



Chartered Institute of
Financial Planning

REGISTERED LIFE INSURANCE SPECIALIST® DESIGNATION LICENSE AGREEMENT

Having earned the Registered Life Insurance Specialist® designation owned by the Canadian Institute of Financial Planning (CIFP) and overseen and administered under license by the CIFP Chartered Institute of Financial Planning, you are licensed to use the Registered Life Insurance Specialist certification marks in accordance with the terms of this Agreement.

OWNERSHIP

You acknowledge that the Canadian Institute of Financial Planning is the owner of the following certification marks ('Certification Marks'), the use of which is overseen and administered under license by the CIFP Chartered Institute of Financial Planning and you agree not to, directly or indirectly, challenge the validity, ownership or registration of the Certification Marks at any time.

CERTIFICATION MARKS
Registered Life Insurance Specialist®
RLIS®

GRANT

CIFP hereby grants you a non-exclusive license to use the Certification Marks in Canada ('Territory') in association with the provision of financial advising services ('Services').

STANDARDS

You may continue to use the Certification Marks in the Territory for the Services, so long as you maintain and meet all certification requirements and standards. The certification requirements and standards, in effect on the date that you sign this Agreement, are set out in **Appendix A**.

You acknowledge that CIFP may, at its sole discretion, amend the certification requirements and standards on thirty (30) days' notice to you in writing. Following receipt of any notice changing the requirements or standards, you may terminate this Agreement by written notice to CIFP within the 30-day period if you do not wish to comply.

TERM

The license granted to you upon initial certification shall be for a maximum term of one (1) year, commencing on the date that you sign this Agreement and terminating on December 30th of the same year. You may apply for a one-year renewal of your license on an annual basis commencing on December 31st of each year.

Your application for license renewal is subject to review and approval by CIFP and is contingent on your compliance with all certification requirements and standards associated with the Certification Marks in effect at the time of renewal as provided to you by CIFP.

MANDATORY REQUIREMENTS TO MAINTAIN LICENSE IN GOOD STANDING

Each year as part of your certification renewal to maintain your license to use the Registered Life Insurance Specialist certification marks, you must meet the following requirements:

- hold a general agent license and/or a license to sell life and accident & sickness insurance in good standing
- complete a minimum of 10 hours of qualifying, verifiable continuing education activities approved by CIFP; two (2) hours of CE activities must relate to ethics and professional responsibility (refer to **Appendix C** for CE guidelines)
- abide by the Code of Conduct applicable to the Registered Life Insurance Specialist credential
- abide by the Practice Standards applicable to the Registered Life Insurance Specialist credential
- abide by the terms of the License Agreement applicable to the Registered Life Insurance Specialist credential

INSPECTION

CIFP may monitor your provision of the Services in the Territory in association with the Certification Marks to ensure you are meeting the current certification requirements and standards.

TERMINATION

If CIFP, in its sole discretion, determines that you do not meet the current certification requirements and standards, CIFP may terminate this Agreement by giving written notice of termination. If you do not comply with the current certification requirements and standards within 60 days from the date of receipt of that notice, this Agreement terminates.

Upon termination of this license, you must immediately cease all use and display of the Certification Marks for any purpose. **CIFP will initiate legal action for unauthorized use of its Certification Marks.**

RULES FOR PROPER USAGE

You will at all times use the Certification Marks in accordance with the Rules for Proper Usage, set out in **Appendix B**.

LIABILITY

You are solely responsible for claims alleging negligent or improper sale, performance, delivery or advertising of any Services under the Certification Marks and indemnify and hold the Canadian Institute of Financial Planning harmless in respect of any such claims.

