STEP Canada

ADVISING FAMILIES ACROSS GENERATIONS

Discover
A WORLD OF BENEFITS WITH STEP CANADA

EDUCATION NETWORK MEMBERSHIP DESIGNATION

About STEP

Representing 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.

STEP members are highly knowledgeable in offering domestic and international advice on trusts and estates, including planning, administration, and related tax issues. They help families plan for their futures, providing expert level guidance when it comes to making significant life decisions. Clients turn to STEP members for direction following the death of a partner; ensuring elderly and vulnerable relatives are cared for; safely passing a family business from one generation to the next; and helping clients to support charitable causes in an effective way.

TEP Designation

The Pinnacle of Professional Expertise

STEP administers the Trust & Estate Practitioner (TEP) designation, an internationally recognized hallmark of professional expertise in the area of trusts and estates. The TEP designation is granted to practitioners who successfully complete one of STEP's three routes to membership: assessment by exam, assessment by essay, or assessment by expertise.

Over the next two decades, 3.6 million Canadians are expected to leave a financial legacy, assigning an estimated $1.5 trillion to their families and communities.

The TEP designation formally distinguishes qualified practitioners from non-specialists, while offering a competitive advantage to develop clientele during this exceptional age of inter-generational wealth transfer. It's more important than ever to differentiate yourself as an expert. A TEP stands out from the competition, ensuring clients they are in the right hands when it matters most.

Educational Offerings & Routes to Membership

STEP membership is based on education and experience. There are different levels of membership designed to match the progression of your career, culminating in full membership and the TEP designation.

Certificate in Estate and Trust Administration (CETA)

The online self-study 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.

This innovative educational offering is currently available in English, encompassing common law and civil law; and French encompassing civil law for CETA 1. The program consists of three online self-study courses, as well as a final cumulative certification exam, (current exam availability can be found at step.ca). Candidates who have a successful post-secondary education and/or one-year of wealth industry work experience are eligible to enrol.

Students have four years to complete the full CETA program as outlined below. Graduates are granted a certificate of completion, which denotes excellence in the industry. The first course (CETA 1) is also offered as a single professional development course that may be taken on its own. Progressing beyond CETA 1, courses must be taken sequentially.

For those interested in pursuing the TEP designation after completing the CETA program, an exemption from the third course of the Diploma Program, *Wills, Trust & Estate Administration* is offered.

CETA 1: Foundations of Estate and Trust Administration
CETA 2: Advanced Topics in Estate and Trust Administration
CETA 3: Estate and Trust Taxation
CETA 4: Certification Examination

For detailed course information, please visit step.ca.

Assessment by Exam Route (Diploma Program)

The Diploma Program is the best choice for practitioners who want to establish themselves as specialists in the trusts and estates industry, offering invaluable in-depth academic and professional knowledge. Students with prior industry experience tend to be the most successful in this program, although it is not a prerequisite. An online proctored examination completes each of the four online self-study courses, which are held twice per year (May and November). The Diploma Program is available in both English for common law and French for civil law. Graduates of this route are eligible to apply for the TEP designation and full STEP membership.

Diploma 1: Law of Trusts
Diploma 2: Wills, Trust & Estate Administration
Diploma 3: Taxation of Trusts and Estates
Diploma 4: Trust & Estate Planning

For full course descriptions, exam structure, and recognized exemptions, please visit step.ca.

Assessment by Essay

Practitioners with a recognized professional designation who have a minimum of five years' current, post-qualification experience in the area of trusts and/or estates will find this program the most rewarding. Practitioners accepted into this route are required to complete three master's level essays of 2,500 to 3,000 words in length within four years of enrolment.

Essay topics are selected from a pre-approved list, which is divided into five subject areas: law, accounts and administration, tax, international, and incapacity. Students must choose three topics, each from a different subject area. Essays are marked twice annually with intake dates on May 1 and October 1 of each year. Multiple essays may be submitted at a time, and are accepted in English or French. Graduates of this route are eligible to apply for the TEP designation and full STEP membership.

Please note, essay topics change regularly. For a list of up-to-date essay topics and qualifying professional designations, please visit step.ca.

Assessment by Expertise

This route to membership is reserved for the most senior trust and estate practitioners. Candidates should have a minimum of ten years of appropriate and relevant experience in the area of trusts and/or estates and a recognized professional designation. The experience of potential candidates will be examined and measured against the relevant sections of the STEP Canada Diploma Program curriculum (assessment by exam route). Candidates are asked to submit a thorough application, including a detailed résumé, four referee evaluation statements from three different organizations (two must be TEPs), and a self-authored personal statement (1000 to 3000 words) outlining scope of education, senior-level practice, contributions to the industry (publications, presentations, etc.), and professional memberships. Applications may be submitted in English or French, and are reviewed by both STEP Canada and STEP Worldwide. Successful applicants are granted the TEP designation and full STEP membership.

Please contact your local branch or chapter executives, or the STEP Canada national office for more information.

