

**POLICY NO. 6**  
**PROFICIENCY AND EDUCATION:**  
**PART I – PROFICIENCY REQUIREMENTS**

**INTRODUCTION**

This Part I outlines the proficiency requirements for registered persons. These proficiency requirements consist of both entrance thresholds and on-going requirements.

**DEFINITIONS**

For the purpose of this Part I:

“Recognized Foreign Self-regulatory Organization” means a foreign self-regulatory organization which offers a reciprocal treatment to Canadian applicants and which has been approved as such by the Senior Vice-President, Member Regulation.

All courses and examinations, unless otherwise specified, are administered by the Canadian Securities Institute.

**A. PROFICIENCY REQUIREMENTS FOR REGISTERED PERSONS**

**1. BRANCH MANAGERS AND SALES MANAGERS**

- (a) The proficiency requirements for a sales manager, branch manager, assistant or co-branch manager under By-law 4.9 are:
  - (i) Two years of experience as a securities dealer or working in the office of a broker or dealer in securities in various positions or such equivalent experience as may be acceptable to the applicable District Council;
  - (ii) Approval as a registered representative; and
  - (iii) Successful completion of
    - A. The Branch Managers Course,
    - B. The Options Supervisors Course if the Member trades options with the public and
    - C. The Effective Management Seminar within 18 months of approval.
- (b) The proficiency requirements for a branch manager (non-retail), assistant branch manager (non-retail) or co-branch manager (non-retail) under By-law 4.9 are:
  - (i) Successful completion of:
    - A. The Branch Managers Course, or
    - B. the Partners, Directors and Senior Officers Qualifying Examination, and
  - (ii) The proficiency requirements necessary to conduct or supervise any trading activity carried on by Approved Persons in the branch.

**2. PARTNERS, DIRECTORS AND OFFICERS**

The proficiency requirements for a partner, director or officer under By-law 7.3 or 7.4 are:

- (a) Successful completion of the Partners, Directors and Senior Officers Qualifying Examination;

- (b) If also approved in a trading category, retail or non-retail, successful completion of the applicable proficiency requirements for Investment Representative, Registered Representative, or Registered Representative – Options/Futures; and
- (c) If supervising a branch or sub-branch of a Member that is approved to trade options with the public, successful completion of the Options Supervisors Course.

## **2A. CHIEF FINANCIAL OFFICERS**

The proficiency requirements for a chief financial officer pursuant to by-law 7.5 are:

- (a) A financial accounting designation, university degree or diploma, or equivalent work experience; and
- (b) Successful completion of the Partners, Directors and Senior Officers Qualifying Examination, and
- (c) Successful completion of the Chief Financial Officers Examination.
- (d) Notwithstanding subsection (c) above, any person approved as Chief Financial Officer with a Member as of January 5, 2004, shall have until July 5, 2005 to successfully complete the Chief Financial Officer Examination in order to maintain approval as Chief Financial Officer. A person approved as acting Chief Financial Officer pursuant to by-law 7.5(b) shall have 90 days from the date of termination of the Chief Financial Officer to successfully complete of the Chief Financial Officer Examination.
- (e) Any Member that fails to provide to the Association proof of successful completion of the Chief Financial Officers Examination within 10 days of the dates specified for successful completion in paragraph (d) above, or such other dates as the Association may specify, shall be liable for and pay to the Association such fees as the Board of Directors may from time to time prescribe.

## **3. REGISTERED REPRESENTATIVES AND INVESTMENT REPRESENTATIVES**

The proficiency requirements for a registered representative or investment representative under By-law 18.3 are:

- (a) Successful completion of
  - (i) The Canadian Securities Course prior to commencing the training programme described in subsection (iii),
  - (ii) The Conduct and Practices Handbook Course, and
  - (iii) Either
    - A. For a registered representative, except for a registered representative (non-retail), a 90-day training programme during which time he or she has been employed with a Member firm on a full-time basis, or
    - B. For an investment representative, a 30-day training programme during which time he or she has been employed with a Member firm on a full-time basis; or
- (b) Successful completion of the New Entrants Course, where the person was registered or licensed with a recognized foreign self-regulatory organization within three years prior to application with the Association; and
- (c) For a registered representative other than a registered representative (mutual funds) or a registered representative (non-retail), successful completion of the Wealth Management Essentials course within 30 months of his or her approval as a registered representative.

**4. REGISTERED REPRESENTATIVES (MUTUAL FUNDS) AND INVESTMENT REPRESENTATIVES (MUTUAL FUNDS)**

The proficiency requirement for a registered representative (mutual funds) or investment representative (mutual funds) under By-law 18.7 is successful completion of

- (a) The Canadian Securities Course;
- (b) The Canadian Investment Funds Course administered by IFIC,
- (c) The Investment Funds in Canada Course administered by the Institute of Canadian Bankers, or
- (d) The Principles of Mutual Funds Investment Course administered by the Canadian Trust Institute.

**5. TRADERS**

5.1 The proficiency requirement for a Trader under Regulation 500.2 is:

- (a) for a Trader on the Toronto Stock Exchange or TSX Venture Exchange, the Trader Training Course, unless an exemption is granted by either exchange or its market regulation services provider.
- (b) for a Trader on the Bourse de Montreal, the proficiency requirements determined to be acceptable by Bourse de Montreal.

**6. PORTFOLIO MANAGERS**

6.1 The proficiency requirements for a portfolio manager under Regulation 1300.9 are:

- (a) Successful completion of
  - (i) The Portfolio Management Techniques Course and
    - A. The Professional Financial Planning Course prior to August 31, 2002, or
    - B. The Investment Management Techniques Course, or
  - (ii) The three levels of the Chartered Financial Analyst programme administered by the CFA Institute;
- (b) Experience
  - (i) Of at least three years as an associate portfolio manager,
  - (ii) Of at least three years as a registered representative and two years of experience as an associate portfolio manager,
  - (iii) Of at least three years as a research analyst for a Member firm of a self-regulatory organization and two years as an associate portfolio manager, or
  - (iv) Of at least five years, managing a portfolio of \$5,000,000 or more, on a discretionary basis, while employed by a government-regulated institution; and
- (c) For a period of not less than one year ending within the three years prior to the date of application, having had assets with an aggregate value of not less than \$5,000,000 under his or her direct administration on a discretionary basis.

