

Policy on Conduct and Ethics for Candidates in the CIA Education System

Document 214134

Context and Purpose

The purpose of the Canadian Institute of Actuaries (CIA) Code of Conduct and Ethics for Candidates (Candidate Code) is to require actuarial candidates to adhere to the high standards of conduct, practice, and qualifications of the actuarial profession, thereby supporting the actuarial profession in fulfilling its responsibility to the public.

This policy specifies the application of the Candidate Code, as well as the associated procedures and disciplinary actions.

Scope

The Candidate Code is applicable to actuarial candidates who are non-members of the CIA and who are pursuing actuarial education. The Candidate Code will be applicable until a candidate is admitted to membership in the CIA by the Eligibility and Education Council (EEC), at which point they are subject to the CIA Rules of Professional Conduct. ("Members" include Associates, Affiliates, Correspondents, and Fellows of the CIA.)

Application

This policy applies to actuarial candidates. An actuarial candidate is a person who has registered for or completed any CIA educational or evaluative activity (e.g., recognized university courses for purposes of the University Accreditation Program (UAP), the Practice Education Course (PEC), or other education programs that may be offered from time to time).

Policy Statements

1. Adherence to the Code

- a. An actuarial candidate must comply with both the letter and spirit of the Candidate Code. An actuarial candidate who commits a material violation of the provisions of the Candidate Code shall be subject to the related discipline procedures outlined in this policy.
- b. Actuarial candidates taking part in exams or other educational activities recognized by the CIA are expected to comply with these organizations' codes, and failure to do so may expose actuarial candidates to the discipline process of these organizations.
- c. Actuarial candidates seeking exemptions under the UAP are furthermore subject to the accredited universities' internal codes of conduct and/or disciplinary

process.

- d. An attestation of adherence to the Candidate Code shall be required upon application/registration.

2. Process

- a. Individuals who believe they have evidence of a possible violation of the Candidate Code may submit a written report to the EEC detailing the alleged violation. Evidence supporting the alleged violation should be submitted with the report.
- b. Infraction reports must be submitted for the attention of the CIA director of membership, education, and professional development within a reasonable period after learning of the alleged violation.
- c. The EEC may initiate a review of an actuarial candidate's conduct at any time, at its sole discretion, with or without the receipt of an infraction report or a conversation with the actuarial candidate.
- d. The EEC will review available information and determine whether there is evidence that a violation occurred. If the EEC determines that a violation has occurred, it will determine the appropriate remedial or disciplinary action to be taken. Such action will be communicated in writing to the actuarial candidate.

3. Disciplinary Actions

Actions may include, but are not limited to:

- a. Warning—the actuarial candidate is issued with a warning, reminding him or her of the importance of strict adherence to the Candidate Code and advising him or her of the possibility of disciplinary action for future violations of the Candidate Code.
- b. Cancellation of approved exam exemptions obtained through the UAP prior to the infraction.
- c. Ban—the actuarial candidate is banned from applying for credit for any educational activity sponsored or recognized by the CIA for a specified period of time, up to a lifetime ban.
- d. Other measures the EEC believes will appropriately address the violation.

4. Appeals

- a. An actuarial candidate may appeal the EEC's determination that he or she violated the code. Appeals must be submitted in writing to the director of membership, education, and professional development within 30 days of the date on which the actuarial candidate received notice of the action decided upon by the EEC.
- b. Appeals must include a statement of the basis of the appeal and any other materials in support of the actuarial candidate's position.
- c. An appeal panel (the Panel) will be formed, consisting of the CIA director of membership, education, and professional development; the CIA staff actuary, education; and three CIA members-at-large selected by the EEC.
- d. The Panel will determine by majority vote whether to uphold, reverse, or modify the EEC's determination that a violation has occurred and any remedial or

disciplinary action taken.

- e. The Panel will communicate its decision in writing to the actuarial candidate within 45 days of the convening of the Panel.

5. Appeal Hearings

- a. An actuarial candidate subject to a ban is entitled to a telephone hearing with the Panel, upon request.
- b. Where disciplinary action involves a lifetime ban, a hearing will be granted by the EEC.
- c. Where disciplinary action involves anything other than a lifetime ban, a hearing may be requested but will be granted only at the discretion of the EEC.
- d. An actuarial candidate requesting a hearing must still submit a written appeal, including a statement of the basis of the appeal and any other materials in support of the actuarial candidate's position.
- e. A request for a hearing must be made at the time the appeal is submitted.
- f. The format of the hearing will be established by the EEC based upon the nature of the subject matter, the number of participating witnesses (if any), and any other relevant circumstances.
- g. No less than 30 days prior to the start of the hearing, the CIA shall send written notice to the actuarial candidate and his or her representative, stating the details pertaining to the hearing.
- h. In a case where in-person hearings would be required, such hearings shall be conducted at the CIA's offices, or at such other location as may be selected by the CIA, at its discretion.
- i. Travel costs and all other expenses incurred by the actuarial candidate and his or her witnesses and representatives will be the responsibility of the actuarial candidate.
- j. The CIA will communicate the Panel's decision to the actuarial candidate in writing within 45 days of the hearing.

6. Cooperation with Other Organizations

- a. The EEC may disclose the results of its review and any resulting remedial or disciplinary actions to any other recognized actuarial organizations or universities having a legitimate interest, which may result in disciplinary action by such organizations.
- b. The EEC may, at its discretion, provide to such organizations its disciplinary files, or portions of such files, if requested by such other organizations in connection with the application of disciplinary actions by such organizations, or the appeal of such actions by an affected actuarial candidate.

Exemptions

N/A

Escalation Procedures/Management of Non-compliance with this Policy

N/A

Definitions and Abbreviations

N/A

Associated Documents[CIA Code of Conduct and Ethics for Candidates](#)[CIA Rules of Professional Conduct](#)[CIA Net Registration Form](#)[Practice Education Course Registration Form](#)[Professionalism Workshop Registration Form](#)**References**

N/A

Monitoring, Evaluation, and Review

Approval date	November 26, 2014
Effective date	November 26, 2014
Approval authority	Board
Review owner	Eligibility and Education Council
Prior review and revision dates	N/A
Review cycle	Every five years
Next review date	2019

Procedures

N/A