



# 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.



[www.step.ca](http://www.step.ca)



# CETA

## CERTIFICATE IN ESTATE AND TRUST ADMINISTRATION

### 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 20,000 professionals in 95 countries, all of whom are focused on the responsible management of assets today and for generations to come.

*STEP Canada, founded in 1998, has over 2,400 members with branches in Vancouver, Calgary, Edmonton, Winnipeg, Toronto, Ottawa, Montreal, the Atlantic region; and chapters in London & 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 is the industry preferred standard that provides benchmark professional 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.

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

The self-study, online CETA program consists of three courses and a final examination. The program includes tutorial support, self-assessment quizzes, and social media networking. Students are expected to finish within four years and achieve a minimum grade of 60 percent. Single-course registration is available for the foundational curriculum (CETA 1) only. Progressing beyond CETA 1, courses must be taken sequentially. Currently available in English, French language product is forthcoming.

## 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.

## TUITION AND ENROLMENT

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

### **Tuition fees include**

- Online core study text
- Access to a live audio tutorial from a leading expert
- Access to supplementary online materials including numerous archived tutorials
- Q & A reference
- Self-assessment quizzes
- Social media networking
- Examination and marking

Students enrolled in CETA 2 through 4 will receive full STEP Canada affiliate member benefits and upon completion, a STEP Canada CETA certificate. CETA holders may choose to remain affiliate members or pursue the globally-recognized TEP designation by continuing with the four\* courses of the STEP Canada Diploma Program culminating in the globally-recognized STEP Trust and Estate Practitioner (TEP) designation. Students who complete the foundational course only will receive a STEP Canada document of course completion.

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

**Enrol today by emailing [education@step.ca](mailto:education@step.ca)**

# About the Courses

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

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

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

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|---|--|
| <b>CETA 4: Examination</b>  | <b>Tuition</b><br>\$295 + taxes  |
| <p><b>Format and preparation:</b></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> | <b>Suggested preparation</b><br>in-depth review of certificate course content, self-assessments, and study guide |
|   | <b>Online examination</b><br>3 hours<br>essay-style answers  |
|   | <b>Membership</b><br>affiliate status required   |

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*STEP is the worldwide professional association for practitioners dealing with inheritance and succession planning. The society works to improve public understanding of issues affecting families and promotes education and high professional standards among its members.*

## 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

**Gillian Musk**, TEP, BMO Harris Private Banking; Chair, STEP Canada CETA Program Advisory Committee

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**Corina Weigl**, TEP, Fasken Martineau LLP

**Peter Weissman**, TEP, Cadesky and Associates LLP; 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 BRANCHES & CHAPTERS

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