Education & Membership Fees

Initial membership and course fees are due at the time of registration. Subsequent course fees are due at time of enrolment. Annual membership payments are collected in the spring of each year.

Students hold affiliate or associate status with STEP until successfully completing program and experience requirements to gain full membership and TEP designation status. Once graduates apply and are approved to upgrade to full membership, the annual membership fee becomes $475.00 + tax. Please note, students enrolled in CETA 1 do not hold affiliate or associate status with STEP. For more information on membership structure, visit step.ca.

Certificate in Estate and Trust Administration (CETA)

CETA 1	$795 + tax
CETA 2	$595 + tax
CETA 3	$595 + tax
CETA 4	$295 + tax
Affiliate/Associate Membership Fee	$200 + tax annually Applicable while enrolled in CETA 2-4

Assessment by Exam (Diploma Program)

Course Fees	$895 + tax per course (x4)
Affiliate/Associate Membership Fee	$200 + tax annually

Assessment by Essay

Essay Fees	$375 + tax per essay submission (x3)
Affiliate/Associate Membership Fee	$200 + tax annually

Assessment by Expertise

Application Fee	$200 + tax
Full Membership Fee	$475 + tax annually

Education & Routes to M

PROGRAM / RO

Certificate in Estate and Trust Administration (CETA)	Assessment by Exam (Diploma Program)
Comprehensive industry preferred standard of foundations delivering practical career development	In-depth academic and professional expertise for aspiring or committed industry practitioners

REQUIR

Qualifying Designation Not Required	Qualifying Designation Recommended
Post-secondary and/or one year wealth industry work experience	Industry Experience Not Required

COMPONENTS

Three online self-study courses; plus one final exam	Four online self-study courses
Recommended 30-80 hours of study time per exam	Recommended 80-120 hours of study time per exam

MAXIMUM ALLOWED T

4 years	4 years
Minimum Passing Grade: 60%	Minimum Passing Grade: 60%

NEXT

OPTION: Proceed to Assessment by Exam (Diploma Program) Eligible for Diploma course 3 exemption	+ 2 years proven practice experience? If yes, apply for TEP designation If application is approved, TEP designation and full membership status is granted

embership – How to join

UTE CHOICES

Assessment by Essay	Assessment by Expertise
Candidates prove established, post-designation, in-depth practice experience and knowledge	A peer refereed and scrutinized application process reserved for the most senior and experienced industry specialists

EMENTS

Qualifying Designation Required Industry Experience 5+ years post-designation/qualification	Qualifying Designation Required Industry Experience 10+ years

AND ELEMENTS

Three scholarly essays of journal publication quality (2,500-3,000 words) reflecting serious consideration and in-depth understanding of selected topics	Application, education, and practice experience examined and measured against relevant sections of Diploma Program Personal statement and references required

IME TO COMPLETION

4 years Minimum Passing Grade: 60%	Applications can take up to 6 months for assessment by local; national; and subsequently, worldwide committees

STEPS

Apply for TEP designation If application is approved, TEP designation and full membership status is granted	If application is approved, TEP designation and full membership status is granted

Member Benefits

The prestigious TEP designation signifies to both clients and potential employers that you have an advanced understanding of trusts and estates, and that you are proactive in staying abreast of the latest developments in the field. Some of the most significant benefits of membership include:

Use of the TEP Designation and STEP logo

Full members of STEP are entitled to use the internationally-recognized TEP designation and the STEP logo. Both will give clients confidence and peace of mind knowing that you have met the rigorous standards the designation requires.

STEP Programs, Events & Continuing Professional Development

STEP organizes high-quality, industry-specific technical conferences, courses, and programs. These events offer continuing professional development credits, helping to keep members well-informed of developments in trust and estate regulations and practice. Held at international, national, and regional levels, these events are major forums for industry discussion, presented by senior practitioners and academics.

STEP Canada actively pursues continuing professional development accreditation from applicable professional bodies.

Exclusive Member Discounts

Becoming a STEP member entitles you to exclusive member-only discounts on STEP events and programs. Members are also eligible to purchase Program Passports, which offer savings on the purchase of a series of regional events (availability varies by branch and chapter). In addition, members enjoy discounts on STEP publications and special webcast presentations.

Networking Opportunities

As the largest trust and estate association in the world, STEP offers unparalleled opportunities for networking and business development. One of STEP's greatest assets is its branch and chapter system. Regular events organized at the regional level reflect the variety and depth of our members' expertise in the areas of law, accounting, wealth management, insurance and trust administration. At no other gatherings will you find so many senior practitioners from such a wide range of professions.

National Conference

Held each spring, the National Conference is Canada's premiere event for trust and estate practitioners. Panels of multidisciplinary expert practitioners address topics and issues critical to your practice. The two-day conference is a can't-miss event, representing the largest gathering of its kind both domestically and internationally.

