



Appendix C – Continuing Education Course Accreditation Process

1. IIROC has retained CECAP to assess courses and make recommendations to IIROC on the courses' suitability for continuing education credits. Once IIROC approves a CE course, CECAP posts the accredited courses on its website, allowing IIROC Dealer Members and Approved Persons to choose educational programs that satisfy the CE criteria for a specific number of CE hours.
2. Accreditation of a CE course is not mandatory.
3. A Dealer Member or external course provider who wishes to seek accreditation of a particular course is required to submit an application through CECAP on their online website <http://cecap.ca/>.
4. CECAP provides information on their approval process for accreditation on their website. In general, the following process is followed:
 - a. A Dealer Member or external course provider completes an online application submitted through CECAP's website.
 - b. The application should include course materials for review, and the applicable administration fee. The Dealer Member or external course provider is expected to provide course material sufficient for the review. This may include material such as:
 - PowerPoint presentations,
 - tests or quizzes that accompany the program,
 - a hyperlink (if the course is online), or
 - copies of any handouts or event folders.
 - c. Following the submission of a completed application, CECAP will provide a preliminary pricing estimate.
 - d. CECAP assessors review course material for adherence to IIROC's compliance course or PD course requirements found in Rule 2653 and the accompanying guidelines.
 - e. CECAP will notify the Dealer Member or external course provider when a program does not satisfy the CE course requirements or if an application is incomplete. A Dealer Member or external course provider can resubmit a course after they have corrected any deficiencies. CECAP will charge a new application fee to reevaluate the course.
5. Credit hours awarded will be discounted for promotional and proprietary content.
6. IIROC will not accredit courses where a course is less than 0.5 hours in length.
7. After a course receives accreditation, the Dealer Member or external course provider will receive an electronic certificate of acceptance and final invoice from Moody Analytics.