



MEMBER REGULATION



notice

ATTENTION:
Ultimate Designated Persons
Chief Financial Officers
Panel Auditors

Please distribute internally to:
Registration
Training

Contact:

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Director, Registration
(416) 865-3032
CEhelp@ida.ca

MR0536

May 1, 2008

Continuing Education

IDA Continuing Education Requirements

The purpose of this notice is to remind member firms of the requirements under the IDA Continuing Education ("CE") Program.

Approved persons with CE requirements in the current (2006-2008) cycle must satisfy those requirements before December 31, 2008. Member firms must report their approved persons' CE completions to the IDA no later than 10 days following the end of the Cycle.

Member firms may review their approved persons' requirements by generating a Requirement Status Report from the IDA's Online CE Reporting System. The Online CE Reporting System is also used to report participants' completions to the IDA. Access to the Online CE Reporting System at the Reporting Administrator level is granted by IDA staff. Each firm should already have an individual designated as a Reporting Administrator. Reporting Users can generate reports and input completions.

Your firm may designate or change Reporting Administrators and report system access problems by sending an e-mail to CEhelp@IDA.ca. Direction to change or add Reporting Administrators must come from an approved Officer of the firm or an existing Reporting Administrator.

Approved persons' requirements are specified in Schedule I of Policy 6 Part III. Specific requirements for individuals newly approved, re-entering the industry, or who have changed categories during the Cycle are discussed in Sections D., E. and F.

Firms are encouraged to review the Requirement Status reports for accuracy. In the event of discrepancies between the Report and what the participant or the firm believes the requirements to be, the firm must:

- determine what the actual requirements are, based on the individual's registration status and history.
- identify the discrepancy to the IDA by relating relevant sections of Policy 6 Part III to the individual's registration status and history to support the requirements put forward by the firm as being correct.

IDA staff cannot investigate reported discrepancies that do not provide support in this manner. In cases where a discrepancy is verified by IDA, corrections will be made and will appear in a subsequently-generated Requirement Status Report. Discrepancies can be reported by e-mail to CEhelp@IDA.ca

Penalties for failure of participants to complete requirements within the Cycle are set out in Section M. of Policy 6 Part III. They include a monthly fee of \$500.00 per month per participant to a maximum of 6 months followed by automatic suspension for failure to complete within that time.

For further information, please refer to IDA Policy 6, Part III and the Continuing Education section of the IDA's website at www.IDA.ca > Registration > Continuing Education.

IDA Member Regulation Notice MR0332 requested Member firms to provide contact information for an individual designated as the Continuing Education contact at the firm. If your firm does not have a designated Continuing Education contact person, or if you wish to change your designated person, please forward the name, position title, telephone number and e-mail address of the individual so designated to CEhelp@IDA.ca