6.2 The proficiency requirements for a futures contracts portfolio manager under Regulation 1300.12 are:

- (a) Experience
  - (i) Of at least three years as an associate portfolio manager, or

- (ii) Of at least two years as an associate portfolio manager and at least three years in a category of registration described in Regulation 1800.3(1); and
  - (b) For a period of not less than one year ending within the three years prior to the date of such application, having had assets comprised of commodity futures having an aggregate value of not less than \$5,000,000 under his or her direct administration on a discretionary basis, provided that the aggregate value of such assets shall be computed based upon the value of the underlying commodities.
- 6.3 The proficiency requirements for an associate portfolio manager under Regulation 1300.10 are:
- (a) Successful completion of
    - (i) The Portfolio Management Techniques Course and
      - A. The Professional Financial Planning Course prior to August 31, 2002, or
      - B. The Investment Management Techniques Course, or
    - (ii) The three levels of the Chartered Financial Analyst programme administered by the CFA Institute; and
  - (b) Experience
    - (i) Of at least two years as a registered and practising registered representative, or
    - (ii) Of at least two years as a research analyst for a member firm of a self-regulatory organization.
- 6.4 The proficiency requirement for an associate futures contract portfolio manager under Regulation 1300.13 is experience:
- (a) Of at least two years as a registered and practising futures contracts registered representative, or
  - (b) Of at least two years as a research analyst specializing in futures contracts for a member firm of a self-regulatory organization.

## 7. COMMODITY FUTURES CONTRACTS AND OPTIONS

- 7.1 The proficiency requirements for a person who deals with customers with respect to futures contracts or futures contract options under Regulation 1800.3 are successful completion of:
- (a) The Derivatives Fundamentals Course and the Futures Licensing Course (the “FLC”), or
  - (b) The FLC and the National Commodity Futures Examination (the “NCFE”) administered by the National Association of Securities Dealers;
- 7.2 The proficiency requirements for a futures contract principal or alternate, futures contract options principal or alternate or branch manager authorized to supervise accounts trading in futures contracts or futures contract options are:
- (a) Successful completion of the requirements of section 7.1, and
  - (b) Successful completion of the Canadian Commodity Supervisors Examination.

## 8. OPTIONS

The proficiency requirement for options under Regulation 1900.3 and By-law 18.9 are successful completion of

- (a) The Derivatives Fundamentals Course and the Options Licensing Course, and

- (b) The Options Supervisors Course, in the case of a registered options principal or alternate.

**B. GENERAL EXEMPTION**

- (a) Notwithstanding this Part I, the applicable District Council, pursuant to By-law 20.24, may exempt any person or class of persons from the proficiency requirements on such terms and conditions, if any, as the applicable District Council may see fit.
- (b) The Board of Directors may prescribe a fee to be paid for any exemption application under paragraph (a).

# **POLICY NO. 6**

## **PROFICIENCY AND EDUCATION:**

### **PART II – COURSE AND EXAMINATION EXEMPTIONS**

#### **INTRODUCTION**

This Part II outlines the exemptions that exist from the Association's course and examination requirements for persons seeking to be approved in certain categories of registration. This Part II exempts applicants from the requirement to rewrite courses or examinations that they have successfully completed if they are re-entering the industry, re-registering in a category of registration or seeking initial registration within certain time periods. This Part II also provides exemptions to applicants from the requirements to initially write a course or examination if the applicant satisfies one of the specifically enumerated exemptions based on grandfathering provisions or the successful completion of other courses and examinations. In addition, this Part II sets out the basis upon which the applicable District Council may grant a discretionary exemption.

#### **DEFINITIONS**

For the purposes of this Part II:

“Approved Person” means an applicant that is approved by and registered with a self-regulatory organization in a category of registration;

“Recognized Foreign Self-regulatory Organization” means a foreign self-regulatory organization which offers a reciprocal treatment to Canadian applicants and which has been approved as such by the Senior Vice-President, Member Regulation.

All courses and examinations, unless otherwise specified, are administered by the Canadian Securities Institute.

#### **A. EXEMPTIONS FROM REWRITING**

##### **1. THE CANADIAN SECURITIES COURSE**

An applicant shall be exempt from rewriting the Canadian Securities Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing;
- (c) Is currently seeking approval within three years of successfully completing the Canadian Securities Course or within two years of successfully completing the Professional Financial Planning Course, Wealth Management Techniques Course, Investment Management Techniques Course, Portfolio Management Techniques Course, or the three levels of the Chartered Financial Analyst programme administered by the CFA Institute;
- (d) Is seeking re-approval within three years of successfully completing the Professional Financial Planning Course, Wealth Management Techniques Course, Investment Management Techniques Course, Portfolio Management Techniques Course, or the three levels of the Chartered Financial Analyst programme administered by the CFA Institute;  
or
- (e) Is seeking approval or re-approval within three years of successfully completing the New Entrants Course.

## **2. THE CONDUCT AND PRACTICES HANDBOOK COURSE**

An applicant shall be exempt from rewriting the Conduct and Practices Handbook Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Conduct and Practices Handbook Course.

## **3. THE PARTNERS, DIRECTORS AND SENIOR OFFICERS QUALIFYING EXAMINATION**

An applicant shall be exempt from rewriting the Partners, Directors and Senior Officers Qualifying Examination if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Partners, Directors and Senior Officers Qualifying Examination.

