

## MEMBER REGULATION



INVESTMENT DEALERS  
ASSOCIATION OF CANADA

# notice



ASSOCIATION CANADIENNE DES  
COURTIERS EN VALEURS MOBILIÈRES

Contact:

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ATTENTION:  
Ultimate Designated Persons  
Chief Financial Officers  
Panel Auditors

### Distribute internally to:

- Corporate Finance
- Credit
- Institutional
- Internal Audit
- Legal & Compliance
- Operations
- Registration
- Regulatory Accounting
- Research
- Retail
- Senior Management
- Trading desk
- Training

## Continuing Education Program – Course Accreditation

The IDA is pleased to announce that an Accreditation Process will be launched on October 4, 2004, to pre-approve courses and seminars for the IDA's Continuing Education Program ("CE").

### *Description of the Accreditation Process*

Harrington Lane Inc. ("HLI") has been chosen through a competitive process to be the exclusive evaluator of courses seeking IDA CE accreditation for courses in French or English. HLI will evaluate courses against the criteria for IDA CE eligibility listed in IDA Policy 6, Part III and will make a recommendation to the Association, which will grant final accreditation, including the maximum number of hours accredited.

Applications for accreditation and course material will be sent directly from the applicant to HLI. HLI will charge evaluation fees directly to the applicant under a schedule approved by the IDA.

All types of education programs including seminars, written and electronic courses (collectively referred to as "courses") may apply, providing as much written material as possible to HLI.

HLI will recommend whether the course should be accredited as qualifying towards Compliance study or Professional Development study, and will also determine how many hours of credit should be assigned to the course. HLI may make suggestions or comments that would help the applicant to make changes to either gain an accreditation recommendation or increase the number of hours for which accreditation will be recommended.

CE courses currently administered by the Canadian Securities Institute ("CSI") which are already approved for the IDA's CE program will continue to be accredited, as will CSI and other courses that fulfill a proficiency requirement of Policy 6 and are eligible to be used to meet a CE requirement. The CSI maintains a list on its web site ([www.csi.ca](http://www.csi.ca)) of those CSI-administered courses which have already been pre-approved for CE credits.

Accreditation will not be mandatory for a course to be acceptable for CE credits. Member firms still have the ability to approve additional courses, including in-house courses, for their registered persons. However, accreditation will enable a member to accept a course with certainty that it meets IDA guidelines.

### ***Accreditor***

Harrington Lane Inc. is a professional advisory and consulting company that provides education, training, advice, compliance, and human resources services for advisors, planners, and mutual fund and planning firms in Canada.

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### ***List of Accredited courses***

A list of Accredited courses will be maintained on HLI's Web site. A link to this page can also be found in the CE Section of the IDA's Website ([www.ida.ca](http://www.ida.ca)) under Regulation / Continuing Education.

### ***Voluntary Participation***

The Accreditation Program will also identify those courses which qualify under the IDA's Voluntary Participation program. Courses qualifying for this program can be used by non-registered individuals to maintain the validity period of the *Canadian Securities Course* and *Conduct and Practices Handbook Exam* (see IDA Policy 6, Part III, F for details). These are in addition to those CSI courses which qualify under the Voluntary Participation program.

For additional information on the IDA's CE program, please refer to the CE Frequently Asked Questions page on the IDA's Website at ([www.ida.ca](http://www.ida.ca)) under Regulation / Continuing Education.