

## **INSOLVENCY ADMINISTRATION**

### **Course Outline**

The Insolvency Administration course is a fourteen-lesson correspondence course provided by the Canadian Association of Insolvency and Restructuring Professionals. The course deals with insolvency matters from an administrative perspective.

The course recognizes that, while the trustee is ultimately responsible for the proper handling and administration of an estate, reliance is placed on others to assist and carry out many day-to-day duties. Accordingly, the course is intended for support staff in an insolvency office and is practical in nature. Individuals are assumed to be technically capable with some experience working in an insolvency environment.

***This course should not be confused with the Insolvency Counsellor's Qualification Course (offered through the CIRP Qualification Program (CQP, formerly NIQP) for qualifying/certifying persons to do insolvency counselling.***

Upon completion of the fourteen (14) lessons, a student is eligible to write a final exam. The exam is written **online**, on a secure website, and is marked by the Association. Successful writers will receive a certificate indicating their successful completion of the course.

The following **flowchart** gives a brief introduction as to how the course is organized into units, which cover an estate administrator's responsibilities, from opening the file through to its completion and the discharge of the trustee. It should be noted that our course covers practical matters for both personal insolvency practices and commercial insolvency practices.

# Insolvency Administration Course Map

