

Canadian Institute of Actuaries (CIA)

Continuing Professional Development (CPD) Requirements:

All members of the CIA are required to comply with the CIA's Qualification Standard Requirements for Continuing Professional Development. The minimum CPD requirements that members must meet, in order to perform professional services is 100 hours of combined structured and unstructured relevant activities, over the last two complete calendar years. These must include:

- At least 24 hours of structured activities
- At least 12 hours of structured activities related to the member's technical skills
- A combination of four structured or unstructured hours related to professionalism

Definitions:

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, webcasts, seminars or other programs with relevant content, that contribute to the CPD of the individual member. Recordings of meetings are also considered structured.
- **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.

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.

For more information and to use the CIA CPD tracking tool, please visit the CIA website (must log in first): <http://www.cia-ica.ca/members/my-profile/my-cpd-information>

Reporting Requirements:

All members (including new members) must file an annual statement with the CIA at the beginning of each calendar year to attest that he or she is in compliance, is a new member, or is claiming one of the exemptions outlined in the Qualification Standard. For more information please review the [Policy on Monitoring Compliance with the Continuing Professional Development \(CPD\) Qualification Standard](#).

Continuing Professional Development Q&A

Q. I provide property and casualty actuarial services in Canada, but I'm not a member of the CIA. Should I still comply with the CIA standard?

A. Yes, if you provide actuarial services in Canada, you must comply with the CIA qualification standard even if you are not a member of the CIA.

Q. Who needs to comply with the Casualty Actuarial Society (CAS) Continuing Education (CE) policy?

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A. All ACAS's (including those still taking exams) and FCAS's who provide property and casualty actuarial services.

Q. Does my self-study time count towards CPD?

Yes, all self-study hours qualify as CPD, but not as structured CPD.

Q. If I received my ACAS this year, do I need to comply for this year?

A. An exemption from compliance with the CPD Qualification Standard may be claimed by a member who has written an actuarial exam/module sponsored by the CIA, the Society of Actuaries (SOA), or the Casualty Actuarial Society (CAS) during the last two complete calendar years **and** who has not yet obtained his or her CIA Fellowship designation.

Q. Do webinars/webcasts count as structured?

A. Yes.

Q. Does listening to a recorded webinar count as structured?

A. Yes, the CIA allows this as a structured activity.

Q. What counts as professionalism?

A. Anything related to Rules of Professional Conduct, Actuarial Standards of Practice (ASOP), and other professionalism topics, such as ethics. For example, reading an ASOP, attending a session at a conference that reviews ASOPs, or listening to a webinar that discusses ASOPs.

Q. Is there a requirement for business and management hours?

A. There is no minimum number of hours a member must spend on business and management activities, however members are still encouraged to utilize part of their CPD hours to develop business and management skills and count these hours towards CPD requirements.

Q. Can you provide some examples of what qualifies as business and management activities?

A. Examples of business and management activities include:

- Communication and business skills workshops
- Seminars on developing negotiation, presentation, or business writing skills
- Company sponsored management training including HR

Q. Does my time on a CAS or CIA committee count towards CPD?

A. It depends on the committee. Time spent learning and reading the ASOPs for the professionalism committee count and time spent reading papers on the exam committee counts. However, time spent on the Candidate Liaison Committee or the New Members Committee likely does not count. If the committee adds to your understanding of your job as an actuary, then the time spent counts. If the committee does not, then the time spent does not count. In general, all committees include some administrative time and you should only count the hours that were educational, not all the hours a committee met, no matter what the main topics discussed were.

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Q. Do I need to keep a tracker of my CPD? For how long?

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

Q. What should I put in my CPD tracker?

A. The tracker should be sufficient to demonstrate compliance. The following should be included:

- Date
- CPD Type (Technical Skills, Professionalism Skills, Other)
- Hours credited (1/4 hour increments)
- Brief description of activity
- Location: City, Country
- Structured or unstructured time
- Sponsoring Organization (SOA, CAS, CIA, AAA, Other)
- Notes/Comments

You can also use the following online tools to keep track of your CPD:

- <http://www.cia-ica.ca/members/my-profile/my-cpd-information>

The CIA encourage all its members to use this online reporting tool on the CIA website to record their CPD activities.

Q. Will I be reviewed for compliance?

A. There is a chance that you will be reviewed by either the CAS or the CIA, so it is important that you keep a tracker of your CPD.

- The CAS and the CIA both randomly audit 1.0% of their members. The CAS also audits the entire Executive Council and Board of Directors.

Q. Where do I go to attest that I comply?

A.

- Go to the CIA Members Site: <http://www.cia-ica.ca/members/my-profile/my-cpd-information>
 - Please remember to log into the Members Site before using this link.
- To login, go to the “Members Login” window towards the bottom right of the page and enter your username and password.
- Click on the “File my 20YY-20YY+1 Annual CPD Compliance Statement” button and select the category appropriate to your situation for the period January 1, 20YY, to December 31, 20YY.
- It is recommended you review the [CPD Qualification Standard](#) and the [Policy on Monitoring Compliance with the CPD Qualification Standard](#) before you proceed.
- Upon completion, a confirmation number will appear on your screen. This should be kept for your records.

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- An e-mail will be sent to you confirming that you have submitted a CPD compliance statement for 20YY-20YY+1.

Q. When do I have to comply?

A. You need to comply by February 28th of each year, attesting for the prior two calendar years.

Useful Links

For more information, please visit the CPD section of the CIA website:

- [http://www.cia-ica.ca/membership/continuing-professional-development-\(cpd\)](http://www.cia-ica.ca/membership/continuing-professional-development-(cpd))
- <http://www.cia-ica.ca/docs/default-source/members/209002e.pdf?sfvrsn=2>