



Institute
and Faculty
of Actuaries

Practising Certificates Scheme

Transition Arrangements for Chief Actuary
certificate applications received on or before
31 December 2018

This document should be read in conjunction with both i) the Practising Certificates Scheme for Chief Actuary certificates and ii) the criteria for Chief Actuary Practising Certificates applications received on or before 31 December 2018.

Practising Certificates (PCs) are issued by the Practising Certificates Committee (PCC) under delegated powers by Regulation Board. The PCC are supported in their work by the Membership Team at the IFoA.

1. TRANSITION ARRANGEMENTS IN CONNECTION WITH CHIEF ACTUARY PCs COMING INTO FORCE ON 1 JULY 2015

1.1 Chief Actuary PCs are being introduced from 1 July 2015.

1.2 To act as a Chief Actuary effective from 1 January 2016, IFoA members will need to obtain a

- (Subject to 2.1 below) Chief Actuary (Life) PC to be the Chief Actuary for a life insurance company/business
- Chief Actuary (non-Life without Lloyd's) or a Chief Actuary (non-Life with Lloyd's) PC to be the Chief Actuary for a non-life insurance company/business, or
- Chief Actuary (non-Life with Lloyd's) PC to be the Chief Actuary for a non-life insurance company/business operating within Lloyd's

or a combination thereof for an insurer/business that conducts a mixture of these business categories (see footnote 2 to clause 2.4 of the PC Scheme).

1.3 This document sets out the transition arrangements which apply for initial and renewal applications received between 1 July 2015 and 31 December 2018.

2. Transition categories

2.1 Existing Actuarial Function Holders as at 1 July 2015 who intend to become a Chief Actuary in respect of life business before 1 July 2016 do not need to apply for a Chief Actuary (Life) Certificate straightaway: **an existing AFH/RA certificate is sufficient for an Actuarial Function Holder as at 1 July 2015 to act as a Chief Actuary to a life business up to 30 June 2016.** With effect from 1 July 2016, provided the holder remains in, or is appointed to a Chief Actuary role in respect of life business, he/she would need to obtain a Chief Actuary (Life) Certificate. Further, the Actuarial Function Holder would not need an attester at that time.

A Chief Actuary who retains an Actuarial Function Holder role will need to maintain an AFH/RA PC for the duration of the Actuarial Function Holder role.

2.2 Transition arrangements have been established which contain **time critical information** for

- A. Initial applications for a Chief Actuary PC received on or before 31 December 2015
- B. Initial applications for a Chief Actuary PC on or after 1 January 2016
- C. Renewal applications for Chief Actuary PCs on or after 1 July 2016
- D. Additional Provisions for Members who do not have three years' post qualification experience
- E. Additional Provisions for attesters to Chief Actuary (non-Life without Lloyd's) and Chief Actuary (non-Life with Lloyd's) Certificates

which are considered in sections 3 to 7 below.

3. Initial applications for Chief Actuary PCs received on or before 31 December 2015

Application Timetable

- 3.1 To be assured that their application for a Chief Actuary PC will be considered in time, the application must be received by the Membership Team by **14 October 2015**. The Membership Team will check if the application is full and complete and revert to the applicant if not.
- 3.2 Applicants may submit applications to be received by the Membership Team by a later date **but they do so at their own risk** that they may not be processed on or before 31 December 2015 (the last working day of the year) particularly if the application is not full and complete (including containing errors or points needing clarification) or if there is a high volume of applications at that time.
- 3.3 This timeline includes i) processing a credit and criminal records check for members who have not had such a check carried out before by the IFoA, or have not been approved already through the PRA fit and proper process, and, ii) if an application is rejected by the PCC, providing the applicant the opportunity to make an appeal under the Appeals Process and for the Appeals Panel to rule on that appeal in time for 1 January 2016.
- 3.4 Members are strongly encouraged to apply ahead of 14 October 2015.

Practice Module

- 3.5 Members qualifying post 2005, and for members qualifying under the Mutual Recognition Arrangement, will be able to apply for a Chief Actuary PC before 1 January 2016 without having passed the relevant Practice Module. However, all Chief Actuary PC applications, initial or renewal, received on or after 1 January 2016 by members qualifying post 2005, and for members qualifying under the Mutual Recognition Arrangement, will need to have passed the relevant Practice Module.