EXECUTED AT _____,
(CITY) (PROVINCE)

ON THIS _____ DAY OF _____,
(DAY) (MONTH) (YEAR)

NAME _____ TITLE _____

REGISTERED LIFE INSURANCE SPECIALIST LICENSEE NUMBER _____

SIGNATURE _____

APPENDIX 'A': REGISTERED LIFE INSURANCE SPECIALIST DESIGNATION CERTIFICATION REQUIREMENTS

CIFP REGISTERED LIFE INSURANCE SPECIALIST DESIGNATION CERTIFICATION REQUIREMENTS	
Certification Marks	Registered Life Insurance Specialist® RLIS®
Issuing Organization	The Canadian Institute of Financial Planning (CIFP)
Certification Status	Currently offered and recognized by the issuing organization
Education/Qualifying Work Experience Pre-requisites	<p>Education pre-requisite to enroll in Registered Life Insurance Specialist Program: successful completion of the Life License Qualification Program (LLQP)</p> <p>Pre-requisite for Registered Life Insurance Specialist certification:</p> <ul style="list-style-type: none"> • hold a general agent license and/or a license to sell life and accident & sickness insurance in good standing • one-year qualifying work experience
Education Requirements for Registered Life Insurance Specialist Program of Study	<p>Required components for successful completion of the CIFP Registered Life Insurance Specialist Program of study:</p> <ul style="list-style-type: none"> • learning the content contained within the Registered Life Insurance Specialist Course • submitting all end-of-unit formal assessments as part of the RLIS Course • attaining a minimum grade of 60% on the final RLIS Program Examination <i>and</i> • attaining a minimum <i>cumulative</i> grade of 60% in the RLIS Program (i.e. based on a weighting of 30% for the end-of-unit formal assessments as part of the RLIS Course and 70% for the final RLIS Program Examination)
Examination Format	The final examination for the Registered Life Insurance Specialist Program of Study is an online, proctored, multiple-choice examination with a maximum duration of three hours.
Annual Continuing Education Requirements	To remain a Registered Life Insurance Specialist credential holder in good standing, the licensee must complete a minimum of 10 qualifying, verifiable continuing education activities approved by CIFP on an annual basis. Two (2) CE activities must relate to ethics and professional responsibility.
Investor Complaint Process	Yes (through the CIFP Chartered Institute of Financial Planning)
Public Disciplinary Process	<p>Yes (through the CIFP Chartered Institute of Financial Planning)</p> <p>At the time of initial certification and on an annual basis as part of certification renewal, Registered Life Insurance Specialist licensees must attest to abide by:</p> <ul style="list-style-type: none"> • a Code of Conduct • Practice Standards
Check Registered Life Insurance Specialist Licensee Status Online	Yes (through the CIFP Chartered Institute of Financial Planning)

APPENDIX 'B': TERMS OF USE OF REGISTERED LIFE INSURANCE SPECIALIST DESIGNATION CERTIFICATION MARKS

The Canadian Institute of Financial Planning owns the following Certification Marks:

CERTIFICATION MARKS
Registered Life Insurance Specialist®
RLIS®

- 1) You may use the Certification Mark to indicate that you are a holder of the Registered Life Insurance Specialist designation and that you are certified to offer the Services provided you adhere to the terms of the designation and you hold the designation in good standing.
- 2) You should place the Certification Mark in close proximity to your name.
- 3) You may not place the Certification Mark in such close proximity to your company name or logo so as to suggest in any way that your company has been certified to provide the Services or to suggest in any way an endorsement of you or your company by CIFP.
- 4) You may only use CIFP-approved artwork when using the Certification Mark logos.
- 5) You may not modify or alter any element of the Certification Marks.
- 6) You may not use any of the Certification Marks or any component of the Certification Marks as part of your own product names, service names, trade-marks, logos, company names, business names or domain names.
- 7) You may not adopt any trade-marks, logos, slogans or designs that are confusing with any of the Certification Marks.
- 8) You may not use the Certification Marks or any component of the Certification Marks, in any way that suggests a common or generic meaning, such as using the Marks as a noun and/or pluralizing it.
- 9) You may include a trade-mark notice to the Certification Marks in the form of a footnote. For example, you may place an asterisk adjacent to the Certification Mark and place a notice at the bottom of the page on which the asterisk appears stating, for example, 'Registered Life Insurance Specialist® is a Certification Mark of The Canadian Institute of Financial Planning. Used under license.'
- 10) You must immediately cease use of the Certification Mark if you terminate your right to hold the Registered Life Insurance Specialist designation or immediately upon CIFP amending your status in relation to the designation from 'in good standing'

RULES OF USE FOR REGISTERED LIFE INSURANCE SPECIALIST DESIGNATION CERTIFICATION MARKS

- 1) You may use the Certification Mark in the following format: Registered Life Insurance Specialist[®]. The first letter of each word is capitalized; the remaining letters are lower case.

