

PROFESSIONAL DEVELOPMENT PROGRAM

**RECOGNITION PROCESS
FOR PROFESSIONAL DEVELOPMENT PROVIDER STATUS**



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GENERAL PRINCIPLES

Providers that wish to have a course recognized must obtain recognition for a professional development activity if the activity might be addressed to financial planners.

Under the *Regulation Respecting the Compulsory Professional Development of Financial Planners* (the Regulation), there are two options for providers that wish to have their professional development activities recognized:

- Apply for recognition for each activity offered
- Obtain official professional development provider status

Beginning May 24, 2017, the Regulation introduces **recognized professional development provider status**. Recognized providers enjoy general recognition of all the training activities they offer that comply with the Regulation.

This procedure describes the IQPF's expectations for providers that want official professional development provider status, specifies the role and responsibilities and explains the steps to follow to obtain the status.

RECOGNITION PROCEDURE

ELIGIBILITY CRITERIA FOR OFFICIAL PROFESSIONAL DEVELOPMENT PROVIDER STATUS

To receive recognized provider status, the applicant must meet the following requirements:

1. It must be a public organization, a self-regulatory body, a professional order or an association dedicated to the advancement and dissemination of the knowledge of its members and the improvement of their competencies in one of the financial planning areas.
2. It must, in the five years preceding the application for recognition, have offered professional development activities recognized by the IQPF and, if applicable, upheld the IQPF's decisions concerning the recognition of professional development activities set out in Division III of the Regulation.
3. It must undertake to ensure that the professional development activities, the pedagogical framework for the activities and the learning materials used are suitable to develop the skills and competencies described in Section 16 of the Regulation.
4. It must undertake to ensure that the education or professional experience of the instructors is related to the professional development activities offered.
5. It must present an application for recognition as a provider in compliance with section 15.2 of the Regulation.

Applicants that are not eligible for recognized provider status must file an accreditation application with the IQPF for each professional development activity they wish to have recognized.

PROCESS FOR OBTAINING PROFESSIONAL DEVELOPMENT ACTIVITY PROVIDER STATUS

The applicant (provider) must email the professional development activity provider application found on the IQPF website to the IQPF, at accreditation@iqpf.org.

The application for professional development provider status must include the following information:

- Name and contact information of the applicant and a resource person
- A description of the applicant's sector
- An estimate of the number of training activities that will be offered by the applicant during the recognition period and the length of each activity
- A declaration of the provider's professional development activities
- The undertaking described in the eligibility criteria for recognized provider status
- The undertaking to pay the fee for obtaining recognized provider status

The application must be submitted to the IQPF at least 30 days before the first professional development activity will be held.

FEE FOR OBTAINING PROFESSIONAL DEVELOPMENT PROVIDER STATUS

The total estimated number of hours of training in the recognition period will determine the rate paid for provider status. Recognized providers may, at any time during the reference period, choose to offer more courses. In this case, the rate will be adjusted based on the established rate grid. It will not be possible to switch to a lower rate bracket. The payment must be made no more than 30 days after recognized provider status is granted.

- A fee of \$2,600* (before taxes) must be paid from 1 to 50 hours of courses.
- A fee of \$5,200* (before taxes) must be paid from 51 to 100 hours of courses.
- A fee of \$7,650* (before taxes) must be paid from 101 to 150 hours of courses.
- A fee of \$10,400* (before taxes) must be paid from 151 to 200 hours of courses.
- A fee of \$13,000* (before taxes) must be paid from 201 to 250 hours of courses.
- A fee of \$15,600* (before taxes) must be paid from 251 and more hours of courses.

*Prices subject to change without notice.

These fees cover:

- The cost of opening and analysing the file
- The granting of PDUs

RECOGNITION OF PROFESSIONAL DEVELOPMENT PROVIDER STATUS

The decision to grant official provider status will be sent by email to the provider within 30 days of receipt of the application.

If the status is not granted, a rejection email will be sent, and the applicant can submit an application to have each professional development activity recognized separately.

If the status is granted, a confirmation email will be sent. It will include the general recognition number granted to the provider and a list of recognition numbers to be assigned to each activity (one number per activity).

The IQPF reserves the right to revoke the recognition status if the provider does not meet the requirements set out in the Regulation or if an audit reveals that the requirements are not longer being met. When the IQPF revokes recognition status, it will inform the provider in question in writing at least 10 days before the status is revoked.

DUTIES AND OBLIGATIONS OF RECOGNIZED PROVIDERS

When the status of recognized provider is granted, the recognized provider must meet the following requirements:

- **It must ensure that the content of the professional development activities and the learning materials related to these activities allow for the development of the knowledge, skills and competencies described in Section 16 of the Regulation.**

The IQPF would like to reiterate that:

1. Self-study courses (web, paper or other format) must include an exam with a passing grade of at least 60%.
2. One professional development unit (PDU) is comprised of one full hour of professional development that meets the criteria set out in the Regulation.
3. Activities related to the sale of specific financial products or services, including securities, will not be recognized.