## **3A. CHIEF FINANCIAL OFFICERS EXAMINATION**

An applicant shall be exempt from rewriting the Chief Financial Officers Examination if the applicant:

- (a) is currently approved in any category other than chief financial officer and, since completing the chief financial officers examination, has been working closely with and providing assistance to the chief financial officer;
- (b) was approved as chief financial officer with a member and is currently seeking re-approval as such within three years of the end of the last approval date;
- (c) is currently seeking approval as chief financial officer within two years of successfully completing the chief financial officers examination.

## **4. THE DERIVATIVES FUNDAMENTALS COURSE**

An applicant shall be exempt from rewriting the Derivatives Fundamentals Course if the applicant

- (a) Was an approved person currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Derivatives Fundamentals Course, Futures Licensing Course, Options Licensing Course, or Canadian Commodity Supervisors Examination;

## **5. THE OPTIONS LICENSING COURSE**

An applicant shall be exempt from rewriting the Options Licensing Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;

- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Options Licensing Course.

**6. THE OPTIONS SUPERVISORS COURSE**

An applicant shall be exempt from rewriting the Options Supervisors Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Options Supervisors Course.

**7. THE FUTURES LICENSING COURSE**

An applicant shall be exempt from rewriting the Futures Licensing Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing;
- (c) Is currently seeking approval within two years of successfully completing the Futures Licensing Course or Canadian Commodity Supervisors Examination; or
- (d) Is seeking re-approval within three years of successfully completing the Canadian Commodity Supervisors Examination.

**8. THE CANADIAN COMMODITY SUPERVISORS EXAMINATION**

An applicant shall be exempt from rewriting the Canadian Commodity Supervisors Examination if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Canadian Commodity Supervisors Examination.

**9. THE BRANCH MANAGERS COURSE**

An applicant shall be exempt from rewriting the Branch Managers Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Branch Managers Course.

**10. THE WEALTH MANAGEMENT ESSENTIALS COURSE**

An applicant shall be exempt from rewriting the Wealth Management Essentials Course if the applicant



- (a) Was registered or approved in any trading capacity, including registration or approval restricted to mutual funds but excluding approval as a Trader (Bourse de Montreal), Trader (TSX), or Trader (TSX VN), and is currently seeking to re-enter the industry within three years of the registration or approval lapsing;
- (b) Is currently registered or approved in any trading capacity, including registration or approval restricted to mutual funds but excluding approval as a Trader (Bourse de Montreal), Trader (TSX), or Trader (TSX VN), and is seeking registration in another category;
- (c) Is currently seeking approval within two years of successfully completing the Investment Management Techniques Course, Portfolio Management Techniques Course, 3 levels of the Certified Financial Analyst programme administered by the CFA Institute, Professional Financial Planning Course, or the Wealth Management Techniques Course; or
- (d) Is seeking re-approval within three years of successfully completing the Investment Management Techniques Course, Portfolio Management Techniques Course, 3 levels of the Certified Financial Analyst programme administered by the CFA Institute, Professional Financial Planning Course or the Wealth Management Techniques Course.

**11. REPEALED.**

**12. THE CANADIAN INVESTMENT FUNDS COURSE**

An applicant shall be exempt from rewriting the Canadian Investment Funds Course administered by IFIC if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Canadian Investment Funds Course.

**13. THE INVESTMENT FUNDS IN CANADA COURSE**

An applicant shall be exempt from rewriting the Investment Funds in Canada Course administered by the Institute of Canadian Bankers if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Investment Funds in Canada Course.

**14. THE PRINCIPLES OF MUTUAL FUNDS INVESTMENT COURSE**

An applicant shall be exempt from rewriting the Principles of Mutual Funds Investment Course administered by the Canadian Trust Institute if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Principles of Mutual Funds Investment Course.

## **B. EXEMPTIONS FROM WRITING**

### **1. THE CANADIAN SECURITIES COURSE**

An applicant shall be exempt from writing the Canadian Securities Course if the applicant

- (a) Has been approved continuously as a registered representative since November, 1962;
- (b) Has successfully completed the previously existing IDA Course I and II, or the previously existing IDA Course I and has acquired five consecutive years of industry experience and
  - (i) Is currently approved as an investment representative or registered representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of the approval of that category lapsing;
- (c) Has successfully completed the Canadian Investment Management program, Parts I and II and
  - (i) Is currently approved as an investment representative or a registered representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of the approval lapsing,
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
- (d) Has previously been registered or licensed with a recognized foreign regulatory authority or self-regulatory organization and has successfully completed the New Entrants Course within two years of the application.

### **2. THE CONDUCT AND PRACTICES HANDBOOK COURSE**

An applicant shall be exempt from writing the Conduct and Practices Handbook Course if the applicant

- (a) Has been approved continuously as a registered representative since December, 1971; or
- (b) Has successfully completed the Partners, Directors and Senior Officers Qualifying Examination and
  - (i) Is currently approved as a partner, director, senior officer, investment representative or registered representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
  - (iii) Is an approved person, currently seeking re-r approval within the same category of approval within three years of that category of approval lapsing, or
  - (iv) Is currently seeking approval within two years of successfully completing the Partners, Directors and Senior Officers Qualifying Examination.

### **3. THE PARTNERS, DIRECTORS AND SENIOR OFFICERS QUALIFYING EXAMINATION**

An applicant shall be exempt from writing the Partners, Directors and Senior Officers Qualifying Examination if the applicant has been approved continuously as a partner, director or senior officer since March 1973.

#### **4. THE DERIVATIVES FUNDAMENTALS COURSE**

An applicant shall be exempt from writing the Derivatives Fundamentals Course if the applicant has successfully completed the Canadian Options Course, the National Commodity Futures Examination, the Canadian Futures Examinations, Futures Licensing Course, or Canadian Commodity Supervisors Examination, and

- (a) Is currently approved as a registered representative options,
- (b) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
- (c) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
- (d) Is currently seeking approval within two years of successfully completing the Options Licensing Course, the Options Supervisors Course, the Futures Licensing Course, or the Canadian Commodity Supervisors Examination.