Correct Usage: Elaine holds the Registered Life Insurance Specialist[®] credential. (i.e. the first letter of each word is capitalized; the remaining letters are lower case)

Incorrect Usage:

- Elaine holds the REGISTERED LIFE INSURANCE SPECIALIST[®] credential. (i.e. the use of 'small caps' is not an approved Certification Mark)
- Elaine holds the REGISTERED LIFE INSURANCE SPECIALIST[®] credential. (i.e. the use of 'all caps' is not an approved Certification Mark)

- 2) The approved acronym for the Registered Life Insurance Specialist designation is 'RLIS'. Each letter in the acronym must be capitalized.

Correct Usage: Nagamo is an RLIS[®] professional. (i.e. the approved acronym for the designation is used)

Incorrect Usage:

- Nagamo is an Rlis professional. (i.e. each letter of the acronym 'RLIS' must be capitalized)
- Nagamo is an rlis professional (i.e. each letter of the acronym 'RLIS' must be capitalized)

- 3) The Certification Mark must be used as an adjective that modifies a noun.

Correct Usage: John is a Registered Life Insurance Specialist[®] professional. (i.e. the Certification Mark modifies the noun 'professional')

Incorrect Usage:

- John is a Registered Life Insurance Specialist[®]. (i.e. the Certification Mark does not modify a noun)
- John is an RLIS[®]. (i.e. the Certification Mark does not modify a noun)

- 4) The Certification Mark can only modify specifically approved nouns: professional, practitioner, certification, credential, designation, exam, examination, mark.

Correct Usage:

- Priya is a Registered Life Insurance Specialist[®] practitioner.
- Avram holds the Registered Life Insurance Specialist[®] designation in good standing.

Incorrect Usage:

- Priya is a Registered Life Insurance Specialist[®] holder. (i.e. 'holder' is not an approved noun)
 - Avram holds the Registered Life Insurance Specialist[®] qualification in good standing. (i.e. 'qualification' is not an approved noun)
- 5) The Certification Mark is a registered trademark. As such, it must be accompanied by the registered trademark symbol (i.e. [®]) on the first mention of the Certification Mark in a document (paper or online).

APPENDIX 'C': REGISTERED LIFE INSURANCE SPECIALIST DESIGNATION CONTINUING EDUCATION GUIDELINES

CONTINUING EDUCATION OBLIGATIONS

A Registered Life Insurance Specialist credential holder has an obligation to maintain the highest standards of professional conduct when dealing with clients and the public. Inherent in this obligation is a requirement for the credential holder to maintain and improve his or her professional skills through continuing education and training so as to keep up-to-date with changes in risk management, insurance planning, legislation and administration and other matters related to the industry and financial advising more generally.

In keeping with this and in addition to abiding by the Code of Conduct, to remain a Registered Life Insurance Specialist professional in good standing, an individual holding the Registered Life Insurance Specialist designation must, on an annual basis, complete a minimum of 10 hours of qualifying, verifiable continuing education activities (two of which must be from the ethics and professional responsibility category) approved by CIFP.

Guidelines for what constitutes a verifiable continuing education activity are summarized below.

GENERAL GUIDELINES FOR VERIFIABLE CONTINUING EDUCATION ACTIVITIES

The general guidelines that apply to verifiable continuing education activities include:

- an eligible continuing education activity is one that furthers the development, professional skills and technical knowledge of the Registered Life Insurance Specialist credential holder
- the prescribed minimum continuing education requirements for the Registered Life Insurance Specialist designation must be met on a calendar year basis (i.e. between January 1st and December 31st)
- as a general rule, one hour of approved continuing education activity qualifies for one continuing education credit; a continuing education activity must be a minimum of 30 minutes in duration to qualify for CE credits (i.e. 0.5 CE credits)
- a full-day, *non*-CIFP-sponsored continuing education activity (e.g. full-day attendance at a workshop, seminar, conference) may qualify for a maximum of seven (7) CE credits; time allocated for breaks and meals must be deducted from the calculation of credits
- with regards to courses, only those offered through a recognized education institution for which passing a final examination is a condition of successful completion of the course can be claimed as a qualifying continuing education activity
- excess CE credits accumulated in a particular category *cannot* be carried over for use in a future year

COMMENCEMENT OF CE REQUIREMENTS

CE requirements commence the calendar year *following* the year in which the individual attains certification as a Registered Life Insurance Specialist professional. A minimum of 10 qualified, verifiable CE credits—two of which must be from the ethics and professional responsibility category—must be accumulated by December 31st of each calendar year.

