



CHARTERED INSOLVENCY AND RESTRUCTURING PROFESSIONAL  
QUALIFICATION PROGRAM



# Insolvency Counsellor's Qualification Course

2016-2017

for CQP candidates and those who counsel debtors  
in Licensed Insolvency Trustees' offices

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

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

## ICQC Course Schedule for 2016-2017

### Schedule for January Exam:

Registration (full payment due upon registration)	July 4 – September 30, 2016
<b><u>REGISTRATION DEADLINE</u></b> <b><u>(for Candidates and Presiding Officers)</u></b>	<b><u>September 30, 2016</u></b>
Distribution of Course Materials	July - September 2016
Exam Confirmation Form Due (available online after successful registration)	November 4, 2016
Presiding Officer's Agreement to Preside and Confidentiality Statement Due	November 4, 2016
Exam Deferral (to June 2017) Requests Due	November 25, 2016
Deadline for Changes to Presiding Officer Information	November 25, 2016
<b><u>ICQC Exam</u></b>	<b><u>January 19, 2017</u></b>

### Schedule for June Exam:

Registration (full payment due upon registration)	December 1, 2016 – February 28, 2017
<b><u>REGISTRATION DEADLINE</u></b> <b><u>(for Candidates and Presiding Officers)</u></b>	<b><u>February 28, 2017</u></b>
Distribution of Course Materials	December 2016 to February 2017
Exam Confirmation Form Due (available online after successful registration)	April 4, 2017
Presiding Officer's Agreement to Preside and Confidentiality Statement Due	April 4, 2017
Exam Deferral (to January 2018) Requests Due	April 25, 2017
Deadline for Changes to Presiding Officer Information	April 25, 2017
<b><u>ICQC Exam</u></b>	<b><u>June 29, 2017</u></b>

## 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 (Licensed Insolvency 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 19, 2017 or Thursday, June 29, 2017

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 CQP 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 Licensed Insolvency Trustee, qualified Insolvency Counsellor or other professional (eg. accountant, lawyer, etc.), who will not be taking the course in the future and is not a family member, 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 Office 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, available at [CAIRP website](#), 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).



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## Registration Instructions

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

Note: ALL REGISTRATION IS ONLINE.

**REGISTRATION DEADLINES:**      **SEPTEMBER 30, 2016 (FOR THE JANUARY 19, 2017 EXAM)**  
**FEBRUARY 28, 2017 (FOR THE JUNE 29, 2017 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**. Important information regarding the exam will be posted on the ICQC Portal.
- 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 announcement 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 4, 2016** (for the January exam) **or by April 4, 2017** (for the June exam).

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## Registration Instructions - Continued

### Step 6: Presiding Officer Online Registration

- Presiding Officers (PO) must register **by September 30, 2016** (for the January 2017 exam)/ **by February 28, 2017** (for the June 2017 exam).
- Have your PO **register** online at <https://secure.captus.com/cairp/icqc/preside.aspx>.
- Once the application has been accepted, the PO must **read** the Presiding Officer Exam Information Package, available at [CAIRP website](#), and **sign** the attached Agreement to Preside and Confidentiality Statement. This form must be **returned** to the CQP office **by November 4, 2016** (for the January exam) / **by April 4, 2017** (for the June exam).

### Fee Schedule

<b><u>FEES – Due at time of registration</u></b>	
Regular fee for first-time candidates <b>directly employed at a CAIRP member firm</b>	<b>\$850.00 + applicable taxes</b>
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	\$960.50 (\$850.00 + HST \$110.50)
NB, NL, NS, PE	\$977.50 (\$850.00 + HST \$127.50)
Regular fee for first-time candidates <b>not employed at a CAIRP member firm</b>	<b>\$1350.00 + applicable taxes</b>
AB, BC, SK, MB, NT, NU, YU	\$1417.50 (\$1350.00 + GST \$67.50)
QC	\$1552.16 (\$1350.00 + GST \$67.50 + QST \$134.66)
ON	\$1525.50 (\$1350.00 + HST \$175.50)
NB, NL, NS, PE	\$1552.50 (\$1350.00 + HST \$202.50)
<b>Hard copy of course materials (optional)</b>	<b>\$125.00 + applicable taxes</b>
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	\$141.25 (\$125.00 + HST \$16.25)
NB, NL, NS, PE	\$143.75 (\$125.00 + HST \$18.75)
<b>Exam Retake fees</b>	
<b>Previous candidates only</b>	<b>\$350.00 + applicable taxes</b>
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	\$395.50 (\$350.00 + HST \$45.50)
NB, NL, NS, PE	\$402.50 (\$350.00 + HST \$52.50)
<b>Exam Deferral</b>	<b>No charge</b>

## 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 CQP Office. 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 [nataliia.mykhaylychenko@cairp.ca](mailto:nataliia.mykhaylychenko@cairp.ca).

### Refund Schedule for January Exam:

<b>Cancellation by:</b>	<b>Refundable amount:</b>
November 11, 2016	Full amount minus \$100 (plus taxes) processing fee
December 2, 2016 – final refund date	50% of total
After December 2, 2016	No refund

### Refund Schedule for June Exam:

<b>Cancellation by:</b>	<b>Refundable amount:</b>
March 20, 2017	Full amount minus \$100 (plus taxes) processing fee
April 11, 2017 – final refund date	50% of total
After April 11, 2017	No refund

## Contact Information

For additional information please contact the **CQP office** at:



CAIRP  
277 Wellington Street West  
Toronto, ON  
M5V 3H2



Tel: 416-204-3509 (Nataliia Mykhaylychenko)



Fax: 416-204-3410



[www.cairp.ca](http://www.cairp.ca)  
E-mail: [nataliia.mykhaylychenko@cairp.ca](mailto:nataliia.mykhaylychenko@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 Regional Director proof of having passed the ICQC examination and proper documentation of your counselling experience.

Please visit the "Contact Us" section at the website: [www.ic.gc.ca](http://www.ic.gc.ca) to inquire about the contact information of your Regional Director.





## Notes

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### 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 welcome message 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 4, 2016 (for the January exam) or by April 4, 2017 (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 ~