#### **5. THE OPTIONS LICENSING COURSE**

An applicant shall be exempt from writing the Options Licensing Course if the applicant has successfully completed the Canadian Options Course and

- (a) Is currently approved as a registered representative options,
- (b) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
- (c) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing,

#### **6. THE OPTIONS SUPERVISORS COURSE**

An applicant shall be exempt from writing the Options Supervisors Course if the applicant

- (a) Has been approved continuously as a registered options principal since January, 1978; or
- (b) Has successfully completed the Registered Options Principals Qualifying Examination and
  - (i) Is currently approved as a registered options principal,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing.

#### **7. THE FUTURES LICENSING COURSE**

An applicant shall be exempt from writing the Futures Licensing Course if the applicant has successfully completed the National Commodity Futures Examination and the Canadian Commodity Futures Examination, or the Canadian Futures Examination, Parts I and II, or the National Commodity Futures Examination and the Canadian Futures Examination, Part II, or the Canadian Commodity Futures Examination and the Canadian Futures Examination, Part I and

- (a) Is currently approved as a registered futures contract representative options,
- (b) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
- (c) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing.

**8. THE CANADIAN COMMODITY SUPERVISORS EXAMINATION**

An applicant shall be exempt from writing the Canadian Commodity Supervisors Examination if the applicant has been approved continuously as a commodity supervisor since January, 1980.

**9. THE BRANCH MANAGERS COURSE**

An applicant shall be exempt from writing the Branch Managers Course if the applicant

- (a) Has been approved continuously as a branch manager since August 1, 1987;
- (b) Has successfully completed the Canadian Branch Managers Qualifying Examination and
  - (i) Is currently approved as a branch manager,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing.
- (c) Has been approved continuously as a sales manager since January 24, 1994, unless the sales manager is currently seeking approval as a branch manager; or
- (d) Has successfully completed both
  - (i) The Partners, Directors and Officers Qualifying Examination prior to February 1, 1990 and
    - A. Is currently approved as a partner, director or officer,
    - B. Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
    - C. Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, and
  - (ii) The Registered Options Principals Qualifying Examination and
    - A. Is currently approved as a designated registered options principal, an alternate registered options principal or a branch manager,
    - B. Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
    - C. Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing.

**10. THE WEALTH MANAGEMENT ESSENTIALS COURSE**

An applicant shall be exempt from writing the Wealth Management Essentials Course if the applicant

- (a) Was registered for a minimum of two years with a Canadian securities regulatory authority or recognized foreign self-regulatory organization prior to the coming into force of this Policy 6, Part II, and has not been out of the industry for a period of greater than three years;
- (b) Has successfully completed Part 1 or 2 of the Canadian Investment Management program, and
  - (i) Is currently approved as an investment representative or a registered representative,

- (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of the approval of that category lapsing,
  - (iv) Is currently seeking approval within two years of successfully completing the Wealth Management Techniques Course or the Portfolio Management Techniques Course; or
  - (v) Is seeking re-approval within three years of successful completion of the Wealth Management Techniques Course or the Portfolio Management Techniques Course.
- (c) Has successfully completed the Investment Management Techniques Course or the Professional Financial Planning Course prior to July 4, 2008, having been enrolled prior to July 4, 2006, and
- (i) Is currently approved as an investment representative or a registered representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of the approval of that category lapsing,
  - (iv) Is currently seeking approval within two years of successfully completing the Wealth Management Techniques Course or the Portfolio Management Techniques Course; or
  - (v) Is seeking re-approval within three years of successful completion of the Wealth Management Techniques Course or the Portfolio Management Techniques Course.

**11. REPEALED.**

**12. THE CANADIAN INVESTMENT FUNDS COURSE**

An applicant shall be exempt from writing the Canadian Investment Funds Course administered by the Investment Funds Institute of Canada if the applicant has successfully completed the Canadian Securities Course and

- (a) Is currently approved as a registered mutual fund representative,
- (b) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
- (c) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
- (d) Is currently seeking approval within three years of successfully completing the Canadian Securities Course.

**13. THE INVESTMENT FUNDS IN CANADA COURSE**

An applicant shall be exempt from writing the Investment Funds in Canada Course administered by the Institute of Canadian Bankers if the applicant

- (a) Has successfully completed the Canadian Securities Course and
  - (i) Is currently approved as a registered mutual fund representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,

- (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
- (iv) Is currently seeking approval within three years of successfully completing the Canadian Securities Course.

#### **14. THE PRINCIPLES OF MUTUAL FUNDS INVESTMENT COURSE**

An applicant shall be exempt from writing the Principles of Mutual Funds Investment Course administered by the Canadian Trust Institute if the applicant

- (a) has successfully completed the Canadian Securities Course and
  - (i) Is currently approved as a registered mutual fund representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
  - (iv) Is currently seeking approval within three years of successfully completing the Canadian Securities Course.

#### **15. 90-DAY AND 30-DAY TRAINING PROGRAMS**

An applicant shall be exempt from completing the 90-day or 30-day training program required under Policy 6 Part 1, section 3(a)(iii) A and B if, within three years prior to application, the applicant was registered with a member, securities dealer or investment dealer; or by a recognized foreign regulatory authority or self regulatory organization; or as an investment advisor by a Canadian securities regulatory authority.

### **C. DISCRETIONARY EXEMPTIONS**

- (a) The applicable District Council, pursuant to By-law 20.24, may grant an exemption from the requirement to rewrite or write any required course or examination, in whole or in part, subject to such conditions or restrictions as may be imposed in the exemption, if the applicant demonstrates adequate experience and/or successful completion of industry courses or examinations that the applicable District Council, in its opinion, determines is an acceptable alternative to the required proficiency.
- (b) The Board of Directors may prescribe a fee to be paid for any exemption application under this Policy 6 Part II.

**POLICY NO. 6**  
**PROFICIENCY AND EDUCATION:**  
**PART I – PROFICIENCY REQUIREMENTS**

**INTRODUCTION**

This Part I outlines the proficiency requirements for registered persons. These proficiency requirements consist of both entrance thresholds and on-going requirements.