For example, an individual who achieved certification as a Registered Life Insurance Specialist professional at any point in the current calendar year, will not have any CE requirements for the balance of the current year. However, by December 31st of next year, the credential holder will be required to complete a minimum of 10 approved continuing education activities to remain a Registered Life Insurance Specialist professional in good standing.

A continuing education activity must be completed in full (and all requirements for that activity satisfied) before CE credits can be claimed for that activity. Credits cannot be claimed based simply on enrollment in, or partial completion of, a course or activity.

Similarly, if a particular course or activity straddles two calendar years, credit for that course or activity cannot be claimed until its actual completion date (which includes satisfying all requirements for that activity such as assignments and examinations). For example, a credential holder who enrolls in a course that commences in September of the current calendar year and that concludes in January of next year, can only claim the course for CE purposes for next year (assuming all of the requirements for the course have been met by that time).

ELIGIBLE CONTINUING EDUCATION ACTIVITIES

An eligible continuing education activity is one that furthers the development, professional skills and technical knowledge of the Registered Life Insurance Specialist professional. The CE activity must, first and foremost, be educational in nature and must cover concepts directly related to one or more of the following technical knowledge areas:

- insurance/risk management
- retirement planning
- estate planning
- taxation planning
- investment planning, including alternative investments (i.e. investments that do not fit into the traditional investment categories of cash, bonds and stocks)
- financial management
- financial advising in general
- ethical practices and professional conduct
- industry trends, changes and developments (e.g. legal or administrative) that impact the advice and recommendations a credential holder would give to his or her clients

Continuing Education Categories

CIFP categorizes the continuing education offerings in its CE catalogue as follows:

- **Professional Development:** continuing education activities that further the technical knowledge and proficiencies of the CIFP credential holder; these are typically topics related to the different areas of financial planning/advising
- **Compliance and Regulatory:** continuing education activities that relate to industry legislation, rules, policies and procedures, regulatory requirements and compliance
- **Ethics and Professional Responsibility:** continuing education activities that help guide the CIFP credential holder with regards to ethical and professional conduct, understanding the principles contained in the Code of Conduct and their practical application, identifying and managing ethical dilemmas and promoting best practices and compliant conduct

To remain a Registered Life Insurance Specialist professional in good standing, a credential holder must complete a minimum of 10 qualified, verifiable hours of continuing education by December 31st of each calendar year. **Two CE credits must be accumulated in the Ethics and Professional Responsibility category.** The remaining eight (8) credits can be accumulated cumulatively from the Professional Development and/or Compliance and Regulatory categories at the discretion of the credential holder.

ANNUAL CE REQUIREMENTS: REGISTERED LIFE INSURANCE SPECIALIST DESIGNATION			
CE CATEGORY (CIFP)	EQUIVALENT MFDA CE CATEGORY	NUMBER OF CE CREDITS REQUIRED EACH YEAR (JANUARY 1 st – DECEMBER 31 st)	CARRYOVER OF CE CREDITS PERMITTED TO FOLLOWING CALENDAR YEAR
Professional Development	Professional Development	8 (cumulatively between Professional Development and Compliance and Regulatory CE categories)	None
Compliance and Regulatory	Business Conduct		
Ethics and Professional Responsibility	Business Conduct—Ethics	2	

A variety of options—offered through CIFP or alternate sources—qualifies as approved continuing education activities for purposes of upholding an individual's Registered Life Insurance Specialist certification.

CIFP Continuing Education Offerings

CIFP recommends Registered Life Insurance Specialist professionals complete their annual CE requirements through the continuing education offerings available directly through CIFP. The CIFP CE catalogue features self-study online courses, various conferences and one-day professional development days. Credential holders have access to a broad range of relevant and topical educational content and will also benefit from cost-efficiency, ease of administration and peace of mind.

