

Accrediting Body	Cycle Period	Registration Categories and CE Credits	Definitions
Chambre de la Sécurité Financière (CSF)	Dec 01 of every odd-numbered year to Nov 30 of the subsequent odd-numbered year	<p>30 PDUs obtained over the 24-month reference period in the following categories:</p> <p>10 PDUs in general subjects.</p> <p>10 PDUs in compliance with standards, ethics and business conduct.</p> <p>Every other reference period, or every 4 years, all members of the Chambre are required to obtain at least 3 Compliance PDUs by following a mandatory training activity that was built by or offered in partnership with the CSF. The 3 PDUs are counted as part of the 30 PDUs.</p> <p>10 PDUs in topics specific to each of the following 4 registration categories in which he or she is authorized to pursue activities:</p> <p>a. Insurance of persons. b. Group insurance of persons. c. Mutual Funds. d. Scholarship plan brokerage.</p> <p>For instance, a representative dually registered as a Mutual Fund dealing Representative and a Life Insurance Agent will be required to obtain a total of 40 PDUs (instead of 30) every 2 years.</p> <p><u>Carryforward of PDUs</u></p> <p>A maximum of 5 excess PDUs accumulated during the last 3 months of a reference period is permitted to be carried</p>	<p><u>Qualifying CE:</u></p> <p><u>General Subjects</u></p> <p>1. Management of a financial services firm 2. Civil Code 3. Accounting 4. Economics 5. Finance 6. Business planning for clients 7. Business planning for representatives 8. Financial planning 9. Tax planning 10. Actuarial sciences 11. Legislative environment 12. Interstate and testamentary successions</p> <p><u>In compliance with standards, ethics and business conduct</u> (non-exhaustive list)</p> <p>1. Notions of ethics, code of conduct and professional ethics 2. Code of ethics of the Chambre/ Regulation respecting the rules of ethics in the securities sector 3. Disciplinary committee's jurisprudence 4. Role of the syndic and investigation process 5. Role of the disciplinary committee and disciplinary process 6. Compliance notions and programs 7. Legal and regulatory obligations of registrants 8. Legal and regulatory obligations of representatives 9. Laws and regulations concerning the practice of registrants and representatives</p> <p><u>Topics specific to each sector or registration category</u></p> <p><u>Insurance of Persons</u></p>

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		<p>forward to the following reference period.</p> <p><u>Pro-ration of CE Credits for New Registrants</u> New registrants are exempt from accumulating PDUs for a period of one year. After this exemption, they are required to accumulate PDUs calculated based on the number of full months not elapsed during the reference period in effect,</p> <p><u>Transferring PDUs Between Categories:</u> During a reference period, PDUs accumulated in excess of the number required in a specific category or in compliance are credited to general subjects PDUs.</p> <p><u>Course Accreditation Validity Period</u> All accredited courses are valid for 2 years from the requested start date.</p>	<p>1. Client counselling 2. Underwriting of risk management 3. Disability insurance 4. Life insurance 5. Trusts 6. Risk management in insurance of persons 7. Underwriting in insurance of persons 8. Accident or health insurance plans 9. Segregated funds 10. Strategy of wealth accumulation and use 11. Financial needs analysis 12. Deferred income plans 13. Investor profile and asset allocation 14. Investment strategy 15. Retirement and estate planning</p> <p><u>Group Insurance of Persons</u> 1. Client counselling 2. Underwriting of risk management 3. Disability insurance 4. Life insurance 5. Group insurance and group pension plans 6. Benefits and underwriting in group insurance and group annuity plans 7. Setting up a group insurance and group annuity program 8. Preparing a rate schedule and analyzing group insurance and group annuity quotes 9. Preparing a group insurance and group annuity recommendation 10. Public and private plans 11. Processing group insurance claims</p>