**DEFINITIONS**

For the purpose of this Part I:

“Recognized Foreign Self-regulatory Organization” means a foreign self-regulatory organization which offers a reciprocal treatment to Canadian applicants and which has been approved as such by the Senior Vice-President, Member Regulation.

All courses and examinations, unless otherwise specified, are administered by the Canadian Securities Institute.

**A. PROFICIENCY REQUIREMENTS FOR REGISTERED PERSONS**

**1. BRANCH MANAGERS AND SALES MANAGERS**

- (a) The proficiency requirements for a sales manager, branch manager, assistant or co-branch manager under By-law 4.9 are:
  - (i) Two years of experience as a securities dealer or working in the office of a broker or dealer in securities in various positions or such equivalent experience as may be acceptable to the applicable District Council;
  - (ii) Approval as a registered representative; and
  - (iii) Successful completion of
    - A. The Branch Managers Course,
    - B. The Options Supervisors Course if the Member trades options with the public and
    - C. The Effective Management Seminar within 18 months of approval.
- (b) The proficiency requirements for a branch manager (non-retail), assistant branch manager (non-retail) or co-branch manager (non-retail) under By-law 4.9 are:
  - (i) Successful completion of:
    - A. The Branch Managers Course, or
    - B. the Partners, Directors and Senior Officers Qualifying Examination, and
  - (ii) The proficiency requirements necessary to conduct or supervise any trading activity carried on by Approved Persons in the branch.

**2. PARTNERS, DIRECTORS AND OFFICERS**

The proficiency requirements for a partner, director or officer under By-law 7.3 or 7.4 are:

- (a) Successful completion of the Partners, Directors and Senior Officers Qualifying Examination;

- (b) If also approved in a trading category, retail or non-retail, successful completion of the applicable proficiency requirements for Investment Representative, Registered Representative, or Registered Representative – Options/Futures; and
- (c) If supervising a branch or sub-branch of a Member that is approved to trade options with the public, successful completion of the Options Supervisors Course.

## **2A. CHIEF FINANCIAL OFFICERS**

The proficiency requirements for a chief financial officer pursuant to by-law 7.5 are:

- (a) A financial accounting designation, university degree or diploma, or equivalent work experience; and
- (b) Successful completion of the Partners, Directors and Senior Officers Qualifying Examination, and
- (c) Successful completion of the Chief Financial Officers Examination.
- (d) Notwithstanding subsection (c) above, any person approved as Chief Financial Officer with a Member as of January 5, 2004, shall have until July 5, 2005 to successfully complete the Chief Financial Officer Examination in order to maintain approval as Chief Financial Officer. A person approved as acting Chief Financial Officer pursuant to by-law 7.5(b) shall have 90 days from the date of termination of the Chief Financial Officer to successfully complete of the Chief Financial Officer Examination.
- (e) Any Member that fails to provide to the Association proof of successful completion of the Chief Financial Officers Examination within 10 days of the dates specified for successful completion in paragraph (d) above, or such other dates as the Association may specify, shall be liable for and pay to the Association such fees as the Board of Directors may from time to time prescribe.

## **3. REGISTERED REPRESENTATIVES AND INVESTMENT REPRESENTATIVES**

The proficiency requirements for a registered representative or investment representative under By-law 18.3 are:

- (a) Successful completion of
  - (i) The Canadian Securities Course prior to commencing the training programme described in subsection (iii),
  - (ii) The Conduct and Practices Handbook Course, and
  - (iii) Either
    - A. For a registered representative, except for a registered representative (non-retail), a 90-day training programme during which time he or she has been employed with a Member firm on a full-time basis, or
    - B. For an investment representative, a 30-day training programme during which time he or she has been employed with a Member firm on a full-time basis; or
- (b) Successful completion of the New Entrants Course, where the person was registered or licensed with a recognized foreign self-regulatory organization within three years prior to application with the Association; and
- (c) For a registered representative other than a registered representative (mutual funds) or a registered representative (non-retail), successful completion of the Wealth Management Essentials course within 30 months of his or her approval as a registered representative.



**4. REGISTERED REPRESENTATIVES (MUTUAL FUNDS) AND INVESTMENT REPRESENTATIVES (MUTUAL FUNDS)**

The proficiency requirement for a registered representative (mutual funds) or investment representative (mutual funds) under By-law 18.7 is successful completion of

- (a) The Canadian Securities Course;
- (b) The Canadian Investment Funds Course administered by IFIC,
- (c) The Investment Funds in Canada Course administered by the Institute of Canadian Bankers, or
- (d) The Principles of Mutual Funds Investment Course administered by the Canadian Trust Institute.

**5. TRADERS**

5.1 The proficiency requirement for a Trader under Regulation 500.2 is:

- (a) for a Trader on the Toronto Stock Exchange or TSX Venture Exchange, the Trader Training Course, unless an exemption is granted by either exchange or its market regulation services provider.
- (b) for a Trader on the Bourse de Montreal, the proficiency requirements determined to be acceptable by Bourse de Montreal.

**6. PORTFOLIO MANAGERS**

6.1 The proficiency requirements for a portfolio manager under Regulation 1300.9 are:

- (a) Successful completion of
  - (i) The Portfolio Management Techniques Course and
    - A. The Professional Financial Planning Course prior to August 31, 2002, or
    - B. The Investment Management Techniques Course, or
  - (ii) The three levels of the Chartered Financial Analyst programme administered by the CFA Institute;
- (b) Experience
  - (i) Of at least three years as an associate portfolio manager,
  - (ii) Of at least three years as a registered representative and two years of experience as an associate portfolio manager,
  - (iii) Of at least three years as a research analyst for a Member firm of a self-regulatory organization and two years as an associate portfolio manager, or
  - (iv) Of at least five years, managing a portfolio of \$5,000,000 or more, on a discretionary basis, while employed by a government-regulated institution; and
- (c) For a period of not less than one year ending within the three years prior to the date of application, having had assets with an aggregate value of not less than \$5,000,000 under his or her direct administration on a discretionary basis.