In addition to featuring content that will upgrade his or her technical knowledge, CIFP CE education offerings are **pre-approved** thereby relieving the credential holder of the burden of self-assessing whether or not the course content meets the prescribed CE standards. Moreover, the credential holder will not have to worry about cumbersome record keeping or a potential audit of that particular CE activity given that it has already been vetted by CIFP. In short, all of the CE obligations of the Registered Life Insurance Specialist credential holder for the year can be easily and conveniently satisfied through CIFP.

ALTERNATE CONTINUING EDUCATION ACTIVITIES

At the discretion of the credential holder, alternate qualifying and verifiable continuing education activities may also be taken to meet the annual CE obligations for the Registered Life Insurance Specialist designation. The following activities represent common continuing education options available to Registered Life Insurance Specialist professionals. Activities not included in the list below may still be approved as a qualified continuing education activity subject to evaluation by CIFP.

- **Self-study courses (including online courses) with a final course examination:** A maximum of eight (8) CE credits can be claimed for successful completion of the course; the number of CE credits claimed must be aligned with the recommended number of study hours identified by the sponsoring educational institution for the course (if less than 8 hours).
- **College and university credit courses (including online courses) with a final course examination:** Courses offered through a university, community college or other approved post-secondary educational institution (including self-study and distance learning education offerings) that qualify for a minimum of one-half credit at the applicable educational institution and for which the final course grade is, wholly or in part, based on a formal examination qualify.

A maximum of eight (8) CE credits can be claimed for successful completion of a full semester course.

- **In-house training:** Educational seminars, workshops and webinars sponsored by the financial institution that employs the credential holder can be claimed provided the learning objectives covered in the session are in keeping with the continuing education guidelines for the Registered Life Insurance Specialist credential.

When tabulating the number of CE credits for an in-house training session, time spent for breaks, meals and non-educational activities must be excluded from the calculation. A maximum of seven (7) CE credits can be claimed for a full day, in-house training session.

- **Conferences, seminars and workshops (including virtual offerings):** Sessions attended at conferences, such as the annual CIFPs National Conference, CIFPs Professional Days and CIFPs Retirement Canada Dialogue, are eligible continuing education activities.

Sessions attended at conferences and workshops sponsored by organizations *other than* CIFP/CIFPs may be eligible continuing education activities provided they are educational in nature. Presentations must predominantly focus on the technical aspects of financial planning/financial advising.

Sessions that centre on the features of specific financial/insurance products or financial/insurance organizations with a sales or marketing bent do not qualify.

When tabulating the number of CE credits for conference and workshop sessions, time spent for breaks, meals and non-educational activities must be excluded from the calculation. Specifically for *non*-CIFP-sponsored full-day workshops, a maximum of seven (7) CE credits can be claimed.

- **Teaching and presenting (in-person or virtual), writing/editing:** A Registered Life Insurance Specialist professional who teaches courses or conducts technical presentations relating to risk management and insurance planning or financial planning/financial advising more broadly, can claim one CE credit for each hour of teaching or presenting to a maximum of eight (8) CE credits for the calendar year. Only the first instance of teaching the material is considered an eligible continuing education activity.

Similarly, a credential holder who writes books, technical articles and newsletters or course content relating to risk management and insurance planning or financial planning/financial advising more broadly, can claim one (1) CE credit for each hour of writing. CE credits can be claimed based on a reasonable calculation of the actual time spent on research and writing (as assessed by CIFP). Where the credential holder is engaged in editing or re-writing pre-existing content, one (1) CE credit can be claimed for every two hours of editing or re-writing.

- **Other activities that promote professional development:** Other activities that are educational in nature and that relate to risk management and insurance planning or financial planning/financial advising may also qualify for CE credits. These activities are subject to evaluation and approval on a case-by-case basis by CIFP.

Note: Unless a CE activity is specifically designated as pre-approved by CIFP, it is the **sole** responsibility of the Registered Life Insurance Specialist professional to ensure the appropriateness and applicability of any proposed CE activity he or she undertakes is aligned with the Registered Life Insurance Specialist designation CE guidelines. Non-pre-approved activities are subject to review, approval and audit by CIFP. Decisions made by CIFP pertaining to the appropriateness of a continuing education activity are final.

