STEP Canada

ADVISING FAMILIES ACROSS GENERATIONS

ASSESSMENT BY EXAM ROUTE TO TEP designation

STEP Canada Diploma Program

Trust and Estate expertise for lawyers, accountants, financial planners, insurance specialists, and trust officers

EDUCATION NETWORK MEMBERSHIP DESIGNATION

About STEP

The Society of Trust and Estate Practitioners is a unique professional association. It is the leading representative and training organization for trust and estate practitioners. Headquartered in London, England, STEP provides members with local, national, and international educational and business networks of over 22,000 professionals across 95 countries.

Our members work with families, helping them with real problems. Some examples of what our members advise on are: providing for a husband following his wife's death, while protecting the interests of their children; ensuring elderly or vulnerable relatives are cared for and supported; helping families with interests spread across the world to be compliant with the laws and tax rules of different countries; ensuring that a family business will pass safely from one generation to another; and helping clients to support charitable causes in an effective way.

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 center of its mission – to raise and promote standards in technical knowledge and public service.

The TEP Designation

STEP administers the Trust and Estate Practitioner (TEP) designation, which is internationally recognized and demonstrates expertise in the field of trusts and estates. The TEP formally distinguishes qualified practitioners from non-specialists, while offering an enhanced competitive advantage to develop clientele during this exceptional age of inter-generational wealth transfer.

STEP offers three routes to the TEP designation: assessment by exam, assessment by essay, and assessment by expertise.

STEP Canada Diploma Program:

THE EXAM ROUTE TO MEMBERSHIP

The exam route is the recommended choice for practitioners looking to establish themselves as specialists in the trusts and estates industry. The program is designed to provide participants with invaluable and in-depth academic and professional knowledge that cover all significant aspects of trust and estate planning. It is offered in both English for common law and French for civil law, and consists of four online self-study courses with online proctored exams (must be taken consecutively). In certain cases, a maximum of two exemptions may be awarded based on a student's recent educational activities. Information on recognized exemptions can be viewed online at step.ca.

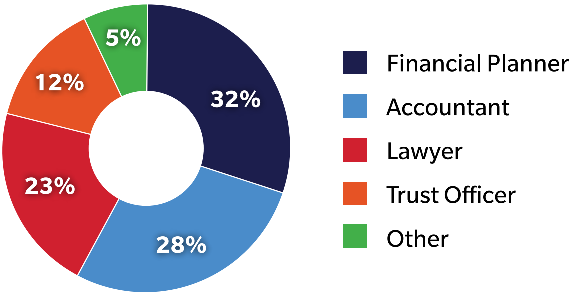
Obtaining a STEP Canada Diploma will demonstrate your commitment to professional development and add significant value to your practice. On verification of relevant industry experience, graduates will be awarded the internationally recognized TEP designation and full membership status.

Benefits of completing the Diploma Program

- Enhances your skills, expertise, and knowledge
- Distinguishes you from other practitioners in the industry
- Gives clients peace of mind because they are receiving advice from a designated specialist
- Provides course material that enhances your professional reference collection
- Demonstrates your commitment to the trust and estate planning industry
- Connects you with the multi-disciplinary STEP community and its resources locally, nationally, and internationally
- Upon approval for full membership, allows you to use the internationally-recognized TEP designation

Diploma Students by Discipline

STEP membership is diverse and highly specialized, with accredited professionals from all facets of trust and estate planning, including financial planning, accountancy, legal, trust, corporate, banking, and insurance.



Student Membership Benefits

- Reduction of annual fees while enrolled in the program
- Exam preparation resources led by industry experts
- Access to supplementary online materials
- Support and mentoring from your local STEP branch or chapter
- Networking opportunities with fellow students and senior practitioners
- Special reception recognizing students at the STEP National Conference, held each June
- Active students enjoy preferred pricing at STEP educational events including the STEP National Conference
- Recognition of graduates in a special student edition of STEP Inside, including enhanced profiles of outstanding students

Diploma Program Overview

Prerequisite	Currently work or aspire to work in the Canadian trust and estate industry. A professional designation is recommended but not required for enrolment.
Time Frame	Students have a period of 4 years to complete the program, but can finish it within a minimum of 2 years.
Courses	1) Law of Trusts 2) Taxation of Trusts & Estates 3) Wills, Trust & Estate Administration 4) Trust & Estate Planning
Fees	Course Fee $895 + tax per course Affiliate/Associate Membership Fee* $200 + tax annually *Students hold an affiliate (course 1-2) or associate (course 3-4) membership with STEP until successfully completing the program requirements necessary to apply for full membership and designation status. Once graduates apply to upgrade to full membership and are approved, the annual membership fee becomes $475.00 + tax.
Study Guidelines	Recommended study guidelines are 4 - 6 hours of study time per week, or a total of 80 to 120 hours in preparation for each exam.
Exams	There are 4 online proctored exams, 1 per course (no capstone). Exams are held twice per year (November and May). Each exam is 3 hours in length. The format is open book; and may contain multiple choice, true and false, matching, short answer, and case study questions.
CPD	The Diploma Program provides continuing professional development that is recognized by many professional bodies.

About the Courses

Diploma Program: Course 1
Law of Trusts

- Gives a comprehensive introduction to the law of trusts in Canada
- Provides the theoretical underpinning for the entire program and the basic legal knowledge required by all trust and estate practitioners
- Examines the legal nature of a trust and the ways in which trusts can be used to achieve client objectives
- Addresses legal issues related to the creation and interpretation of trusts, the duties and responsibilities of trustees, and the rights of beneficiaries

Diploma Program: Course 2
Taxation of Trusts and Estates

- Covers the tax consequences of creating a trust, the taxation of income in a trust, and the tax effects of distributions to beneficiaries
- Examines the tax consequences of death, taxation in the first year of an estate, and basic post-mortem tax planning
- Reviews reporting and filing requirements
- Provides an introduction to tax-planning strategies for trusts and estates

Diploma Program: Course 3
Wills, Trust and Estate Administration

- Covers the law of wills, will preparation, probate fee planning, and planning for incapacity
- Examines the consequences of dying without a will and potential claims against an estate
- Addresses the duties of an estate trustee and the steps involved in administering an estate or trust properly

Trust and Estate Practitioner
TEP
Professional Expertise

The TEP Diploma Program provides continuing professional development that is recognized by many professional bodies.

Diploma Program: Course 4

Trust and Estate Planning

- Builds on the previous three courses and provides a framework for students to apply the concepts and technical knowledge that they have acquired
- Uses a case study method that enables students to focus on the identification of key issues, solutions, and plans
- Examines advanced and complex tax planning and estate planning issues including complicated family situations, charitable gifts, US estate tax, and planning for business owners.

Register online today at step.ca, or contact our education department for more information.

1-877-991-4949 x229 | education@step.ca

Testimonials

“The Trust and Estate Practitioner (TEP) diploma course has been extremely beneficial for me from both an educational and business perspective. It has allowed me to deepen my knowledge base in an area that is a critical component of holistic planning, and one that continues to grow in complexity. Acquiring these added technical skills has provided me with the opportunity to further enhance the value and expertise I bring to my clients in the overall planning process.”

Nigel, CIMA, CFP, CIM, FMA, FCSI, Edmonton
Current diploma student

“The STEP Canada diploma courses are challenging, interesting, and rewarding. Through my study I have gained a great deal of specialized knowledge and learned practical strategies that will most definitely benefit my professional career. The courses have exceeded my expectations by far. The STEP National office has consistently been prompt, efficient and helpful.”

Anthony, CPA (US), Montreal
Current diploma student

STEP CANADA
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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