materials to a new student.