

# PRACTICE MANAGEMENT EDUCATION (PME) REGULATION



TM/MC

**icccrc**  
IMMIGRATION CONSULTANTS OF  
CANADA REGULATORY COUNCIL  
**crcic**  
CONSEIL DE RÉGLEMENTATION DES  
CONSULTANTS EN IMMIGRATION DU CANADA

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## 1. AUTHORITY

1.1 This Regulation is enacted pursuant to sections 3.1 and 36 of the By-law.

## 2. PURPOSE

2.1 The purpose of practice management education is to provide a Licensee with the appropriate education, tools and resources required for competent practice to ensure consumer and public protection. Under the Code of Professional Conduct, a Licensee has a responsibility to adapt to changing laws and policies affecting professional practice and to keep up to date on the skills and knowledge needed for competent practice.

## 3. DEFINITIONS

3.1 In this Regulation, capitalized terms, unless otherwise defined herein, have the same meaning as they do in the By-law.

3.2 In this Regulation:

- (a) **“Approved CPD Activities”** means professional development activities approved by the Council [*activités de FPC approuvées*];
- (b) **“Licensee”** means an RCIC [*titulaire de permis*];
- (c) **“Mandatory PME Course”** means a PME course identified by the Council as central to the professional practice of a Licensee [*cours obligatoire de FPP*];
- (d) **“Policies”** means the policies of the Council with respect to Practice Management Education, including but not limited to, learner conduct, academic integrity, entry-to-practice exams, and assessment and grading, as created and approved by the Board of Directors from time to time [*politiques*];
- (e) **“Practice Management Education”** or **“PME”** means education offered by the Council to a Licensee on how to meet the requirements of the Council, which affects professional practice. PME is not considered as an Approved CPD Activity [*formation en pratique professionnelle or FPP*];
- (f) **“Synchronous delivery”** means that the instructor and the Licensees in the PME course engage with the course content and each other at the same time, but from different locations. The instructor interacts with the Licensees in real time by means of web conferencing tools [*enseignement synchrone*].

**4. SCOPE AND EXPECTATIONS TO MEETING PME REQUIREMENTS**

## 4.1 Active Licensee

- (a) Every Licensee must complete all Mandatory PME Courses within the specified timeframe.

## 4.2 Licensee on Leave

- (a) A Licensee on leave, duly approved by the Registrar, is not required to complete the mandatory PME requirements for the duration of the leave. Upon the Licensee returning to active status, all missed Mandatory PME Courses must be completed within six (6) months.

## 4.3 Suspended Licensee

- (a) A suspended Licensee must complete all Mandatory PME Courses within the specified timeframe.

## 4.4 New Licensee

- (a) A new Licensee is required to complete at least one (1) Mandatory PME Course within three (3) months of becoming a Licensee and all remaining pre-existing Mandatory PME Courses before the first anniversary of obtaining their licence.
- (b) Notwithstanding section 4.4(a) of this Regulation, a new Licensee, within one (1) year of obtaining their licence, must also successfully complete any new Mandatory PME Courses that are currently being offered, or subsequently offered, at the time the Licensee is admitted to the Council, in accordance with that PME course's delivery schedule and final date for completion.

**5. MANDATORY PME COURSES**

5.1 A Licensee must complete all Mandatory PME Courses.

5.2 All new Mandatory PME Courses are introduced and promoted by e-mail, social media, and on the Council's website.

5.3 A Licensee must meet the requirements and obligations specified by the Council for each Mandatory PME Course.

5.4 A Licensee must respond to information requests from the Council regarding items covered in the PME courses within the specified timeframe.

## **6. PME COURSE REGISTRATION**

- 6.1 A Licensee is required to register online for a Mandatory PME Course before the registration deadline.
- 6.2 When registering for a PME course, a Licensee must provide a valid telephone number that can be used in the event of an emergency or course cancellation.
- 6.3 A Licensee is required to verify their registration details including date, time, contact information, participation format, and emergency telephone number before completing the registration process.
- 6.4 Pursuant to the Code of Professional Conduct, a Licensee must ensure the Council has their correct contact information to receive relevant course registration and confirmation information.

## **7. COURSE EXPECTATIONS**

- 7.1 A Licensee is required to have PME course materials accessible (hard or soft copy) for synchronous delivery.
- 7.2 A Licensee who does not have access to PME course materials will not be able to participate in learning activities and to complete the course. The Licensee will have to re-register to complete the course at another date and time.
- 7.3 Late attendance to a PME course will result in not receiving a credit for the course.
- 7.4 The sharing of information and experiences of a Licensee in a session must be treated as confidential.
- 7.5 A Licensee must demonstrate professional respect for other Licensees and instructors during sessions.
- 7.6 A Licensee who is, in the opinion of the instructor, disruptive to the operation of the session and other Licensees, will be asked to leave the session and will not receive credit for the course.

## **8. PENALTIES FOR BREACH OF REGULATION**

- 8.1 If the Licensee does not complete the PME course(s) within the timeframe specified by the Registrar, their name may be forwarded to the Registrar to have their licence suspended. Failure to complete the PME course(s) during the period of suspension will result in the licence being revoked.