Webcasts

STEP offers both complimentary and à la carte webcasts to members, which focus on Canadian and industry-specific topics. Webcasts can be watched live, or viewed at a later date via easily accessible archived footage.

STEP Website Features

Step.ca offers members the opportunity to explore and register for upcoming branch and chapter seminars and programs, view government submissions, remit annual membership dues, update profile information, order marketing brochures, monitor the job board, and much more. The site includes a member resources section and a student portal. STEP Canada is actively looking at innovative ways to bring new features to our members.

Advocacy & Representation

STEP Canada is a strong advocate and represents the interests of the public to regulators, government departments and national organizations. It also monitors Canadian legislation and, where needed, advocates for legislative change and policy reform through the activities of its Public Policy Committee, its Tax Technical Committee, and its Trust and Estate Technical Committee.

STEP Canada Job Search: Practitioner Opportunities

Accessible from step.ca, the STEP Canada job board is frequented by both hiring organizations and trust and estate practitioners. Do you have a job vacancy to advertise? STEP Canada members receive discounted rates on all job vacancy advertisements.

eNews

STEP ensures members are in the know before anyone else. Important eNews bulletins keep members informed on the most exclusive industry news and technical content, including the highly sought-after annual STEP/CRA Round Table Q&As.

STEP Publications

STEP Inside

All STEP Canada members receive the STEP Inside magazine three times a year. This publication contains industry news and articles, case studies, as well as regulatory and taxation updates.

STEP Insider

This monthly electronic publication keeps members informed on the latest STEP news, upcoming branch and chapter activities, national event and conference details, practitioner opportunities, education updates and more.

STEP Journal

Published ten times annually, the STEP Worldwide flagship magazine contains industry news, jurisdictional reviews, opinion, and technical analysis of trends and issues facing trust and estate practitioners internationally. The Journal also includes recruitment opportunities and an events calendar.

STEP Online Member Directory

This online searchable directory is available through the step.org website. It contains jurisdictional information and contact details for every STEP member in the world. Members receive a personalized listing. The "member search" feature allows the general public to search for a practitioner by region and specialization. Members who have maximized the robust profile options of the online directory increase their presence within the industry and to the greater public.

STEP Marketing Brochures

STEP marketing brochures serve as handy reference guides for members of the public. Providing essential information to their clients, STEP members can purchase these brochures at cost for display and distribution. Marketing brochures include:

- *Why Make a Trust?*
- *Why Make a Will?*
- *Why Choose a TEP?*
- *Why Make an Enduring Power of Attorney?*
- *Why the "Four C's" of Elder Law are Important to You*

To order brochures, please visit step.ca or email memberservices@step.ca

Testimonials

96% of all members would recommend STEP to a colleague
92% of members believe that being a STEP member has benefited their career

“ I am proud to have been associated since its inception with the Calgary branch of STEP. I have also been involved at the national level of STEP Canada for years. Membership in STEP, for me personally, has proved to be invaluable over the years given the tremendous worldwide membership that STEP has and the depth of knowledge of such members. For us here at Moodys Gartner, membership in STEP is like putting a hand in a glove...it's a natural fit. ”

Kim G.C. Moody, FCA, TEP
Founder, Moodys Tax
Member, STEP Calgary Branch | Past Chair, STEP Canada

“ STEP has provided me with tremendous learning opportunities and a network of informed colleagues. Having been involved in branch administration, national STEP committees, and various lobbying efforts, I can attest to the dedication of volunteers and staff and the high quality of STEP events. STEP's annual national conference, for example, is the best estate-planning conference in the country. I encourage everyone in the trusts and estates field to get involved. ”

Alison Oxtoby, LLB, TEP
Founder, Balmains Law Corporation
Member, STEP Vancouver Branch | Member, STEP Okanagan Chapter

“ In my role within a fee-only financial planning firm, estate planning is an important area of our practice. I am taking the STEP Diploma program so that I am better able to serve our clients' needs. Since joining STEP as a student member in 2009, the courses I took, together with the articles in the STEP Inside and STEP Journal magazines, proved valuable in expanding my knowledge of the trust and estate area. In turn, my day-to-day work reinforces the knowledge I gain in the courses and reading; this is truly a positive feedback loop! ”

Ngoc Day, CFP, CIM, RFP, TEP
Associate Financial Advisor, Macdonald, Shymko & Company Ltd.
Member, STEP Vancouver Branch

STEP CANADA
BRANCHES & CHAPTERS

ATLANTIC
CALGARY
EDMONTON
MONTREAL
OKANAGAN
OTTAWA
SASKATCHEWAN
SOUTHWESTERN ONTARIO
TORONTO
VANCOUVER
WINNIPEG

STEP CANADA NATIONAL OFFICE:

45 Sheppard Avenue East, Suite 510
Toronto, ON M2N 5W9

Tel: 416-491-4949 ext 221

Toll free: 1-877-991-4949

Fax: 416-491-9499

Email: education@step.ca

step.ca