Additional Guidelines for FCIA Application

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GUIDELINES FOR WORK DESCRIPTION
Please use the template provided. Please ensure that the following information is included in your description of actuarial work experience:

- The date(s) of the experience (i.e., from March 2010 to July 2011);
- The full name of your supervisor during the time your experience was gained;
- A thorough description of the work performed during that time;
- Whether or not the Fellow attesting to your experience was your supervisor for the entire period for which he/she is attesting; and
- For work in Canada vs. work in other countries, please consult the General Standards of Practice (subsection 1230, 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; or, 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

Sample Statement from Supervising Actuary

Below is a sample of the statement required from your direct supervising actuary(ies) certifying that you meet the Professional and Canadian Experience Requirements, as outlined in the Qualification Requirements section on the CIA website. You should note that the Fellow certifying your work must have been a Fellow for the entire period for which they are attesting. Your Canadian experience must be certified by someone who is an FCIA. Note that a certification form is required from each direct supervising actuary that was involved during the work described.

For certification by an actuary that was not your direct supervisor, please see 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; and
- One on the Canadian Experience Certification.

**Professional Experience Certification**

Example: “I certify that the description of practical work experience performed by *(applicant name)* under my supervision is accurate. I also certify that this experience totals at least three years *(or the exact period of work performed under the certifying supervisor if there are multiple companies or supervisors)* of full-time actuarial work accrued in the last 6 years, as set forth by the standards of the Canadian Institute of Actuaries.”

**Canadian Experience Certification**

Example: “I certify that the description of Canadian work experience performed by *(applicant name)* under my supervision is accurate. I also certify that this experience totals at least 12 months *(or the exact period of work performed under the certifying supervisor if there are multiple companies or supervisors)* of full-time Canadian experience while enrolled as an Associate (ACIA), accrued in the last three years, as set forth by the standards of the Canadian Institute of Actuaries.”

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. The Fellow may certify your work using the proper certification as shown below. A brief explanation needs to be given as to why the direct supervisor Fellow is not available and how the non-direct supervisor is involved in, or sufficiently familiar with, your work. Please use the certification of work experience template provided for each non-direct supervisor.

**Professional Experience Certification**

Example: “I certify that the description of practical work experience performed by *(applicant name)* is accurate. Although I was not *(name of applicant)*’s direct supervisor, I am sufficiently

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1 Actuarial work subject to applicable Canadian legislation/regulation and to Canadian Standards of Practice.
familiar with his/her work to certify that it meets the requirements of the Canadian Institute of Actuaries. I also certify that this experience totals at least three years (or the exact period of work performed under the certifying supervisor if there are multiple companies or supervisors) of full-time actuarial work accrued in the last 6 years, as set forth by the standards of the Canadian Institute of Actuaries.”

**Canadian Experience Certification**

Example: “I certify that the description of Canadian work experience performed by (applicant name) is accurate. Although I was not (name of applicant)’s direct supervisor, I am sufficiently familiar with his/her work to certify that it meets the requirements of the Canadian Institute of Actuaries. I also certify that this experience totals at least 12 months (or the exact period of work performed under the certifying supervisor if there are multiple companies or supervisors) of full-time Canadian experience while enrolled as an Associate (ACIA), accrued in the last three years, as set forth by the standards of the Canadian Institute of Actuaries.”

**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 percent 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 percent 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.

For these situations, the written descriptions mentioned above should provide details on the percentages of time and the nature of the Canadian and foreign work.

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 actuary lives or where the actuary

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2 Actuarial work subject to applicable Canadian legislation/regulation and to Canadian Standards of Practice.
happens to be when doing the work. For full details, please consult the Standards of Practice (subsection 1230, 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 percent 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 fully qualified actuary.

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 fully qualified actuary.

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.

Example: the 36-month period of eligible work experience for a candidate begins on January 1, 2014. On January 1, 2015, the candidate goes on a one-year maternity/parental leave (as per statutory guidelines). The 36-month eligible work experience period, which would normally end on January 1, 2017, would be extended through January 1, 2018, to compensate for the one-year maternity/parental leave. The candidate could not, however, count any experience obtained prior to January 1, 2014. In this situation, an application submitted on January 1, 2018, would meet the experience requirement criteria as 18 months of experience were acquired in the last three years (extended to four).

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.