

System of Reference for Level of Education Equivalent to a Diploma of Collegial Studies

One path to the pursuit of activities as a representative in damage insurance and claims adjustment is to have a level of education equivalent to a diploma of collegial studies based on the system of reference established by the Autorité des marchés financiers (AMF).

To apply for an attestation of a level of education equivalent to a diploma of collegial studies, you must hold at least one of the following diplomas:

- A secondary school diploma (SSD) issued in Canada; or
- A diploma of vocational studies (DVS) consisting of at least 60 units, issued in Québec; or
- A Certificate of Equivalence of Secondary Studies (CESS) issued in Québec; or
- An Attestation of Equivalence of Secondary V Studies (AESS) issued in Québec; or
- A comparative evaluation for studies done outside Canada issued by a member of the Alliance of Credential Evaluation Services of Canada (ACESC) attesting to a level of education equivalent to or higher than an SSD.

The value attributed to this basic level of education is at least 11 years of studies. To attain the 13 years required for authorization to register for AMF examinations, you must submit official transcripts attesting to other studies. Therefore, when examining your file, the AMF will consider all other years of recognized training or education.

One year of education is equal to a specific number of units or credits obtained. The AMF system of reference for each education level is explained below. Explanations are also provided regarding studies done outside Québec and specialized training accepted by the AMF, even if they are not recognized by the Ministère de l'Enseignement supérieur.

1. Secondary school and vocational training in Québec

For vocational training units earned after 1988, the following system of reference is used: One year of vocational training equals 60 units.

Example:

A diploma of vocational studies of 90 units divided by 60 units per year = 1.5 years of education.

Important:

- You may be credited with more than 11 years of basic education for a diploma of vocational studies if it consisted of more than 60 units.

Example:

If you have a DVS of 60 units, you will be credited with 11 years of education.

If you have a DVS of 90 units, you will be credited with 11.5 years of education.

If you have a DVS of 120 units, you will be credited with 12 years of education.

- If you also have an SSD, a CESS or an AESS, you will be credited with additional years of education for the DVS.

Example:

If you have an SSD, a CESS or an AESS and a DVS of 90 units, the calculation is as follows:

SSD, CESS or AESS = 11 years of education
DVS of 90 units divided by 60 units = 1.5 years of education

You will be credited with 12.5 years of education.

2. Secondary studies in a Canadian province or territory other than Québec

For a secondary school diploma obtained in a Canadian province or territory other than Québec, the number of years to be credited will be determined according to the education system in each province or territory.

Example:

If you have a secondary school diploma from Ontario and 22.66 units of collegial studies in Québec, the calculation is as follows:

SSD (Ontario) = 12 years of education
22.66 units of collegial studies in Québec divided by 27 units per year = 0.84 years of education.

You will be credited with 12.84 years of education.

3. College education in Québec

Each college-level program has a specific number of units (from 54 $\frac{2}{3}$ to 59 $\frac{1}{3}$) determined under the *College Education Regulations*. To simplify matters, the following system of reference is used: One year of college education equals 27 units.

Example:

If you have an SSD and 45 units of college education, the calculation is as follows:

SSD = 11 years of education
45 units of college education divided by 27 units per year = 1.66 years of education

You will be credited with 12.66 years of education.

4. College education in a Canadian province or territory other than Québec

For college education in a Canadian province or territory other than Québec, only the units or credits obtained in connection with programs leading to a college diploma will be considered. The number of years credited will be based on the college's method of evaluation and co-ordination in relation to Québec's college educational system.

5. University education in Québec

For university credits, the following reference system is used: One year of university education equals 30 credits.

Example:

If you have an AESS and 25 university credits, the calculation is as follows:

AESS = 11 years of education

25 university credits divided by 30 credits per year = 0.83 years of education.

You will be credited with 11.83 years of education.

6. University education in a Canadian province or territory other than Québec

For university education in a Canadian province or territory other than Québec, the number of years credited will be based on the duration and credits earned for each course successfully passed in relation to Québec's university educational system.

7. Studies done outside Canada

All other studies done outside Canada must be evaluated by a member of the ACESC. You must send the AMF a comparative evaluation of studies done outside Canada issued by an ACESC member.

8. Specialized training recognized by the AMF

Individuals holding the title of Chartered Insurance Professional (CIP) or Fellow Chartered Insurance Professional (FCIP) from the Insurance Institute of Canada will be credited with one year of education for each title.

For individuals holding the title of Registered Life Underwriter (RLU) or Chartered Life Underwriter (CLU), years of education are based on the year the title was obtained and other criteria related to obtaining this title.

For financial services training recognized by the AMF and offered by training bodies such as the Canadian Securities Institute (CSI), the Institute of Canadian Bankers (ICB) and the IFSE Institute, years of education will be credited based on the number of hours of training successfully completed.