

STEP



Canada

ADVISING FAMILIES ACROSS GENERATIONS

CETA

CERTIFICATE IN ESTATE AND TRUST ADMINISTRATION

Career development for trust officers, estate and trust administrators, law clerks, junior associates, paralegals, wealth management sales representatives, retail bankers, junior trust officers, and administrative assistants in the field of trusts and estates.

EDUCATION NETWORK MEMBERSHIP DESIGNATION

About STEP

Representing over 22,000 members worldwide, the Society of Trust and Estate Practitioners (STEP) is the leading international organization for trust and estate professionals who specialize in family inheritance and succession planning. Founded in 1991, and headquartered in London, England, STEP is established in 95 countries across the globe, with a diverse membership of accredited professionals from all facets of the trust and estate planning industry, including legal, accountancy, corporate, trust, banking and insurance. STEP promotes the highest professional standards, provides a forum for discussion, offers education, training, representation and networking to practitioners, and works to improve public understanding of the trust and estate matters families are faced with across generations.

STEP Canada, founded in 1998, has over 2,700 members with branches in Vancouver, Calgary, Edmonton, Winnipeg, Toronto, Ottawa, Montreal, the Atlantic region; and chapters in Southwestern Ontario, the Okanagan Valley, and Saskatchewan.

Education is one of STEP's primary goals and the key to its mission – to raise and promote standards in technical knowledge and public service.

About CETA

The Certificate in Estate and Trust Administration (CETA) program is designed to enhance the knowledge and performance of Canadian estate administrators, trust officers, junior trust officers, retail bankers, law clerks, junior associates, paralegals, wealth management sales representatives, and administrative assistants working in the area of estates and trusts. The CETA program sets an industry standard as the preferred educational offering for major Canadian trust institutions, providing benchmark professional development. Candidates who have completed post-secondary education and/or one-year of wealth industry work experience are eligible to enrol.

CETA will be of value to individuals who want to advance their careers, and to employers who want to avail themselves of the many business opportunities resulting from today's shifting demographics. Organizations staffed by knowledgeable estate administrators and trust officers who can skillfully manage this changing market will attract new opportunities and clients.

The online self-study CETA program consists of three courses and a final cumulative certification exam. The program includes tutorial support, self-assessment quizzes, and opportunities for peer engagement. Students are expected to complete the program within four years, and achieve a minimum grade of 60 percent on each exam.

Single-course registration is available for the foundational curriculum (CETA 1) only. Courses must be taken sequentially if progressing beyond CETA 1. Students who complete the foundational course and do not plan to continue with the rest of the program will receive a STEP Canada document of course completion.

Students enrolled in CETA 2 through 4 will receive full STEP Canada affiliate member benefits, and upon completion, the STEP Canada certificate in Estate and Trust Administration. Students who have completed the CETA program may choose to remain affiliate members, or continue to the STEP Canada Diploma Program, culminating in the globally-recognized Trust and Estate Practitioner (TEP) designation. This innovative program is available in English for common law and French for civil law.

*CETA certificate holders are exempt from course three (of four) in the STEP Canada Diploma Program: Wills, Trust and Estate Administration.

WHO WILL BENEFIT FROM THE CETA PROGRAM?

- Trust officers
- Junior trust officers
- Estate and trust administrators
- Law clerks
- Junior associates
- Paralegals
- Wealth management sales representatives
- Administrative assistants
- Retail bankers



BENEFITS OF THE CETA PROGRAM

Successful students will emerge from the CETA program with:

- A certificate of completion from STEP Canada, which denotes excellence in the industry
- Industry recognition for expertise in estate and trust management
- The ability to confidently manage estate and trust accounts of various sizes and complexity
- A specialized understanding of estate and trust management, trustee duties and powers, and estate and trust taxation
- Extended opportunities for employment and advancement
- An enhanced ability to serve clients
- International recognition within STEP

FEES AND ENROLMENT

Complete fees for the three courses and the certificate examination are \$2,280; paid incrementally by course progression. Single-course enrolment (available for CETA 1: Foundations of Estate and Trust Administration only) is \$795. All prices are subject to tax.

