Trustee Licensing

CAIRP Tutorial
September 26, 2017

Building a prosperous and innovative Canada
Outline

• Overview of Oral Board of Examination
• Decision-making process
• Timing
• Application process
• Format
• Suggestions
• Next steps
• Questions
Overview of Oral Board of Examination

• After completing the CQP Program, the last step in becoming a trustee is to appear before an Oral Board convened by the OSB

• The Oral Board is a one hour assessment by a representative of the OSB, an LIT and a lawyer

• Assessment of three competencies:
  • Ability to communicate orally
  • Effective judgment and strategic thinking
  • Business ethics and professional skills

• The Oral Board evaluates how proficiently competencies are demonstrated in the candidate’s answers, as opposed to the extent of knowledge conveyed in the answer
Decision-making process

• A scale is used to assess competencies demonstrated across a range of questions:
  • Proficient / Adequate / Weak / Inadequate

• Recommendation to issue a licence reflects the Board’s view that the candidate has successfully demonstrated the required competencies during the examination and is competent to practice as a Licensed Insolvency Trustee (LIT)
Timing

• The Oral Boards will be scheduled following the results of the CNIE and any subsequent appeals

• All eligible candidates interested in attending the Oral Boards must apply by January 21, 2018

• You will be given approximately 1 to 2 weeks notice of the date and time of your Oral Board

• We expect the Oral Boards to be conducted in February and March 2018
Application Process

• Those who have successfully completed the Competency-Based National Insolvency Exam (CNIE) and meet all other prerequisites may apply for licences through the OSB Licensing Administration Application (OLAA)

• OLAA is a web-based self-serve interface for trustee candidates and LITs

• Those preparing for the 2018 Oral Board process can apply through the portal in winter 2017.
Format of the Oral Board

• A standardized bank of questions, established in consultation with LITs to ensure consistency, is used on a rotational basis
• ½ hour pre-reading time is provided for candidates to organize their thoughts, followed by the presentation/interview (1 hour)
• Pre-scripted follow up questions will be asked on all long answer questions
• The Board may also ask questions to clarify their understanding of an answer
Format

• Board members take notes throughout the examination and will not make much eye contact

• An audio recording device is used for later reference by the OSB - recordings are not available to candidates

• Candidate results are internally validated, ensuring consistency
Suggestions

• Become familiar with the Oral Boards through information on the OSB’s website (under “How to Become a Licensed Insolvency Trustee”)
  • Don’t presume sponsors, insolvency practitioners, or consultants are familiar with the current Oral Board process

• Gain as much experience as possible in all areas of LIT practice, as prior year’s results suggest a broad range of experience is a key indicator of success on the Oral Boards
Suggestions

• Find candidates with experience in areas you may be weaker in and create a study group to exchange ideas and discuss questions

• Be proactive – find as many experts to practise with as you can. Find experts, including some you don’t know personally, to conduct mock boards

• Ensure your responses provide a comprehensive analysis of all considerations along with your rationale for the recommendation reached
  • The Board will not to lead you to expand upon your answers
Suggestions

• Keep in mind that the Board’s recommendation is based on your overall competency to act as a Trustee, not on consumer or commercial practice.

• Be realistic and practical when presenting what you would actually do, going beyond textbook responses.

• For practice, use the applied knowledge questions from the CNIE:
  • consider all available options, possible ethical issues, and how to demonstrate your professional judgement.
Suggestions

• Examine every angle of a question
• Consider the “big picture”
  • In addition to answering the question, consider the impact of the situation on the firm’s practice and insolvency system as a whole
• Discuss with your sponsor whether you are ready to appear before the Oral Board
• Make sure you let us know well in advance of any special needs so that arrangements can be made to accommodate you
Next Steps

• Monitor the OSB website for updates

• Watch for and review OSB’s material carefully

• Contact us if you have any questions or concerns at:
  ic.osblicencebsf-bkhq.ic@canada.ca