

## CQP Experience Hours Policy

A CQP candidate must obtain 2,400 relevant hours of experience (“Experience Hours”) prior to challenging the CQP NIE subject to the following conditions:

- A relevant hour is defined as ‘work performed in an insolvency context which is not of a clerical or routine nature;
- The candidate must demonstrate that he/she is significantly involved in the practice of insolvency. Experience hours would normally be obtained in a consecutive period of 24 months and completed within the four year period in the program. It is however, recognized that there may be exceptions to the consecutive nature of the work experience for such things as: study leave, economic conditions limiting available work in the field, illness, maternity leave etc. It is suggested that any variance with the norm be communicated with the office of the Registrar, for review by the CQP committee..
- The candidate may obtain Experience Hours prior to enrolling in the CQP program provided that the Experience Hours meet the definition of relevant hours and they are obtained in the four year period prior to challenging the IE;
- The candidate shall report Experience Hours upon entering the CQP program and then on an annual basis thereafter. The candidate will receive an annual disclosure form in the month of August and the disclosure form will assist the candidate in matching Experience Hours to specific competency areas, including the following categories:
  - Insolvency Law & Practice
  - Taxation
  - General Business Law
  - Financing
  - Managing Business Operations
  - Financial Analysis & Reporting
- The candidate’s Experience Hours must show experience across four of the six competencies with significant experience in the area of Insolvency Law & Practice (at least 1,000 Experience Hours);
- Candidates who gain Experience Hours prior to enrolling in the program shall have their sponsor sign a declaration verifying the Experience Hours;

- The Experience Hours shall be monitored by the candidate's sponsor and the disclosure form shall be verified and signed by the sponsor;
- The sponsor shall provide a written statement that the candidate has demonstrated through their work experience the necessary pervasive qualities and skills necessary to become a CIRP.