Fees include:

- Online core study text
- Exam preparation resources led by industry expert
- Access to supplementary online materials
- Self-assessment quizzes
- Opportunities for peer engagement and networking
- Online examination and marking

About the Courses

CETA 1: Foundations of estate and trust administration*	Fee \$795 + taxes
<p>Upon completion, students will be able to:</p> <ul style="list-style-type: none"> • Compare the roles and responsibilities of personal representatives, trustees, agents, and substitute decision makers • Determine the validity of a testamentary document • Identify, value, and safeguard estate assets and liabilities • Identify the beneficiaries of an estate • Identify the tax returns required on death • Ensure that estate and trust administrative records are maintained • Calculate the compensation for personal representatives and trustees • Identify different types of wills and understand the requirements and rules that govern making a valid will • Understand the issues and considerations that can arise when distributing an estate • Demonstrate the requirements for distribution to a charity or other entity <p>Offered as a stand alone course or as component of the full program</p> <p>* Where applicable, both the common law and the Quebec Civil Code are addressed.</p>	<p>Suggested study time 60-80 hours</p> <p>Online examination 2 hours multiple choice true/false matching questions</p> <p>Current exam availability can be found at step.ca</p> <p>Membership not required</p>

CETA 2: Advanced topics in estate and trust administration*	Fee \$595 + taxes
<p>Upon completion, students will be able to:</p> <ul style="list-style-type: none"> • Explain the rules that govern the interpretation of a will or trust • Explain spousal and dependant rights on death • Explain the uses of personal trusts and summarize the legal requirements • Determine if a valid trust has been created • Explain and provide examples of trustee duties and powers • Explain the rules that govern breach of trust • Explain the requirements to vary or terminate a trust <p>* Where applicable, both the common law and the Quebec Civil Code are addressed.</p>	<p>Suggested study time 30-50 hours</p> <p>Online examination 2 hours multiple choice true/false, matching, short-answer and case study questions</p> <p>Current exam availability can be found at step.ca</p> <p>Membership affiliate status required \$200 + taxes annually</p>

CETA 3: Estate and trust taxation	Fee \$595 + taxes
<p>Upon completion, students will be able to:</p> <ul style="list-style-type: none"> • Summarize the basic rules for taxation of an individual • Summarize the attribution rules • Explain the post mortem planning opportunities to minimize taxation in the year of death • Summarize the rules for taxation of income in a trust • Explain the elections available when filing a T3 trust return • Identify potential US and other foreign tax liabilities • Explain the Canada Revenue Agency's administrative role and enforcement powers 	Suggested study time 30-50 hours
	<p>Online examination 2 hours multiple choice true/false, matching, short-answer and case study questions</p> <p>Current exam availability can be found at step.ca</p>
	Membership affiliate status required \$200 + taxes annually

CETA 4: Certification examination	Fee \$295 + taxes
<p>Format and preparation:</p> <p>The examination is based on the learning objectives of the three preceding certificate courses. The exam case studies will test the student's ability to identify relevant issues, apply applicable laws, and demonstrate administrative decision-making skills. A structured study guide is provided.</p>	Suggested preparation in-depth review of certificate course content, self-assessments, and study guide
	<p>Online examination 3 hours essay-style answers</p> <p>Current exam availability can be found at step.ca</p>
	Membership affiliate status required \$200 + taxes annually

Enrol today at www.step.ca, or contact education@step.ca.

COURSE AUTHOR

Kathleen Cunningham has over 28 years' experience in the estate and trust industry. Over her career, she has led the policy and risk management division of a large national trust company, developed and delivered educational programs to trust specialists across Canada, and spearheaded numerous industry responses to proposed federal and provincial legislation affecting executors, trustees, and substitute decision makers in Canada.

CETA PROGRAM ADVISORY COMMITTEE

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Chair, STEP Canada Education Committee

“ I have completed the 2nd course of the CETA program and have found it very applicable to my day-to-day work. This program provides a good foundation in learning the essentials to Estates and Trust Administration. The online materials are easy to read and provide a useful resource later on. It's a beneficial program to take, especially if you're new to the industry. ”

Trust Administrator, Vancouver

“ The material is up-to-date and relevant to my job functions... I'd recommend this certificate program to all clerks, trust officers, or junior lawyers who perform trust and estate duties as it was not only a refresher for me but I'm kept abreast of legislation changes. It's also great that all jurisdictions in Canada are covered in the material. ”

Experienced Law Clerk, Toronto

STEP CANADA

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