



# Memorandum

**To:** CIA members and stakeholders

**From:** John Dark, Chair  
Professionalism and Credential Monitoring Board

**Date:** November 3, 2023

**Subject:** **Amendments to the *Qualification Standard – Requirements for Continuing Professional Development (CPD)***

Document 223165

## Executive summary

The Professionalism and Credential Monitoring Board (PCMB), which was established January 1, 2020, under the oversight of the Actuarial Profession Oversight Board (APOB), is responsible for developing and revising the CIA's professional continuing qualification standards in accordance with the [CIA Bylaws](#).

Following the recent changes to the Bylaws establishing the new Candidate and Student member categories that come into effect in January 2024, the PCMB undertook a review of the *Qualification Standard – Requirements for Continuing Professional Development (CPD)* (QS) and related procedures to address any required changes. The PCMB also took the opportunity to determine if any additional improvements or clarifications were needed based on the experience of members and the PCMB during the recent reporting process. A few changes to the QS were proposed, which would take effect in January 2024 for the 2022-2023 reporting cycle.

In accordance with the Bylaws, the proposed changes to the QS were sent to members on September 21 for consultation. The final revised QS (with all changes redlined) accompanies this memorandum.

## Consultation feedback

Only two comments were received from members during the consultation period. One expressed support for the amendments and the other recommended a change related to the way CPD exemptions are handled in cases of illness or disability. Changes were made to Section 3.3 to better address the CPD requirements during a medical leave.

Changes were also made to address a request from the Education and Qualification Council (EQC) to clarify that university programs in a relevant field would be recognized.

The remaining changes that were made following consultation were initiated by PCMB and Head Office to reflect recent experiences with the 2021-2022 CPD audit that is currently underway, or comments noted outside of the consultation process. All of these additional changes provide clarifications or improved wording and do not materially change the QS.

## Summary of changes

The table below provides an overview of the key changes to the QS, along with additional comments and their rationale, as appropriate. Some additional housekeeping and editorial changes are not depicted below, such as including non-binary gender pronouns, but are redlined in the enclosed QS.

Areas in revised QS	Changes	Additional comments/rationale
<b>Section 2 – Scope</b>	<ul style="list-style-type: none"> <li>Removal of specific reference to Fellows, Associates and Affiliates.</li> <li>The QS now applies to all member categories.</li> </ul>	<ul style="list-style-type: none"> <li>Previously, the applicable member categories were specified since the QS did not apply to the Correspondent member category.</li> </ul>
<b>Subsection 3.2 b) – Requirements</b>	<ul style="list-style-type: none"> <li>The applicability of the compliance category was expanded to include reference to CIA Students and non-FCIA members who are enrolled in a university full time in a relevant field. The reference to a relevant field was added to the QS following consultation, at the request of the EQC.</li> </ul>	<ul style="list-style-type: none"> <li>This change addresses the new education pathways to Fellowship.</li> <li>CIA Students, by definition, are enrolled full time in a CIA accredited university and are therefore taking courses, studying and writing exams.</li> <li>CIA Associates, Candidates and Students may also be enrolled in a non-CIA accredited university and would still be eligible for this compliance category.</li> <li>CIA Associates and Candidates who are not enrolled full time in a university may still be eligible for this compliance category if they have written an actuarial exam/module during the last two complete calendar years.</li> </ul>
<b>Subsection 3.3 – Requirements – Medical leave</b>	<ul style="list-style-type: none"> <li>Post-consultation, the scope of the accommodation for family leave was expanded to include medical leave, allowing members who are on medical leave for an extended period to use CPD activities from a period prior to the normal two-year reporting period (to a maximum of one year).</li> </ul>	<ul style="list-style-type: none"> <li>This allows members on medical leave to remain compliant for a period of up to one year, without having to claim a special exemption from the requirements and which is consistent with how family leave is handled.</li> </ul>
<b>Appendix B – Core professionalism requirements – Introduction</b>	<ul style="list-style-type: none"> <li>The description of the time it will take to complete the Professionalism Module was modified to clarify that the mandatory reading list is in addition to the anticipated 2-3 hours.</li> <li>The time spent reviewing the mandatory reading can now</li> </ul>	<ul style="list-style-type: none"> <li>It was commented by a few members that the reading list could bring the amount of time required to complete the module beyond 2-3 hours.</li> <li>It will depend, however, on how familiar a member is with the reading list at the time of completion of the module. Some members may need more time than others.</li> </ul>

	<p>be counted as self-study hours toward the 80-hour requirement.</p>	<ul style="list-style-type: none"> <li>• Since members may read some of the material on the mandatory reading list throughout the year, as it is released, rather than at the time of completing the Professionalism Module, it should be counted toward a member’s regular CPD activities.</li> </ul>
<p><b>Appendix C – Procedures: Monitoring compliance with the CPD requirements – subsection 2 (Compliance reporting category descriptions)</b></p>	<ul style="list-style-type: none"> <li>• Post-consultation, additional wording was added to the compliance reporting category descriptions for clarity.</li> </ul>	
<p><b>Appendix C – Procedures: Monitoring compliance with the CPD requirements – subsection 2B</b></p>	<ul style="list-style-type: none"> <li>• The description was modified to state that this compliance category applies if a member acted in a reserved role “at any time” during the previous two calendar years.</li> </ul>	<ul style="list-style-type: none"> <li>• Although this is not a change to the requirements, the text was added to clarify that a member must select this reporting category even if they have not acted in a reserved role for the entire reporting period.</li> </ul>
<p><b>Appendix C – Procedures: Monitoring compliance with the CPD requirements – subsection 2C</b></p>	<ul style="list-style-type: none"> <li>• The description was modified to state that CIA Students or members attending university full time in a relevant field who select the compliance category 3.2 b) are not required to maintain detailed records of their CPD activities.</li> </ul>	<ul style="list-style-type: none"> <li>• It is accepted that the required number of hours will be obtained by virtue of being enrolled full time in a university.</li> <li>• No specific record of individual activities will be required if audited.</li> </ul>
<p><b>Appendix C – Procedures: Monitoring compliance with the CPD requirements – subsection 4 (Audit purpose and process descriptions)</b></p>	<ul style="list-style-type: none"> <li>• Post-consultation, the description was modified to address the distinctions in the audit process between the different reporting categories, particularly those related to the new member categories and their respective requirements.</li> </ul>	
<p><b>Appendix D – Procedures: Applying for an exemption from the CPD requirements – subsection 2 c) and Appendix E – Procedures: Applying for a remedy plan – subsection 2 c)</b></p>	<ul style="list-style-type: none"> <li>• Text was added to clarify that once an exemption is approved, or a remedy plan approved or completed, the member must then file a CPD compliance statement under the relevant compliance category.</li> </ul>	<ul style="list-style-type: none"> <li>• Although this is not a change to the procedures, this two-step process was not well-understood by members.</li> <li>• Since exemptions and remedy plans are accepted throughout the year, these two processes must remain distinct.</li> </ul>

## Effective date

The revised QS becomes effective on January 1, 2024, for the 2022-2023 reporting period.

## Questions and answers

A series of [questions and answers](#) (Q&As) are provided on the CIA website to help members better understand the CPD requirements. Additional Q&As regarding general CPD and other related enrolment issues are also provided.

Any questions regarding the QS can be directed to [cpd.compliance@cia-ica.ca](mailto:cpd.compliance@cia-ica.ca).

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