SOCIETY OF ACTUARIES

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**Complying with the SOA CPD Requirement by following the Canadian Institute of Actuaries'
Qualification Standard–Requirements for Continuing Professional Development (The CIA Qualification
Standard)**

Whom does this apply to?
It applies to SOA members who practice in Canada and are subject to the CIA's Qualification Standard.
Please note that any SOA member who is practicing or resident in Canada or who expects to be
practicing or resident in Canada in the future would be able to use this standard to comply with the SOA
CPD Requirement. For more information on what it is meant to be potentially subject to an alternative
compliance provision see FAQ AC1 at:
http://www.soa.org/professional-development/cpd-requirement/cpd-faqs-section-c.aspx#AC1.

What do I need to do to comply?

In 2009 and 2010:

- Earn 100 hours of relevant continuing education credit (1 hour = 60 minutes).
- Earn at least 12 structured hours in technical skills.
- Earn at least 4 hours in professionalism.
- Earn at least 24 hours in structured credit.

For more information, go to www.actuaries.ca.

Please note that members of the CIA who are exempt from compliance with the CIA Qualification
Standard must still earn CPD credit hours to fulfill the SOA CPD Requirement, either using the provisions
of the CIA Qualification Standard, Section B of the SOA CPD Requirement or another alternative
compliance standard. See FAQ AC6 at:
http://www.soa.org/professional-development/cpd-requirement/cpd-faqs-section-c.aspx#AC6.

How do I attest compliance?

Go to https://www.actuarialdirectory.org/Home/tabid/271/Default.aspx?newacc=N

- Enter your user name and password.
- Once logged in, click the button on the bottom right corner "SOA CPD Attestation."
- You are now on the "View CPD Attestation" page. Click on the "Update Info" button at the
  bottom of the page.
- If you have fulfilled the SOA CPD Requirement
  - Click on the first button ("I certify that I have fulfilled the SOA Continuing Professional
    Development Requirement …") certifying that you have fulfilled the requirement.
  - Click on the fourth radial button that you meet "the Canadian Institute of Actuaries'
    Qualification Standard–Requirements for Continuing Professional Development."
  See illustration below.

- Click the save button and you're done!