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			<p><u>Mutual Funds</u></p> <ol style="list-style-type: none">1. Client counselling2. Underwriting or risk management3. Retirement and estate planning4. Trusts5. Strategy of wealth accumulation and use6. Deferred income plans7. Mutual funds8. Investor profile and asset allocation9. Investment strategy10. Knowing the client11. Registered plans <p><u>Scholarship plans brokerage:</u></p> <ol style="list-style-type: none">1. Client counselling2. Underwriting or risk management3. Investor profile4. Knowing the client5. Strategy of wealth accumulation and use6. Scholarship plans <p>Any structured training activity aiming to improve expertise in matters related to laws, regulations and professional ethics in matters of insurance of persons, group insurance of persons, group savings plan brokerage or scholarship plan brokerage may be recognized in this category.</p>

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MFDA	2-year cycle starting Dec 01 of an odd-numbered year , ending Nov 30 of each even-numbered year .	<p><u>Dealing Representatives</u> will be required to obtain the following CE credits:</p> <p>8 credits: Business Conduct 20 credits: Professional Development 2 credits: MFDA Compliance</p> <p><u>Chief Compliance Officers, Ultimate Designated Persons, and Branch Managers</u> will be required to obtain the following CE credits:</p> <p>8 credits: Business Conduct of which a minimum of 1 and a maximum of 2 credits should be on ethics. 2 credits: MFDA Compliance</p> <p><u>Carry forward of Excess Credits</u> Max of 5 Professional Development credits permitted to be carried forward to the next cycle.</p> <p><u>Pro-ration of CE Credits for New and Returning Registrants</u></p> <p>a. Registration within the 23rd or 24th month of the CE cycle No CE credits are required to be obtained in any category.</p> <p>b. Registration within the 1st to 22nd month of the CE cycle Registrant has to obtain CE credits on a pro-rata basis in each applicable category.</p> <p>c. <u>Returning Participants</u> Registrant has to satisfy their outstanding CE credits, if any, from the immediately preceding cycle.</p>	<p>Qualifying CE: A maximum of 8 business conduct credits and 25 professional development credits qualify for any one course or activity.</p> <p>Business Conduct</p> <ol style="list-style-type: none"> educational material that promotes, directs, and guides ethical and compliant conduct. education material that covers ethical issues, MFDA Rules and Policies, other applicable legislation, and Member’s policies and procedures for complying with regulatory requirements. <p>Examples of relevant topics for qualifying Business Conduct courses:</p> <ol style="list-style-type: none"> Conflicts of interests. Personal financial dealings. Regulatory requirements and initiatives that affect Member operations. Disclosure of information to clients. Documentation standards. Know-Your-Client standards. Suitability obligation. Anti-money laundering laws and regulations and related Member policies and procedures. Security and privacy of information; and Complaint handling. <p>Professional Development educational material that maintains or enhances a participant’s financial knowledge or proficiency.</p>

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		For the current cycle, the same rules as in (a) or (b) apply.	<p>Examples of relevant topics for qualifying Professional Development courses:</p> <ul style="list-style-type: none">(a) Products.(b) Financial planning.(c) Retirement planning.(d) Investment strategies and asset allocation.(e) Client management techniques.(f) Economics, Accounting, and Finance.(g) Tax planning.(h) Estate planning; and(i) Insurance. <p>Compliance: The 2 compliance credits are to be obtained by completing CE activities designated by the Corporation.</p> <p>Education material relating to the conduct of members and participants that have been specifically designated by the Corporation.</p> <p>MFDA Compliance content will include areas relating, but not limited, to:</p> <ul style="list-style-type: none">a. compliance examination findingsb. MFDA Compliance and Enforcement Prioritiesc. proposed Rule and Policy changes. <p>Non-Qualifying CE:</p> <p>1. Preparatory courses, study guides or unstructured pre-reading, completed to meet proficiency requirements under securities legislation (dealing representative, CCO, UDP, BM) do not qualify for meeting CE requirements.</p>