Activities not recognized as qualifying continuing education activities

Activities *not* recognized as qualifying continuing education activities include:

- unstructured or unverifiable reading and learning even if related to risk management and insurance planning or financial planning/financial advising (e.g. sources such as newspapers, financial publications, articles, books, social media posts or, watching or listening to business news on television, radio or podcasts)
- preparatory courses, study guides and unstructured readings
- writing content that is related to marketing or sales practices and techniques
- teaching content that is related to marketing or sales practices and techniques
- attendance at meetings or events sponsored by the employer of the credential holder solely for the purpose of discussing or promoting sales techniques and practices

- training specifically related to the *sale* of a particular product or the marketing or promotion of a product (training relating to the technical specifications of a product (e.g. tax treatment, suitability, etc.) is valid)
- activities that focus on the merits and features of specific financial/insurance products or financial/insurance organizations or that are promotional in nature are not considered continuing education

DOCUMENTATION AND REPORTING

ANNUAL REPORTING OF CE ACTIVITIES

As part of Registered Life Insurance Specialist certification renewal, a credential holder will be required to attest to meeting his or her Registered Life Insurance Specialist credential CE obligations each year. This is the extent of the continuing education reporting requirements for the credential holder—supporting documentation does not need to be submitted with the renewal application.

This said, excluding activities that have been specifically pre-approved by CIFP, a Registered Life Insurance Specialist credential holder is advised to retain official and original documentation to support any continuing education activities that he or she has claimed in the event he or she is selected by CIFP for a random audit or, in the event there is a discrepancy as to the completion or validity of a continuing education activity..

AUDIT OF REPORTED CE ACTIVITIES

Completion of continuing education activities that originate from CIFP are tracked internally thereby rendering an audit of the credential holder by CIFP superfluous. Similarly, no further action or reporting is required by the credential holder following successful completion of their CIFP continuing education activity.

To preserve the integrity of the Registered Life Insurance Specialist designation, credential holders who report continuing education activities that do not originate from CIFP, may be subject to a CE audit. From this pool of designation holders, each year, CIFP will randomly select a sampling of individuals who will be called upon to provide supporting documentation for the continuing education activities they reported for any or all of the three previous calendar years.

Registered Life Insurance Specialist professionals whose certification has lapsed and has been reinstated are automatically subject to an audit.

Documentation

Credential holders who are randomly selected for an audit of his or her claim for CE credits in support of Registered Life Insurance Specialist certification must submit documentation to CIFP to substantiate his or her claim. The documentation must contain sufficient information to enable CIFP to verify the nature and appropriateness of the reported activity and the credential holder's

participation in it.

CIFP may conduct an audit for any, or all, of the three previous years; it is important credential holders keep supporting documentation on file to cover this period.

Depending on the nature of the continuing education activity, acceptable documentation will typically be in the form of:

- **a certificate of attendance issued by the institution sponsoring the CE activity:** the certificate should indicate the name of the attendee, the date of the activity, the duration of the activity, a detailed description of the education activity and a stamp or signature of an authorized representative of the sponsoring institution
- **a transcript from the education institution:** the original and official transcript should indicate the name of the student, the name of the course or program and the date of enrollment and/or the date of completion
- **written confirmation from the training or HR department in the case of in-house activities:** the confirmation should indicate the name of the participant, the name of the CE activity, the date of enrollment and/or the date of completion and a stamp or signature of an authorized representative of the training or HR department
- **a teaching contract:** the name of the instructor, the date the course was offered, the duration of the course and a description of the course should be indicated on the contract
- **a writing contract:** the name of the author of the technical article, book or courseware, a copy of the finished document and the date the document was written should be indicated on the contract

Registered Life Insurance Specialist professionals may be required to provide additional supporting documentation as deemed necessary and appropriate by CIFP.

CE documentation that is incomplete, that does not match CIFP records relating to the identification of the credential holder, that is not issued and certified by a recognized post-secondary educational institution or financial industry organization or that, in any respect, is deemed to be inadequate by CIFP will not be accepted. Claims for CE credits based on inadequate documentation will be declined.

In addition to proof of attendance or a certificate of completion of a CE activity, a credential holder may be required to provide further supporting documentation (e.g. official course description, PowerPoint presentation, syllabus, etc.) to clarify what learning objectives are covered as part of the activity.