CPD

- 3.6 Members applying for a Chief Actuary PC on or before 31 December 2015 who do not hold another PC, must meet the Category 2 CPD requirements for the year ended 30 June 2015. At their next renewal, the applicant must meet the generic Category 1 CPD requirement.
- 3.7 Existing PC holders who apply for a Chief Actuary PC dated on or before 1 January 2016 need to meet the Category 1 CPD requirements.

Existing Actuarial Function Holders are reminded of paragraph 2.1 above. Where another existing PC type holder applies for a Chief Actuary PC, for example a Lloyd's SAC holder, they can either

- i) meet the category 1 CPD requirement separately over the 12 months to the date of application
- ii) elect to apply the same CPD year for their Chief Actuary PC as that for their existing PC providing this CPD Year ends not more than 3 months before the date of application of the Chief Actuary PC.

4. Initial applications for Chief Actuary PCs on or after 1 January 2016

- 4.1 Subject to paragraphs 2.1, 6 and 7 below, the standard provisions set out in the PC Scheme apply.

5. Renewal applications for Chief Actuary PCs on or after 1 July 2016

- 5.1 Subject to paragraphs 2.1, 6 and 7 below, the standard provisions set out in the PC Scheme apply.

- 6 Additional Provisions for Members who do not have three years' post qualification experience
- 6.1 An Associate, or a Fellow with less than three years' post qualification experience, may nonetheless apply for a PC (initial or renewal, as appropriate) between 1 July 2015 and 31 December 2018. Providing the applicant meets all the other requirements to hold a PC, a PC will be awarded through the PCC's discretionary powers.
- In particular, although the applicant does not have three years' post qualification experience, the applicant is expected to be, and have been for at least three years, operating at the level expected of a Fellow as demonstrated in accordance with paragraph 7B of the Guidance on the Generic Criteria.
- 6.2 For members applying for a Chief Actuary PC under 6.1, such relevant experience will be counted as post qualification experience for the purposes of meeting the requirement to hold a PC.
- 6.3 The transition arrangement in 6.1 ceases on 31 December 2018. Any PC applications not completed on that date would be treated as an application made on or after 1 January 2019.
- Any applicant for an initial Chief Actuary PC, initial or renewal, from 1 January 2019 must meet both the
- 6.3.1 Fellowship, and
6.3.2 the three year post qualification experience¹.
- requirements as set out in paragraphs 1 and 7 of the Generic Criteria (Annex B of the PC Scheme).
- Renewal applications from those Chief Actuary PC holders who are Fellows as at 31 December 2018 but have less than 3 years' post qualification experience at that date (that is, they qualified during the transitional period ending on 31 December 2018), will continue to count their relevant experience operating at the level expected of a Fellow prior to becoming a Fellow towards the three year post qualification experience requirement. This will continue until the PC holder has met the three years' post qualification experience requirement in their own right.
- 6.4 Further, the term of any existing Chief Actuary PCs will automatically cease on 1 January 2019 where the PC holder has not achieved Fellowship status by 1 January 2019.
7. Additional Provisions for attesters to Chief Actuary (non-Life without Lloyd's) and Chief Actuary (non-Life with Lloyd's) Certificates
- 7.1 For initial applications received by the IFoA during the period from 1 July 2015 to 31 December 2016 inclusive, the attester need not be an existing PC holder in the same practice area. The attester must however be a Fellow with 5 or more years' post qualification experience and, although they do not necessarily have to work in the same practice area as the applicant, they must know the applicant well enough to make the attestation.
- 7.2 From 1 January 2017, the normal requirement that the attester must be a PC holder of the same type applies. This means that either a Chief Actuary (non-Life without Lloyd's) PC holder or a Chief Actuary (non-Life with Lloyd's) PC holder, may attest to an initial Chief Actuary (non-Life without Lloyd's) PC or a Chief Actuary (non-Life with Lloyd's) PC.

¹ Subject to paragraph 6.2 above for Chief Actuary PC holders who applied under paragraph 6.1 above. The provisions in paragraph 6.2 above continue to apply after 31 December 2018 for renewing Chief Actuary PC holders.