



Policy on the Review of a PCMB Determinations Regarding Non-compliance with, or Ineligibility for an Exemption from, the CIA Qualification Standard – Requirements for Continuing Professional Development

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The role of the Actuarial Profession Oversight Board (APOB) is to be satisfied that the Canadian Institute of Actuaries' (CIA) professionalism and standard-setting activities and related processes are appropriate and responsive to the public interest.

The Professionalism and Credential Monitoring Board (PCMB), which is under the oversight of APOB, is the body which directs and manages the professional continuing qualification standard-setting and compliance monitoring process, in accordance with the CIA Bylaws (3.08 through 3.12, and 13.2.25).

A Fellow, Associate or Affiliate of the CIA (CIA member) who files a continuing professional development (CPD) compliance statement or an application for an exemption from the requirements of the Qualification Standard (QS) and, upon review and/or audit, is advised that he or she has been deemed to be non-compliant by the PCMB, or ineligible for an exemption, can appeal the PCMB's decision to APOB within 10 business days of receipt of notification. If a request for a review of the PCMB's decision is received from the CIA member, APOB will follow the procedure outlined in this policy in order to review the information and procedures that led to the PCMB's determination of non-compliance with the qualification standard.

1. The Chairperson of APOB shall contact the Executive Director of the CIA, within 10 days after having received the request for a review of the PCMB's determination, to verify and confirm that the request was received within 10 days of the CIA member's receipt of the PCMB's decision and is therefore valid. The PCMB chair will also be advised of the receipt of the request.
2. If the request is deemed valid, the Chairperson of APOB will request that the PCMB prepare a written report outlining, in detail, the information received from the CIA member in his or her compliance statement or exemption application, as well as the steps taken in the process that led to the PCMB's determination. The PCMB will be expected to demonstrate, in its report, that its decision is reasonable. In the case of a compliance statement, the PCMB will also be expected to demonstrate, in its report, that the procedures outlined in Appendix C of the Qualification Standard – Requirements for CPD were followed. The report will also outline:
 - a) The compliance statement or exemption application filed by the CIA member;
 - b) All information provided by the CIA member with regard to his or her relevant CPD activities during the reporting period in question or their rationale for requesting an exemption, as applicable;

- c) All communications between the CIA member and the PCMB, including information regarding all attempts to remedy the CPD deficiencies assessed by the PCMB (in a case of non-compliance);
 - d) Any additional information used by the PCMB in the course of their assessment and determination;
 - e) The timeline and milestones of the process, (i.e., receipt of the compliance statement or exemption application, dates formal communications with the CIA member, determination date, date of notification of decision, etc.);
 - f) The names of the members of the PCMB who participated in the determination and decision; and
 - g) A summary of the discussion and rationale behind the PCMB's decision, including any dissenting opinions from PCMB members.
3. The PCMB will present its written report to APOB no later than 30 days after receipt of the request from APOB.
 4. APOB may retain the services of independent experts (e.g., legal counsel) to assist with its review.
 5. No later than 30 days after having received the report prepared by the PCMB, APOB will meet, either in person or virtually, to reach one of the following conclusions:
 - a) The PCMB's determination is reasonable, and is therefore upheld; or
 - b) The PCMB's determination is not reasonable, and is therefore overturned and the CIA member is deemed to be compliant with the qualification standard, or granted an exemption, as applicable.
 6. Within 15 days of its decision, APOB will prepare a response to the CIA member advising him or her of its decision, along with its rationale, which will be sent to the CIA member through the CIA Head Office. APOB will also advise the PCMB of its decision.

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