



CECAP Cycle 5 Introduction

Cycle 5 (2012 – 2014) of the IIROC Continuing Education program will begin January 1, 2012. In preparation for this, CECAP has undertaken to introduce a number of changes to our fee schedule and our processes.

Fee Schedule

The fee schedule for Cycle 5 will be available on the CECAP website shortly.

Recertifying Courses from Cycle 4 to Cycle 5

Cycle 4 activities that have not had a material change¹ can be recertified for cycle 5 subject to a fee of \$400. There is no assessment fee levied or copies of materials required. CECAP and IIROC require that the provider attest that the content has not changed materially and reserve the right to audit courses submitted for re-certification. The application form and attestation will be submitted electronically over the CECAP website. Courses will not be re-certified for cycle 5 until the \$400 application fee has been submitted. Providers will be asked to submit the application fee along with a printed copy of their application form to be matched to the electronic file (CECAP will not be issuing an invoice). This option will be available by late October.

Electronic Course Submissions

For cycle 5 CECAP will allow courses to be submitted electronically (PDF or word files) or through the current process of submitting 2 paper copies. This will be at the choice of the submitting organization. Organizations will continue to be offered the option of submitting fully on-line courses through the use of a link to the courses (as currently provided). Electronic submissions will be accepted beginning January 1, 2012.

Course Listings

Listings on the CECAP website will continue to include information on the type of course being offered. Examples are seminars, on-line, distance, paper, classroom and webinar.

Links to Provider's Website

The cycle 5 application will continue to include the option of providing a link that CECAP can use on the website to allow course seekers to link directly to your website for further details on your organization and your CECAP accredited activities. You will be able to begin submitting for Cycle 5 in late October. Further details will be provided at that time.

Sample CE Certificate

A sample certificate, which reflects all the information required by IIROC continues to be available on the CECAP website. This certificate is in a format that can be downloaded and customized by each provider. The use of this certificate is not mandated, but is provided for your convenience.

All of the above improvements will be accessible on the CECAP website prior to cycle 5 and further details will be provided in early December. **In the meantime, any submissions made to CECAP after November 1, 2011 will be accredited for both cycle 4 and cycle 5 according to the current Cycle 4 fee schedule.**

If you have any questions, please don't hesitate to contact the CECAP Administrator at:

Tel: (905) 273-9559

Fax: (905) 273-9556

email: info@cecap.ca

website: www.cecap.ca

¹ See the attached for a definition of a material change and the Fee Schedule



CECAP Rate Changes for Cycle 5 (2012)

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****Material change** means, when used in relation to the content of activities submitted to CECAP for accreditation, results in a change that would reasonably be expected to have a significant impact on the content, format or testing method of the activity.

An example of a material change would be the inclusion of a new theory, product or regulatory requirement and/or adjustments to the testing. The content would be impacted by more than 10% of the total originally submitted in cycle 4. Changes of greater than 10% would require a new CECAP application in order to be accredited for cycle 5.

An example of changes that are not material would be content that has been updated to reflect current changes such as those required for annual government budgets (e.g. RRSP contribution limits or tax breaks) to meet minimal quality updates in order to keep the course current.