

## **CIRA Compliance Program**

Have you let your CPE requirements lapse?

Have you fallen behind on your AIRA dues?

In order to protect the integrity of the CIRA certification we are embarking on a program to bring everyone into compliance. While the vast majority of CIRA holders have met the requirements, a small number have fallen behind. Efforts will be made to re-establish compliance with all CIRAs.

### **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 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 60 CPE credits for each 3 year period beginning January 1 of the year after the certification date. CPAs may submit the same report required to maintain their state CPA licensure.

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

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

A minimum of 20 CPE credits must be submitted 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.

**Use Section 1 of the CPE Reporting Form.**

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

**Use Section 2 of the CPE Reporting Form.**

###### **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.

**Use Section 3 of the CPE Reporting Form.**

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

- Credit will not be issued for repeating a course unless substantial changes in content have been made.
- CIRAs serving as instructors will receive 1 extra hour 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 half credit.
- Participants must maintain their own records showing evidence of attendance.

### **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 him/herself 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 and file a new reporting form indicating compliance and pay any outstanding dues. Upon receipt and review of the reported CPE and any required dues payments the individual's status as a CIRA shall be reinstated. A confirmation letter of reactive 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. Reinstatement applications shall be accompanied by a statement describing the applicant's experience subsequent to the time the certificate was deactivated. A reinstatement fee of \$100 and the standard annual fee (\$395) must accompany the reinstatement application.

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.

**CPE REPORTING FORM FOR CIRAS**

(Please print or type)

Name \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Three-year period begins \_\_\_\_\_ Ends \_\_\_\_\_

**SECTION 1: DIRECTLY-RELATED CPE CREDIT FROM AIRA**

**AIRA Annual Conferences or Other AIRA Conferences:**

Conference \_\_\_\_\_ Dates attended \_\_\_\_\_ Hours \_\_\_\_\_

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Conference \_\_\_\_\_ Dates attended \_\_\_\_\_ Hours \_\_\_\_\_

Conference \_\_\_\_\_ Dates attended \_\_\_\_\_ Hours \_\_\_\_\_

Conference \_\_\_\_\_ Dates attended \_\_\_\_\_ Hours \_\_\_\_\_

**AIRA Courses, Webinars, etc.:**

Date \_\_\_\_\_ Course \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Course \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Course \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Course \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Course \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Course \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Course \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Course \_\_\_\_\_ Hours \_\_\_\_\_

**SECTION 1 TOTAL CREDITS** \_\_\_\_\_

**SECTION 2: DIRECTLY-RELATED CPE CREDIT FROM OTHER (NON-AIRA) PROVIDERS**

Please complete this section to request that CPE credit from non-AIRA conferences or courses dealing directly with bankruptcy and restructuring subjects be used to satisfy the 20-Hour Directly-Related CPE Requirement. If you served as instructor for a course, multiply the CPE credit by two and enter it in the space provided for Instructor credit. Please make additional copies of this page as needed, renumbering the courses.

**COURSE 1**

Date \_\_\_\_\_ Course Title \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Course Location \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_

CPE Credit Hours Earned: Participant \_\_\_\_\_ Instructor (hours × 2.0) \_\_\_\_\_

**COURSE 2**

Date \_\_\_\_\_ Course Title \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Course Location \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_

CPE Credit Hours Earned: Participant \_\_\_\_\_ Instructor (hours × 2.0) \_\_\_\_\_

**COURSE 3**

Date \_\_\_\_\_ Course Title \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Course Location \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_

CPE Credit Hours Earned: Participant \_\_\_\_\_ Instructor (hours × 2.0) \_\_\_\_\_

**SECTION 2 TOTAL CREDITS** \_\_\_\_\_

**SECTION 3: OTHER COURSES TO COMPLETE THE 60-HR REQUIREMENT**

Please complete the following section for CPE credit from courses and conferences not listed on the previous pages for the 20-hr directly-related requirement. Courses listed below will be applied toward the total of 60 hours required every 3 years. These courses may come from courses related to business turnaround, bankruptcy and reorganization practice and/or from courses of a general nature as long as they provide knowledge that is useful to business turnaround, restructuring and bankruptcy practice Please enter information for each course in the spaces below, making additional copies of this page as needed and renumbering the courses. If you served as instructor for a course, multiply the CPE credit by 2 and enter it in the space provided for Instructor credit.

**COURSE 1**

Date \_\_\_\_\_ Course Title \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Course Location \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_

CPE Credit Hours Earned: Participant \_\_\_\_\_ Instructor (hours × 2.0) \_\_\_\_\_

**COURSE 2**

Date \_\_\_\_\_ Course Title \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Course Location \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_

CPE Credit Hours Earned: Participant \_\_\_\_\_ Instructor (hours × 2.0) \_\_\_\_\_

**COURSE 3**

Date \_\_\_\_\_ Course Title \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Course Location \_\_\_\_\_

Course Description \_\_\_\_\_

\_\_\_\_\_

CPE Credit Hours Earned: Participant \_\_\_\_\_ Instructor (hours × 2.0) \_\_\_\_\_

**SUMMARY OF CPE CREDIT REPORTED**

**SECTIONS 1 & 2—20 HRS DIRECTLY-RELATED CPE REQUIREMENT**

Enter total hours of CPE credit from Sections 1 & 2 to be counted toward the 20-Hrs Directly-Related CPE Requirement:

Total AIRA credits (from Sec. 1, p. 1) \_\_\_\_\_

Total Non-AIRA credits (from Sec. 2, p.2) \_\_\_\_\_

TOTAL DIRECTLY-RELATED CPE CREDITS \_\_\_\_\_(1)

**SECTION 3—OTHER COURSES TO COMPLETE THE 60 HR REQUIREMENT**

Enter hours of CPE credit (participant or instructor) from each course listed in Section 3 (p. 3) in the following table.

| Course | Hours | Course | Hours |
|--------|-------|--------|-------|
| 1      |       | 13     |       |
| 2      |       | 14     |       |
| 3      |       | 15     |       |
| 4      |       | 16     |       |
| 5      |       | 17     |       |
| 6      |       | 18     |       |
| 7      |       | 19     |       |
| 8      |       | 20     |       |
| 9      |       | 21     |       |
| 10     |       | 22     |       |
| 11     |       | 23     |       |
| 12     |       | 24     |       |

Total Other credits (from Sec. 3 table above) \_\_\_\_\_(2)

TOTAL CREDIT TOWARD 60-HR REQUIREMENT [(1) + (2)] \_\_\_\_\_

**I certify that I have completed the Continuing Professional Education hours listed above.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Return to: **AIRA** 221 W. Stewart Ave., Suite 207, Medford, OR 97501  
 Fax 541.858.9187 or Email to Michele Michael / mmichael@aira.org