Decisions made by CIFP with regards to the adequacy of the documentation submitted and/or the relevance of the continuing education activity itself are final.

Registered Life Insurance Specialist credential holders adjudged to have deliberately made a false attestation with regards to their annual continuing education requirements are in breach of the Code of Conduct and may be subject to disciplinary action.

CIFP reserves the right to audit credential holders based on their reported continuing education activities at any time and for any reason.

DETERMINING THE NUMBER OF CREDITS ATTRIBUTABLE TO A CE ACTIVITY

Excluding activities that have been specifically pre-approved by CIFP, it is the sole responsibility of the Registered Life Insurance Specialist professional to assess the appropriateness of a proposed continuing education activity and the number of CE credits that should be assigned to that particular endeavour.

The sponsoring educational institution or financial organization will often advise the participant as to how many CE credits an activity is worth. Where it is left to the participant to make that determination, the number of credits allocated to an activity should be reasonable and should have a direct correlation to the amount of time he or she spent in that activity for purposes of learning and improving his or her skills and technical knowledge. **A prudent and conservative rule of thumb to follow is that one hour of qualified continued education activity equates to one CE credit.**

When tabulating the number of CE credits for conference and workshop sessions, time spent for breaks, meals and non-educational activities must be excluded from the calculation. Specifically for full-day workshops and conferences that are *not* CIFP-sponsored, a maximum of seven (7) CE credits can be claimed.

CARRYOVER OF CE CREDITS

Continuing education credits accumulated in a given year in excess of the minimum requirements to uphold an individual's Registered Life Insurance Specialist certification *cannot* be carried over for use in a future year.

WAIVER OF CE REQUIREMENTS

CIFP recognizes that individuals undergo changes in their personal and professional lives and that these changes may impact the requirement and/or ability of a Registered Life Insurance Specialist professional to uphold his or her continuing education obligations for a given year. Accordingly, on application, an exemption from the annual continuing education requirement may be granted for the calendar year in which a Registered Life Insurance Specialist professional:

- takes a leave of absence from his or her employment or practise
- is on maternity/parental leave
- is on family caregiver leave (leave must be for a member of the credential holder's *immediate* family who has been diagnosed with a serious medical condition or disability or who has died)
- is on a medical or disability leave for a minimum of six months; the leave must be sanctioned by a certified medical practitioner and substantiated by a medical report

- is undergoing a personal situation or circumstances that has been adjudged by CIFP to warrant an exemption from the annual continuing education requirements

A credential holder must formally request for an exemption of his or her CE obligations in writing and must provide supporting documentation as applicable. Such requests will be reviewed by CIFP on a case-by-case basis; decisions rendered are at the discretion of CIFP and are considered final.

A waiver of CE requirements is only valid for the calendar year in which the formal request is submitted; exemptions for multiple years are not permitted as part of one request. A credential holder who requires an exemption beyond the current calendar year will be required to submit a separate formal request to be exempt for the following year.

FAILURE TO COMPLY WITH REGISTERED LIFE INSURANCE SPECIALIST CE AND/OR CE AUDIT OBLIGATIONS AND/OR MISREPRESENTATION OF CE ACTIVITIES

Certification as a Registered Life Insurance Specialist professional and the use of the Registered Life Insurance Specialist marks signal to the financial services industry, clients, peers and the public at large that the individual has attained a recognized level of knowledge and competence and that he or she has undertaken an obligation to act in a professional and ethical manner. The Registered Life Insurance Specialist designation also indicates the commitment of the credential holder to professional development through continuing education. Accordingly, a breach of this commitment is considered a serious violation of the Registered Life Insurance Specialist Code of Conduct.

A credential holder may be sanctioned with the revocation of his or her Registered Life Insurance Specialist certification and his or her right to use the Registered Life Insurance Specialist marks for CE violations that include (not an exhaustive list):

- failing to earn a minimum of 10 qualified continuing education credits for a given year within the prescribed timelines (unless, the credential holder has been approved for a continuing education waiver by CIFP)
- when randomly selected for an audit, failing to fulfill the requirements of the audit as stipulated by CIFP
- misstating or misrepresenting his or her CE activities in a manner that is deemed to be deliberate in the reasonable judgment of CIFP

In all situations, decisions made by CIFP are considered final.