



**Canadian
Institute
of Actuaries**

**Institut
canadien
des actuaires**

Code of Conduct and Ethics for Participants in the CIA Education System

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Purpose

The purpose of this *Code of Conduct and Ethics for Participants in the CIA Education System* (Education Code) is to support the CIA's duty to the public by requiring adherence by participants in the CIA Education System to the high standards of conduct and ethics of the actuarial profession in Canada.

Scope

The Education Code applies to all persons who are engaged in educational activities and examinations leading to qualification with the CIA as an Associate (ACIA) or Fellow (FCIA) of the Canadian Institute of Actuaries (participants). This includes courses, exams, or modules offered by the CIA, or taken through accredited universities or other recognized education partners.

A participant shall be enrolled as a member of the CIA (i.e., Student, Candidate, Associate, Fellow), and is therefore also bound by the Institute's *Bylaws* and *Rules of Professional Conduct*.

University students seeking credit from the CIA for university-based education are furthermore subject to the accredited universities' internal codes of conduct and/or disciplinary process. All participants in exams or other educational activities recognized by the CIA (i.e., education partners) are expected to comply with the codes of the respective organizations.

Any alleged violation of this Education Code shall be subject to review and assessment under the CIA [*Policy on the Enforcement of the Code of Conduct and Ethics for Participants in the CIA Education System*](#).

Any violation of this Education Code that could be a potential offence¹, may be cause for further action under the CIA disciplinary process, and would be referred to the CIA Professional Conduct Board.

¹ An "offence", as defined in the CIA *Bylaws*, means any violation of the *Bylaws*, *Standards of Practice*, or *Rules of Professional Conduct* of the Institute.

Code of Conduct and Ethics for Participants in the CIA Education System (Education Code)

1. All participants in the CIA education system shall act honestly and with integrity, when engaging in CIA education activities and examinations, and shall comply with this Education Code in both letter and spirit.
2. Participants shall follow and attest to compliance with all formal requirements and rules in effect at the time of the activity or examination, which shall be communicated to participants in advance. This includes university courses and accredited degrees taken as part of the CIA University Accreditation Program, or courses, examinations, or modules offered by the CIA's education partners. Such attestation shall be expressed upon registration for any CIA educational activity and implied upon registration to an educational activity provided by a university or another organization, for the purposes of recognition by the CIA.
3. All participants in the CIA education system shall respond promptly, truthfully, and fully to any request for information by, and cooperate fully with, the CIA in connection with any alleged violation of this Education Code. The participant's responsibility to respond shall be subject to applicable restrictions imposed by law, statute, or regulation.



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The Canadian Institute of Actuaries (CIA) is the qualifying and governing body of the actuarial profession in Canada. We develop and uphold rigorous standards, share our risk management expertise, and advance actuarial science to improve lives in Canada and around the world. Our more than 6,000 members apply their knowledge of math, statistics, data analytics, and business in providing services and advice of the highest quality to help Canadian people and organizations face the future with confidence.