6.2 The proficiency requirements for a futures contracts portfolio manager under Regulation 1300.12 are:

- (a) Experience
  - (i) Of at least three years as an associate portfolio manager, or

- (ii) Of at least two years as an associate portfolio manager and at least three years in a category of registration described in Regulation 1800.3(1); and
  - (b) For a period of not less than one year ending within the three years prior to the date of such application, having had assets comprised of commodity futures having an aggregate value of not less than \$5,000,000 under his or her direct administration on a discretionary basis, provided that the aggregate value of such assets shall be computed based upon the value of the underlying commodities.
- 6.3 The proficiency requirements for an associate portfolio manager under Regulation 1300.10 are:
- (a) Successful completion of
    - (i) The Portfolio Management Techniques Course and
      - A. The Professional Financial Planning Course prior to August 31, 2002, or
      - B. The Investment Management Techniques Course, or
    - (ii) The three levels of the Chartered Financial Analyst programme administered by the CFA Institute; and
  - (b) Experience
    - (i) Of at least two years as a registered and practising registered representative, or
    - (ii) Of at least two years as a research analyst for a member firm of a self-regulatory organization.
- 6.4 The proficiency requirement for an associate futures contract portfolio manager under Regulation 1300.13 is experience:
- (a) Of at least two years as a registered and practising futures contracts registered representative, or
  - (b) Of at least two years as a research analyst specializing in futures contracts for a member firm of a self-regulatory organization.

## **7. COMMODITY FUTURES CONTRACTS AND OPTIONS**

- 7.1 The proficiency requirements for a person who deals with customers with respect to futures contracts or futures contract options under Regulation 1800.3 are successful completion of:
- (a) The Derivatives Fundamentals Course and the Futures Licensing Course (the “FLC”), or
  - (b) The FLC and the National Commodity Futures Examination (the “NCFE”) administered by the National Association of Securities Dealers;
- 7.2 The proficiency requirements for a futures contract principal or alternate, futures contract options principal or alternate or branch manager authorized to supervise accounts trading in futures contracts or futures contract options are:
- (a) Successful completion of the requirements of section 7.1, and
  - (b) Successful completion of the Canadian Commodity Supervisors Examination.

## **8. OPTIONS**

The proficiency requirement for options under Regulation 1900.3 and By-law 18.9 are successful completion of

- (a) The Derivatives Fundamentals Course and the Options Licensing Course, and

- (b) The Options Supervisors Course, in the case of a registered options principal or alternate.

**B. GENERAL EXEMPTION**

- (a) Notwithstanding this Part I, the applicable District Council, pursuant to By-law 20.24, may exempt any person or class of persons from the proficiency requirements on such terms and conditions, if any, as the applicable District Council may see fit.
- (b) The Board of Directors may prescribe a fee to be paid for any exemption application under paragraph (a).

# **POLICY NO. 6**

## **PROFICIENCY AND EDUCATION:**

### **PART II – COURSE AND EXAMINATION EXEMPTIONS**

#### **INTRODUCTION**

This Part II outlines the exemptions that exist from the Association’s course and examination requirements for persons seeking to be approved in certain categories of registration. This Part II exempts applicants from the requirement to rewrite courses or examinations that they have successfully completed if they are re-entering the industry, re-registering in a category of registration or seeking initial registration within certain time periods. This Part II also provides exemptions to applicants from the requirements to initially write a course or examination if the applicant satisfies one of the specifically enumerated exemptions based on grandfathering provisions or the successful completion of other courses and examinations. In addition, this Part II sets out the basis upon which the applicable District Council may grant a discretionary exemption.

#### **DEFINITIONS**

For the purposes of this Part II:

“Approved Person” means an applicant that is approved by and registered with a self-regulatory organization in a category of registration;

“Recognized Foreign Self-regulatory Organization” means a foreign self-regulatory organization which offers a reciprocal treatment to Canadian applicants and which has been approved as such by the Senior Vice-President, Member Regulation.

All courses and examinations, unless otherwise specified, are administered by the Canadian Securities Institute.

#### **A. EXEMPTIONS FROM REWRITING**

##### **1. THE CANADIAN SECURITIES COURSE**

An applicant shall be exempt from rewriting the Canadian Securities Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing;
- (c) Is currently seeking approval within three years of successfully completing the Canadian Securities Course or within two years of successfully completing the Professional Financial Planning Course, Wealth Management Techniques Course, Investment Management Techniques Course, Portfolio Management Techniques Course, or the three levels of the Chartered Financial Analyst programme administered by the CFA Institute;
- (d) Is seeking re-approval within three years of successfully completing the Professional Financial Planning Course, Wealth Management Techniques Course, Investment Management Techniques Course, Portfolio Management Techniques Course, or the three levels of the Chartered Financial Analyst programme administered by the CFA Institute;  
or
- (e) Is seeking approval or re-approval within three years of successfully completing the New Entrants Course.

## **2. THE CONDUCT AND PRACTICES HANDBOOK COURSE**

An applicant shall be exempt from rewriting the Conduct and Practices Handbook Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Conduct and Practices Handbook Course.

## **3. THE PARTNERS, DIRECTORS AND SENIOR OFFICERS QUALIFYING EXAMINATION**

An applicant shall be exempt from rewriting the Partners, Directors and Senior Officers Qualifying Examination if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Partners, Directors and Senior Officers Qualifying Examination.

## **3A. CHIEF FINANCIAL OFFICERS EXAMINATION**

An applicant shall be exempt from rewriting the Chief Financial Officers Examination if the applicant:

- (a) is currently approved in any category other than chief financial officer and, since completing the chief financial officers examination, has been working closely with and providing assistance to the chief financial officer;
- (b) was approved as chief financial officer with a member and is currently seeking re-approval as such within three years of the end of the last approval date;
- (c) is currently seeking approval as chief financial officer within two years of successfully completing the chief financial officers examination.

