





**Canadian
Institute
of Actuaries**

**Institut
canadien
des actuaires**



2024 FCIA Application Guidelines

FCIA Application Guidelines

Scope

All applicants for membership as a Fellow of the Canadian Institute of Actuaries (FCIA) as well as FCIA's who sign work certification requests for applicants must read and follow these guidelines. Incomplete applications or failure to meet the requirements as outlined will result in rejection of an application. False attestations by an FCIA of an applicant's work experience may be considered a breach of the [Rules of Professional Conduct](#).

For full requirements, please refer to the [Policy on Qualification Requirements](#).

This table summarizes the requirements for each qualification pathway:

Requirement	Pathways P1 and P2	Pathway P3-A	Pathway P3-B	Certification by (using the official CIA form)
CIA membership at the time of FCIA application	ACIA	Applicant	Applicant	
Overall experience	3 years of full-time actuarial work, accrued during the 6-year period immediately prior to application.	N/A	3 years of full-time actuarial work, accrued during the 6-year period immediately prior to application.	N/A
Canadian experience**	12 months of Canadian actuarial experience, accrued while enrolled as an Associate of the Canadian Institute of Actuaries (ACIA) and during the 3-year period immediately prior to application.	36 months of Canadian actuarial experience in a chosen area of practice (accrued during the last 48 months) and after the achievement of the first fellow-level actuarial designation from a recognized actuarial organization.*	12 months of Canadian actuarial experience in a chosen area of practice (accrued during the last 36 months) and after the achievement of the first fellow-level actuarial designation from a recognized actuarial organization.*	FCIA
Work certification form	FCIA Supervisor Certification of Work Experience Form - FCIA Pathways 1 and 2	FCIA Supervisor Certification of Work Experience Form - FCIA Pathway 3-A	FCIA Supervisor Certification of Work Experience Form - FCIA Pathway 3-B	

* Recognized actuarial organizations and their fellow-level designations include:

- Society of Actuaries – FSA
- Casualty Actuarial Society – FCAS
- Institute and Faculty of Actuaries – FIA
- Institute of Actuaries of Australia – FIAA
- Actuarial Society of South Africa – FASSA
- Society of Actuaries of Ireland – FSAI

** Canadian experience must be detailed using the relevant CIA form provided above and must be certified and signed by an FCIA. The FCIA must have been in good standing during the entire work period being certified.

An FCIA who was on a leave of absence from work, not including vacation time, cannot certify any work that was performed during their leave of absence.

Certification of work experience

To be eligible, the person certifying the work must have been the applicant's supervisor and an FCIA in good standing at the time the work was performed.

Please note:

- A separate work certification form is required for each position held during the certification period, including for different positions at the same company.
- A separate work certification form is required for each period of work within the same position if there was a different supervisor.

Applications must:

1. Include the specific start and end dates for each period of work being used for certification purposes.
2. Provide detailed descriptions of the specific actuarial work performed, highlighting the particular Canadian-specific work experience where applicable. Work descriptions should be precise, without any room for interpretation, and should provide ample detail. Statements such as "all tasks related to pension plan valuation" are not sufficient. **Copies of position profiles, job postings or job descriptions are not acceptable.**
3. Have the work certified by an FCIA using the appropriate form(s) to attest to the accuracy of the description of the Canadian work and to certify that the experience is sufficient in their view to meet the requirement.

Please note:

- The applicant is responsible for the completeness, clarity and accuracy of all work descriptions, and the certifying FCIA is responsible for attesting to the completeness, accuracy and time span of the work they are certifying. Work descriptions will not be interpreted during the application review and insufficient descriptions will result in rejection of an application.
- FCIAs certifying the work experience of applicants for CIA membership are subject to the [Rules of Professional Conduct](#). Certifying a work description that is inaccurate or false could be considered a breach of the Rules.
- Canadian residency and/or working for a Canadian company are not sufficient to demonstrate satisfaction of the Canadian experience requirement. The work must be relevant to Canada, demonstrating understanding of the Canadian business environment (e.g., accounting, tax), regulatory and legislative environment (e.g., regulator guidelines) and actuarial environment (*CIA Standards of Practice, Rules of Professional Conduct*).
- Certifying FCIAs must have held their FCIA designation in good standing for the entire work experience period that they are certifying. As a reminder, suspended members cannot use a CIA designation. All designation dates will be verified.
- It is expected that the certifying FCIA was also actively working (e.g., not on a leave of absence) for the employer specified by the applicant over the entire experience period being certified.
- If you did not have an FCIA as direct supervisor, it is possible to use an FCIA who did not directly supervise your work, but that FCIA must be sufficiently familiar with your work. Clear and detailed justification must be provided as to why this alternate option is being used, including an explanation of how that FCIA is familiar with the work you performed during the period.

- The distinction between work in Canada and work in another country depends primarily on the ultimate purpose of the work. It does not depend on where the applicant lives or where the applicant happens to be when doing the work. For full details, please consult the [Standards of Practice](#) (Subsection 1160, Scope).

Calculation of work experience

Part-time work

Work experience obtained through part-time work should be calculated on a prorated basis using 35 hours per week as full-time work (e.g., 21 hours a week would be 60% of full-time work).

Non-Canadian work

Applicants whose experience encompasses both Canadian and non-Canadian work may calculate Canadian work on a prorated basis using 35 hours per week as full-time Canadian work (e.g., 21 hours a week of Canadian work would be 60% of full-time Canadian work). If an applicant does not work entirely on Canadian matters, only experience that is deemed Canadian and certified by an FCIA would meet Canadian experience requirements.

Co-op and internship programs

Work experience gained through co-op or internship programs are eligible to satisfy an experience requirement to a maximum of 50% of the total experience required (e.g., if 12 months of Canadian experience is required, a maximum of six months of a co-op or internship can be counted).

Actuarial research and teaching actuarial science at a university

This experience may be deemed eligible to satisfy experience requirements. The experience must be certified as actuarial work by an FCIA. Applicants with teaching experience would also be required to have been involved in actuarial research.

Leaves of absence

Leaves of absence such as family or medical leaves are recognized by the CIA, according to statutory guidelines if applicable, or according to a medical certificate or other proof provided by the applicant indicating the duration of the leave. Should a qualifying leave of absence take place during the work experience period, the period during which work experience can be obtained will be extended by the length of the leave, up to a maximum of two years.

Example: An applicant qualified as ACIA on January 1, 2019, and applies for FCIA on January 1, 2022. The applicant joined their employer on January 1, 2014, had a total of 18 months of statutory parental leave during calendar years 2018 and 2020, and meets the Canadian experience requirement. However, because of working part-time and accounting for parental leaves, the applicant accrued 30 months of professional experience over the six-year eligible period ending January 1, 2016. As such, the eligible period for professional experience could be extended up to 18 months prior to January 1, 2016.

Elective leaves of absence do not qualify for extension. Leaves of absence due to involuntary unemployment will be reviewed on a case-by-case basis.



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The Canadian Institute of Actuaries (CIA) is the qualifying and governing body of the actuarial profession in Canada. We develop and uphold rigorous standards, share our risk management expertise, and advance actuarial science to improve lives in Canada and around the world. Our more than 6,000 members apply their knowledge of math, statistics, data analytics, and business in providing services and advice of the highest quality to help Canadian people and organizations face the future with confidence.