Additional Guidelines for FCIA Application

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GUIDELINES FOR WORK DESCRIPTION

Please ensure that the following information is entered online in the Certification of Work Experience (FCIA) section under Employment History on the CIA website.

- The date(s) of the experience. (As per the FCIA guidelines, this date cannot exceed 72 months from the date your application is submitted.)
- The full legal name of your supervisor during the time your experience was gained.
- A thorough description of the work performed during the time being certified only. 
  (Copies of position profiles or job descriptions are not acceptable.)
- Whether or not the Fellow attesting to your experience was your supervisor for the entire period for which he/she is attesting.
- For work in Canada vs. work in other countries, please consult the General Standards (subsection 1160, Scope). Please indicate how your work meets the Canadian Experience Requirement.

Note: If you are including more than one period of employment with more than one supervisor, the supervisor for each period must certify the work. If you have multiple supervisors for the same experience, each supervisor must certify the period of work that was under their supervision only.
GUIDELINES FOR SUPERVISOR CERTIFICATION

The Fellow certifying your work must have been a Fellow and your supervisor for the entire period for which they are attesting. Recognized Fellow designations are FCIA, FCAS, FSA, FIA (IFoA), FASSA (South Africa), and FIAA (Australia). Your Canadian experience must be certified by someone who is an FCIA in good standing and your supervisor during your Canadian experience period. Note that a certification form generated from your CIA online account is required from each direct supervising actuary that was involved during the work described.

For certification by a Fellow that was not your direct supervisor, please see the guidelines for certification by a non-direct supervisor below.

Please note that each application should include at least two statements:

• One on the Professional Experience Certification.
• One on the Canadian Experience Certification.

GUIDELINES FOR SUPERVISOR CERTIFICATION BY NON-DIRECT SUPERVISOR

In cases where there is no direct supervisor Fellow eligible to certify your work, it is possible to use a Fellow that is sufficiently familiar with your work. A brief explanation needs to be given as to why a direct supervisor Fellow is unavailable and how the non-direct supervisor is involved in, or sufficiently familiar with, your work.

GUIDELINES FOR FCIA EXPERIENCE REQUIREMENTS

Part-time work

Work experience obtained through part-time work should be calculated on a pro-rated basis using 35 hours per week as the basis for full-time work. For example, an applicant working 21 hours a week should count 60% of full-time work. Therefore, in order to obtain 12 person-months of work experience in the past three years, the candidate would have to accumulate this experience over a period of 20 months.

Foreign work

Candidates whose work experiences encompass both Canadian and foreign work should calculate Canadian work on a pro-rated basis using 35 hours per week as the basis for full-time Canadian work. For example, an applicant averaging 21 hours a week on Canadian work should count 60% of full-time work as Canadian. Therefore, in order to obtain 12 person-months of Canadian work experience in the past three years, the candidate would have to accumulate this experience over a period of approximately 20 months.

If a candidate does not entirely work on Canadian matters, only experience that is deemed Canadian and certified by an FCIA would meet the Canadian Experience Requirement.

Any previous Canadian experience gained beyond the three year maximum period prior to leaving the country will expire and be deemed ineligible. No exceptions will be made under these circumstances. The work experience must be current and fall within the established guidelines.
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 candidate lives or where the candidate happens to be working. For full details, please consult the Standards of Practice (subsection 1160, Scope).

**Co-op programs and summer internships**

Work experience gained through co-op or summer internship programs can be deemed eligible to satisfy the Experience Requirement, to a maximum of 50% of the total experience required (e.g., if 12 person-months of Canadian experience is required, the maximum work experience gained through this type of work can only count for six person-months).

**Actuarial research**

Actuarial research may be deemed eligible to satisfy the Experience Requirement and applications of this nature will be reviewed on a case-by-case basis. This experience would need to be certified as actuarial work by a recognized Fellow.

**Teaching actuarial science at a university**

Teaching experience may be deemed eligible to satisfy the experience requirement subject to a case-by-case review. The candidate, while teaching, would also be required to have been involved in actuarial research. This experience would need to be certified by a recognized Fellow.

**Leaves of absence**

Medical, maternity, parental, and sick leaves will be recognized by the CIA, according to the statutory guidelines set by the government (for maternity and parental leaves), or according to a medical certificate or other proof provided by the candidate 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.

Elective leaves of absence (e.g., extended maternity leave beyond statutory guidelines) would not be recognized by the CIA and no extension would be granted under such circumstances.

Leaves of absence due to involuntary unemployment will be reviewed on a case-by-case basis.

Example: A candidate qualified as ACIA on January 1, 2017 and applies for FCIA on January 1, 2020. The candidate joined their employer on January 1, 2012, had a total of 18 months of statutory parental leave during calendar years 2016 and 2018, and meets the Canadian experience requirement. However, as a result of working part-time and accounting for parental leaves, the candidate accrued 30 months of professional experience over the six year eligible period ending January 1, 2014. As such, the eligible period for professional experience could be extended up to 18 months prior to January 1, 2014.