## **4. THE DERIVATIVES FUNDAMENTALS COURSE**

An applicant shall be exempt from rewriting the Derivatives Fundamentals Course if the applicant

- (a) Was an approved person currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Derivatives Fundamentals Course, Futures Licensing Course, Options Licensing Course, or Canadian Commodity Supervisors Examination;

## **5. THE OPTIONS LICENSING COURSE**

An applicant shall be exempt from rewriting the Options Licensing Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;

- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Options Licensing Course.

**6. THE OPTIONS SUPERVISORS COURSE**

An applicant shall be exempt from rewriting the Options Supervisors Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Options Supervisors Course.

**7. THE FUTURES LICENSING COURSE**

An applicant shall be exempt from rewriting the Futures Licensing Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing;
- (c) Is currently seeking approval within two years of successfully completing the Futures Licensing Course or Canadian Commodity Supervisors Examination; or
- (d) Is seeking re-approval within three years of successfully completing the Canadian Commodity Supervisors Examination.

**8. THE CANADIAN COMMODITY SUPERVISORS EXAMINATION**

An applicant shall be exempt from rewriting the Canadian Commodity Supervisors Examination if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Canadian Commodity Supervisors Examination.

**9. THE BRANCH MANAGERS COURSE**

An applicant shall be exempt from rewriting the Branch Managers Course if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Branch Managers Course.

**10. THE WEALTH MANAGEMENT ESSENTIALS COURSE**

An applicant shall be exempt from rewriting the Wealth Management Essentials Course if the applicant

- (a) Was registered or approved in any trading capacity, including registration or approval restricted to mutual funds but excluding approval as a Trader (Bourse de Montreal), Trader (TSX), or Trader (TSX VN), and is currently seeking to re-enter the industry within three years of the registration or approval lapsing;
- (b) Is currently registered or approved in any trading capacity, including registration or approval restricted to mutual funds but excluding approval as a Trader (Bourse de Montreal), Trader (TSX), or Trader (TSX VN), and is seeking registration in another category;
- (c) Is currently seeking approval within two years of successfully completing the Investment Management Techniques Course, Portfolio Management Techniques Course, 3 levels of the Certified Financial Analyst programme administered by the CFA Institute, Professional Financial Planning Course, or the Wealth Management Techniques Course; or
- (d) Is seeking re-approval within three years of successfully completing the Investment Management Techniques Course, Portfolio Management Techniques Course, 3 levels of the Certified Financial Analyst programme administered by the CFA Institute, Professional Financial Planning Course or the Wealth Management Techniques Course.

**11. REPEALED.**

**12. THE CANADIAN INVESTMENT FUNDS COURSE**

An applicant shall be exempt from rewriting the Canadian Investment Funds Course administered by IFIC if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Canadian Investment Funds Course.

**13. THE INVESTMENT FUNDS IN CANADA COURSE**

An applicant shall be exempt from rewriting the Investment Funds in Canada Course administered by the Institute of Canadian Bankers if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Investment Funds in Canada Course.

**14. THE PRINCIPLES OF MUTUAL FUNDS INVESTMENT COURSE**

An applicant shall be exempt from rewriting the Principles of Mutual Funds Investment Course administered by the Canadian Trust Institute if the applicant

- (a) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing;
- (b) an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing; or
- (c) Is currently seeking approval within two years of successfully completing the Principles of Mutual Funds Investment Course.

## **B. EXEMPTIONS FROM WRITING**

### **1. THE CANADIAN SECURITIES COURSE**

An applicant shall be exempt from writing the Canadian Securities Course if the applicant

- (a) Has been approved continuously as a registered representative since November, 1962;
- (b) Has successfully completed the previously existing IDA Course I and II, or the previously existing IDA Course I and has acquired five consecutive years of industry experience and
  - (i) Is currently approved as an investment representative or registered representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of the approval of that category lapsing;
- (c) Has successfully completed the Canadian Investment Management program, Parts I and II and
  - (i) Is currently approved as an investment representative or a registered representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of the approval lapsing,
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
- (d) Has previously been registered or licensed with a recognized foreign regulatory authority or self-regulatory organization and has successfully completed the New Entrants Course within two years of the application.

### **2. THE CONDUCT AND PRACTICES HANDBOOK COURSE**

An applicant shall be exempt from writing the Conduct and Practices Handbook Course if the applicant

- (a) Has been approved continuously as a registered representative since December, 1971; or
- (b) Has successfully completed the Partners, Directors and Senior Officers Qualifying Examination and
  - (i) Is currently approved as a partner, director, senior officer, investment representative or registered representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
  - (iii) Is an approved person, currently seeking re-r approval within the same category of approval within three years of that category of approval lapsing, or
  - (iv) Is currently seeking approval within two years of successfully completing the Partners, Directors and Senior Officers Qualifying Examination.

### **3. THE PARTNERS, DIRECTORS AND SENIOR OFFICERS QUALIFYING EXAMINATION**

An applicant shall be exempt from writing the Partners, Directors and Senior Officers Qualifying Examination if the applicant has been approved continuously as a partner, director or senior officer since March 1973.

### **4. THE DERIVATIVES FUNDAMENTALS COURSE**



An applicant shall be exempt from writing the Derivatives Fundamentals Course if the applicant has successfully completed the Canadian Options Course, the National Commodity Futures Examination, the Canadian Futures Examinations, Futures Licensing Course, or Canadian Commodity Supervisors Examination, and

- (a) Is currently approved as a registered representative options,
- (b) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
- (c) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
- (d) Is currently seeking approval within two years of successfully completing the Options Licensing Course, the Options Supervisors Course, the Futures Licensing Course, or the Canadian Commodity Supervisors Examination.

