



KNOWLEDGE SKILL COMPETENCY

CHARTERED INSOLVENCY AND RESTRUCTURING PROFESSIONAL
QUALIFICATION PROGRAM

Experience Hours Report
For the 20__ – 20__ Program Year
(September 1 to August 31)

Please submit this report to the CQP Registrar as soon as possible after August 31 each year.

Acquiring beneficial experience is not just a matter of accumulating hours on a file, but ensuring exposure to adequate breadth (across various types of files or issues that may arise, both consumer and corporate) and depth (in sufficient detail to get adequate coverage of the various implications that may be involved in dealing with a particular type of file or issue).

The expectation is that a successful CIRP, that is a candidate who has successfully challenged the Competency-based National Insolvency Exam (“CNIE”) and is prepared to present at the oral board examination, should be able to manage a “run of the mill” file with no guidance. CIRPs must be able to function adequately in both fields of practice, i.e. on consumer and corporate files. Gaining adequate work experience is a vital component to preparing adequately for both the CNIE and the oral board examination.

It is the candidate’s responsibility, working with his or her sponsor, to acquire the requisite number of quality experience hours. The CQP Competency Profile outlines the specific professional competencies and proficiency levels that a candidate to the profession should acquire and be able to demonstrate at the CNIE. As such, the Competency Profile is the best guide to the type of experience required to succeed as a CIRP and should be consulted on a regular basis. Click here to access the [Competency Profile](#).

A minimum of 2,400 total hours of experience is required to be eligible for the CNIE. Within those 2,400 hours, the candidate must obtain a minimum of 1,000 hours of work experience in Insolvency Law and Practice (Competency E), 200 hours in Financial Analysis and Reporting (Competency J) and the remaining hours in at least four of the remaining six competency categories.

Candidate name: _____ Firm: _____

<p align="center">WORK EXPERIENCE</p> <p align="center"><i>*Provide a list of specific activities that make up these hours (must be attached to report)</i></p>	<p align="center">Hours this year</p> <p align="center"><i>(in CORPORATE Insolvency)</i></p>	<p align="center">Hours this year</p> <p align="center"><i>(in CONSUMER Insolvency)</i></p>	<p align="center">Hours reported in previous year(s)*</p> <p align="center"><i>(in CORPORATE Insolvency)</i></p>	<p align="center">Hours reported in previous year(s)*</p> <p align="center"><i>(in CONSUMER Insolvency)</i></p>	<p align="center">Total hours to date</p> <p align="center"><i>(in CORPORATE Insolvency)</i></p>	<p align="center">Total hours to date</p> <p align="center"><i>(in CONSUMER Insolvency)</i></p>
<p>Insolvency law and practice (minimum of 1,000 hours total required) (Click here for section E. of the Competency Profile for a complete list of specific competencies)</p>						
<p>Taxation (Click here for section F. of the Competency Profile for a complete list of specific competencies)</p>						
<p>General business law (Click here for section G. of the Competency Profile for a complete list of specific competencies)</p>						
<p>Financing (Click here for section H. of the Competency Profile for a complete list of specific competencies)</p>						
<p>Managing business operations (Click here for section I. of the Competency Profile for a complete list of specific competencies)</p>						
<p>Financial analysis and reporting (minimum of 200 hours total required) (Click here for section J. of the Competency Profile for a complete list of specific competencies)</p>						
<p>TOTAL (sum of all categories)</p>						

* If able to determine*





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Certification

Candidate

I, _____, hereby certify that the above is a true and correct representation of my activities over the past year.

Signature: _____ Date: _____

Please indicate your area of practice by checking all that apply:

Corporate %: _____ Consumer %: _____ Both: _____ *(provide breakdown if selecting this option)*

Sponsor/Employer

I, _____, have reviewed the above and believe, to the best of my knowledge, that the information presented above is a true and correct representation of the candidate's activities over the past year.

Signature: _____ Date: _____