- **It must answer the IQPF's requests for information within the time it sets, including information to assess the attainment of the training objectives set out in the Regulation.**

- **It must give the IQPF, no more than 30 days after the end of the reference period, a report describing all professional development activities offered during that period and a declaration stating it has met the requirements of paragraphs 1 and 3 of section 15.1 of the Regulation.**

The report must include:

1. The title of the activity
2. A brief description of each activity
3. The type of activity (in-class course, colloquium, congress, distance education, webinar, videoconference)
4. Self-study course
5. Duration
6. Number and category of PDUs
7. Location where activity is held
8. Instructor(s)

A sample report can be found in Appendix 1.

- **For 24 months following the submission of the report described in the Regulation, it must keep all documentation related to every professional development activity, including the learning materials and promotional materials, if any, and the proofs of attendance issued to the participants who took part in the activities.**

Providers are responsible for providing proof of attendance to the participants. The participants must keep the proof in their files for the 24-month period after the end of the reference period.

The proof of attendance must include:

1. The participant's certificate number
2. The participant's first and last name
3. The name of the course provider
4. The title of the activity
5. The IQPF recognition number of the activity
6. The number of PDUs obtained
7. The date of participation in the training activity

A sample proof of attendance can be found in Appendix 2.

- **It must provide the participants' attendance lists. The attendance list must be received by the IQPF in electronic format within **30 days** after the activity.**

If the activity is held in the last month of the training cycle, the attendance list must be received by the IQPF no later than the 30th of the month. This is to ensure that the PDUs are recorded in time for all financial planners. If it is an activity that lasts several hours and any of the participants leave before the end, you must indicate on the attendance list the actual time the participant attended. Someone must be assigned to monitor attendance at the activities. This duly authorized person must validate the list by signing it.

For a webinar, the provider is responsible for setting up attendance verification measures that meet the participation rules.

The attendance list must be in Excel format and must contain:

1. The participant's certificate number
2. The participant's last name
3. The participant's first name
4. The IQPF recognition number **of the activity**
5. The completion date
6. The title of the activity
7. The length of attendance if the participant left before the end of the activity
8. The name of the provider
9. The general recognition number
10. The name of the attendance monitor

A sample attendance list can be found in Appendix 3.

- **It must inform the IQPF of any change in any of the items listed in Division II.1 of the Regulation.**

The IQPF may carry out spot checks to ensure these obligations are upheld.

For any questions related to recognized professional development provider status, please contact the IQPF at: accreditation@iqpf.org

ACTIVITY REPORT, PROOF OF ATTENDANCE AND ATTENDANCE LIST

APPENDIX 1: MODEL ACTIVITY REPORT

Activity title:	Brief description	Type of activity	Self-study course	Duration	Number and category of PDUs SFPA, SC, SC-FP	Location of activity	Instructor
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				
			<input type="checkbox"/> No <input type="checkbox"/> Yes				

***List of subject abbreviations:**

SC: Compliance with standards, ethics and professional practice

SC-FP: Compliance with standards, ethics and professional practice related directly to financial planning

SFPA: Legal aspects, insurance, finance, taxation, investments, retirement and estates

APPENDIX 2: MODEL PROOF OF ATTENDANCE

NAME OF COURSE PROVIDER/LOGO OF RECOGNIZED PROVIDER

PROOF OF ATTENDANCE

PARTICIPANT'S FIRST AND LAST NAME:

Participant's certificate number:

TITLE OF ACTIVITY:

IQPF recognition number of the activity:

NUMBER OF PDUS EARNED:

DATE OF ACTIVITY:

SIGNATURE

APPENDIX 3: MODEL ATTENDANCE LIST (EXCEL)

Name of provider
General recognition number

	A	B	C	D*	E	F	G	H
1	Participant's certificate number	Last name	First name	IQPF recognition number of the activity	Date of completion	Title of activity	Length of the activity	Length of attendance
2	xxxxx	xxxxx	xxxxx	IQPF17-xx-xxxx	2017-01-31	xxxxx	xxxxx	xxxxx
3	xxxxx	xxxxx	xxxxx	IQPF17-xx-xxxx	2017-01-31	xxxxx	xxxxx	xxxxx
4	xxxxx	xxxxx	xxxxx	IQPF17-xx-xxxx	2017-01-31	xxxxx	xxxxx	xxxxx
5	xxxxx	xxxxx	xxxxx	IQPF17-xx-xxxx	2017-01-31	xxxxx	xxxxx	xxxxx

I, (enter name), attendance monitor, declare that the participants listed above attended the entire activity. Otherwise, I have entered the length of their attendance in the last column.

This list must be in Excel format and show:

- **Column A:** the participant's certificate number
- **Column B:** the participant's last name
- **Column C:** the participant's first name
- **Column D:** the IQPF recognition number of the activity
- **Column E:** the date of completion
- **Column F:** the title of the activity
- **Column G:** the length of the activity
- **Column H:** the length of attendance if the participant left before the end of the activity
- The name of the provider
- The general recognition number
- The name of the attendance monitor

* The professional development activity provider must enter the recognition number assigned to the activity from the list provided by the IQPF.