#### **5. THE OPTIONS LICENSING COURSE**

An applicant shall be exempt from writing the Options Licensing Course if the applicant has successfully completed the Canadian Options Course and

- (a) Is currently approved as a registered representative options,
- (b) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
- (c) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing,

#### **6. THE OPTIONS SUPERVISORS COURSE**

An applicant shall be exempt from writing the Options Supervisors Course if the applicant

- (a) Has been approved continuously as a registered options principal since January, 1978; or
- (b) Has successfully completed the Registered Options Principals Qualifying Examination and
  - (i) Is currently approved as a registered options principal,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing.

#### **7. THE FUTURES LICENSING COURSE**

An applicant shall be exempt from writing the Futures Licensing Course if the applicant has successfully completed the National Commodity Futures Examination and the Canadian Commodity Futures Examination, or the Canadian Futures Examination, Parts I and II, or the National Commodity Futures Examination and the Canadian Futures Examination, Part II, or the Canadian Commodity Futures Examination and the Canadian Futures Examination, Part I and

- (a) Is currently approved as a registered futures contract representative options,
- (b) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
- (c) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing.

#### **8. THE CANADIAN COMMODITY SUPERVISORS EXAMINATION**

An applicant shall be exempt from writing the Canadian Commodity Supervisors Examination if the applicant has been approved continuously as a commodity supervisor since January, 1980.

## **9. THE BRANCH MANAGERS COURSE**

An applicant shall be exempt from writing the Branch Managers Course if the applicant

- (a) Has been approved continuously as a branch manager since August 1, 1987;
- (b) Has successfully completed the Canadian Branch Managers Qualifying Examination and
  - (i) Is currently approved as a branch manager,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing.
- (c) Has been approved continuously as a sales manager since January 24, 1994, unless the sales manager is currently seeking approval as a branch manager; or
- (d) Has successfully completed both
  - (i) The Partners, Directors and Officers Qualifying Examination prior to February 1, 1990 and
    - A. Is currently approved as a partner, director or officer,
    - B. Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
    - C. Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, and
  - (ii) The Registered Options Principals Qualifying Examination and
    - A. Is currently approved as a designated registered options principal, an alternate registered options principal or a branch manager,
    - B. Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing, or
    - C. Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing.

## **10. THE WEALTH MANAGEMENT ESSENTIALS COURSE**

An applicant shall be exempt from writing the Wealth Management Essentials Course if the applicant

- (a) Was registered for a minimum of two years with a Canadian securities regulatory authority or recognized foreign self-regulatory organization prior to the coming into force of this Policy 6, Part II, and has not been out of the industry for a period of greater than three years;
- (b) Has successfully completed Part 1 or 2 of the Canadian Investment Management program, and
  - (i) Is currently approved as an investment representative or a registered representative,

- (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of the approval of that category lapsing,
  - (iv) Is currently seeking approval within two years of successfully completing the Wealth Management Techniques Course or the Portfolio Management Techniques Course; or
  - (v) Is seeking re-approval within three years of successful completion of the Wealth Management Techniques Course or the Portfolio Management Techniques Course.
- (c) Has successfully completed the Investment Management Techniques Course or the Professional Financial Planning Course prior to July 4, 2008, having been enrolled prior to July 4, 2006, and
- (i) Is currently approved as an investment representative or a registered representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of the approval of that category lapsing,
  - (iv) Is currently seeking approval within two years of successfully completing the Wealth Management Techniques Course or the Portfolio Management Techniques Course; or
  - (v) Is seeking re-approval within three years of successful completion of the Wealth Management Techniques Course or the Portfolio Management Techniques Course.

**11. REPEALED.**

**12. THE CANADIAN INVESTMENT FUNDS COURSE**

An applicant shall be exempt from writing the Canadian Investment Funds Course administered by the Investment Funds Institute of Canada if the applicant has successfully completed the Canadian Securities Course and

- (a) Is currently approved as a registered mutual fund representative,
- (b) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
- (c) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
- (d) Is currently seeking approval within three years of successfully completing the Canadian Securities Course.

**13. THE INVESTMENT FUNDS IN CANADA COURSE**

An applicant shall be exempt from writing the Investment Funds in Canada Course administered by the Institute of Canadian Bankers if the applicant

- (a) Has successfully completed the Canadian Securities Course and
  - (i) Is currently approved as a registered mutual fund representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,

- (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
- (iv) Is currently seeking approval within three years of successfully completing the Canadian Securities Course.

#### **14. THE PRINCIPLES OF MUTUAL FUNDS INVESTMENT COURSE**

An applicant shall be exempt from writing the Principles of Mutual Funds Investment Course administered by the Canadian Trust Institute if the applicant

- (a) has successfully completed the Canadian Securities Course and
  - (i) Is currently approved as a registered mutual fund representative,
  - (ii) Was an approved person, currently seeking to re-enter the industry within the same category of approval within three years of their approval lapsing,
  - (iii) Is an approved person, currently seeking re-approval within the same category of approval within three years of that category of approval lapsing, or
  - (iv) Is currently seeking approval within three years of successfully completing the Canadian Securities Course.

#### **15. 90-DAY AND 30-DAY TRAINING PROGRAMS**

An applicant shall be exempt from completing the 90-day or 30-day training program required under Policy 6 Part 1, section 3(a)(iii) A and B if, within three years prior to application, the applicant was registered with a member, securities dealer or investment dealer; or by a recognized foreign regulatory authority or self regulatory organization; or as an investment advisor by a Canadian securities regulatory authority.

#### **C. DISCRETIONARY EXEMPTIONS**

- (a) The applicable District Council, pursuant to By-law 20.24, may grant an exemption from the requirement to rewrite or write any required course or examination, in whole or in part, subject to such conditions or restrictions as may be imposed in the exemption, if the applicant demonstrates adequate experience and/or successful completion of industry courses or examinations that the applicable District Council, in its opinion, determines is an acceptable alternative to the required proficiency.
- (b) The Board of Directors may prescribe a fee to be paid for any exemption application under this Policy 6 Part II.