

## **CIRA Compliance Program**

Have you let your CPE requirements lapse?

Have you fallen behind on your AIRA dues?

### **Overview of CIRA Requirements**

#### **Maintaining CIRA Status:**

Maintaining your CIRA status and use of the CIRA designation is attained by:

- Being an active member of AIRA by maintaining annual membership dues
- Reporting compliance with 60 hours of CPE credit every three years beginning January 1 of the year after your certification date.

#### **Continuing Professional Education (CPE) Requirements:**

CIRAs shall report compliance with 60 CPE credits for each 3 year period beginning January 1 of the year after the certification date.

##### **60 hour CPE Categories:**

###### **20-Hours of "Directly-Related" CPE Credits from AIRA**

A minimum of 20 CPE credits for each three-year reporting period from AIRA programs specifically relating to bankruptcy and reorganization practice. All AIRA conferences, courses, webinars, self-study and CDBV courses satisfy this requirement.

*Directly-Related CPE Credit from Other Providers*—If unable to attend AIRA's conferences or courses, CPE credit from other providers, **if** directly related to business turnaround, restructuring and bankruptcy.

###### **Up to 40 "General" CPE Credits**

The remaining balance of up to 40 credits may be fulfilled by courses of a general nature providing useful knowledge to business turnaround, restructuring and bankruptcy practice.

#### **Additional Provisions Regarding CPE for CIRAs:**

- Credit cannot be issued for repeating a course unless there are substantial changes in content.
- CIRAs serving as instructors will receive 2 preparation hours of CPE credit for each hour of instruction, based on the number of CPE credits allowed for the program instructed.
- CIRAs who write an article accepted for publication in AIRA Journal will receive 3 hours of CPE credit for each page (900 words per page, rounded down to the nearest half page).
- Fifty minutes of classroom instruction equals one CPE credit; 25 minutes is one half credit; total time divided by 50 minutes is rounded down to the nearest 2/10<sup>th</sup> credit.
- Participants must maintain their own records showing evidence of attendance.

### **CPE Compliance Reporting:**

CPE compliance is self-reporting. At the conclusion of each triennial reporting period AIRA will request certification that the CIRA is in compliance with CPE requirements. AIRA will periodically select compliance certifications for confirmation. If selected, AIRA requires the CIRA to submit evidence of attendance for the programs constituting their continuing education credits. Failure to respond to the request for certification or to the request for confirmation support will result in deactivation of CIRA status.

### **Inactive Status:**

If you fail to meet the CIRA Requirements you will be notified your certification has become inactive. Inactive Status means the practitioner will not in any manner be permitted to represent themselves as a CIRA. Once Suspended you **must** discontinue using your CIRA designation and your name will no longer be included in the AIRA online CIRA directory. You will be granted a grace period of six months to obtain the required credits, confirm compliance, and pay any outstanding dues. Upon receipt of compliance certification and any required dues payments the individual's status as a CIRA shall be reinstated. A confirmation letter of reactivated status will be sent, whereby you may resume using your CIRA designation.

Failure to correct CPE delinquency or pay outstanding dues within the six (6) month grace period will result in the deactivation of the certification subject to reinstatement only as set forth in the following section.

If there is "reasonable cause" for the inability of a CIRA to obtain the required CPE credits and keep current on dues, the CIRA may provide a written explanation for consideration. "Reasonable Cause" may include circumstances such as serious and prolonged illness, active military service, family medical leave, maternity leave, etc.

### **Reinstatement:**

A CIRA whose certification has become "inactive" may avoid re-applying as a candidate, and re-taking all three examinations, only if application for reinstatement is made within five (5) years from the date of deactivation. Applicants who apply to reinstate within one (1) year of deactivation must pay a reinstatement fee of \$100 and the standard annual fee (\$425). Reinstatement applications shall be accompanied by a statement describing the applicant's professional and continuing education experience subsequent to the time the certificate was deactivated. A reinstatement fee of \$725 and the standard annual fee must accompany the reinstatement application for any applicants who apply for reinstatement beyond one (1) year.

The deficit of credit hours due at the time of deactivation must be fulfilled in the year of reinstatement. These credits cannot be applied to the new three-year reporting period.

If more than five (5) years following the deactivation of a CIRA designation have lapsed, the former CIRA must re-apply as a new candidate and will be subject to the same requirements for attaining the initial CIRA certification. This includes passing all three examinations as well as completing new application materials. AIRA will consider reinstatement through specialized examination on a case-by-case basis.

### **CPE Tracking:**

The attached file provides a helpful report format for tracking CPE compliance and may be submitted with back-up certificates of attendance in the event of selection for certification confirmation.

[AIRA CPE Compliance Tracker.xls](#)