

QUALIFICATION STANDARD

REQUIREMENTS FOR CONTINUING PROFESSIONAL DEVELOPMENT

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1 – INTRODUCTION AND APPLICATION

This Qualification Standard identifies the minimum Continuing Professional Development (CPD) requirements that members¹ must meet, pursuant to Rule 2 of the CIA Rules of Professional Conduct, in order to perform professional services.² Rule 2 states:

A member shall perform professional services only when the member is qualified to do so and meets applicable qualification standards.

Fulfilling these minimum requirements is not necessarily sufficient to ensure compliance with the overall principle of Rule 2 (i.e., being qualified to perform professional services).

The Eligibility and Education Council (EEC) is responsible for monitoring compliance with this Qualification Standard.

2 – REQUIREMENTS

2.1 The activities that members are required to do in order to comply with this Qualification Standard are of two types:

- **Structured** – Activities planned in advance or where more than one point of view is provided such as, but not limited to, attendance at meetings, seminars or other programs with relevant content, that contribute to the CPD of the individual member.
- **Unstructured** – All other activities that contribute to CPD, but which fall outside of the structured activities. This would include education obtained through private reading, research, preparing for a presentation, informal discussions with colleagues and studies that can be part of normal work requirements.

2.2 Acceptable CPD activities must be relevant at the time they are completed and appropriate to support the member in maintaining his or her level of skill and knowledge as the actuarial profession evolves. Non-Canadian CPD activities would count as long as they are relevant. Ultimately, it is the member's decision as to the relevance of an activity, but the member should be able to support such a decision if requested to do so.

¹ For the purpose of this Qualification Standard, the term “member” includes Fellows, Associates and Affiliates of the CIA, as well as members of bilateral organizations who do work in Canada, as defined in Subsection 1230 of the CIA General Standards.

² “Professional services” are defined in the CIA Rules of Professional Conduct and also referenced in Rule 2 of the Rules of Professional Conduct.

2.3 Members are required to complete **100 hours** of combined structured and unstructured relevant activities, which **includes at least 24 hours of structured activities**, over the last two complete calendar years. Furthermore, these hours must, include:

2.3.1 at least 12 hours of structured activities related to the member's technical skills; and

2.3.2 a combination of four structured or unstructured hours related to professionalism.

2.4 Members are required to retain personal records of their CPD activities for a period of five years.

3 – EXEMPTIONS

3.1 An exemption from compliance with Section 2 above may be claimed by a member who:

3.1.1 is not performing professional services of an actuarial nature; or

3.1.2 has written an actuarial exam/module sponsored by the CIA, the SOA or the CAS during the last two complete calendar years **and** who has not yet obtained his or her CIA Fellowship designation.

3.2 An exemption from compliance with Section 2 above may also be claimed by a member due to special circumstances. The decision to grant such an exemption shall be at the discretion of the EEC.

3.3 A *member* who:

- does not reside in Canada;
- does no work in Canada, as defined in Subsection 1230 of the CIA General Standards; and
- is a full member, at the highest available level, of another International Actuarial Association (IAA) Full Member association that has established CPD requirements,

may choose to comply with that other association's CPD requirements in lieu of compliance with Section 2 above. If the member is not required by the other association to meet its CPD requirements, the member must voluntarily follow the other association's CPD requirements in order to be exempted from compliance with Section 2 of the CIA CPD Qualification Standard.