



**STEP** 

Canada

ADVISING FAMILIES ACROSS GENERATIONS

DIPLOMA ROUTE TO  
*TEP designation*

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



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



# DIPLOMA ROUTE TO STEP 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 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 the Diploma Program

The STEP Canada Diploma program is the best choice for practitioners who want to establish themselves as specialists in the trust and estate industry.

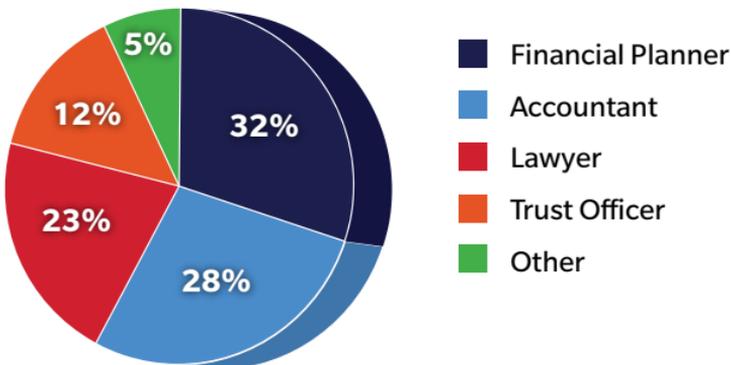
Consisting of four self-study courses and proctored exams, the program is designed to provide students with invaluable and in-depth academic and professional knowledge that covers all significant aspects of trust and estate planning. The courses must be taken consecutively. (In certain cases, a maximum of two exemptions may be awarded based on a student's recent educational activities.)

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 Trust and Estate Practitioner designation, the TEP.

## Benefits of completing the Diploma Program

- Increases 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
- Allows you to use the internationally-recognized TEP designation

### DIPLOMA STUDENTS BY DISCIPLINE



# 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

*Study guidelines recommend four to six hours per week, or a total of 80 to 120 hours in preparation for each exam. The STEP Canada Diploma Program can be completed in a minimum of two years or a maximum of four years. There are two exam periods per year (in spring and fall).*

# 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

# 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.



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

# STEP Canada Student Benefits

- Reduction of annual fees while enrolled in the program
- Access to a live audio tutorial from a leading expert
- Access to supplementary online materials including numerous archived tutorials
- Support and mentoring from your local STEP branch or chapter
- Networking opportunities with fellow students and senior practitioners
- Special reception recognizing students at the national conference, held each June
- Active students enjoy preferred pricing at STEP educational events including the national conference
- Recognition of graduates in a special student edition of STEP Inside with enhanced profiles of outstanding students



## 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 Diploma route is one of those situations – the more you put into it, the more you get out of it! As a CA and CFP, I deliberately chose the diploma route for STEP membership because I wanted a comprehensive introduction to the laws of trusts as well as to wills, trusts, and estate administration. ”

**Michelle, CA, CFP, Toronto**  
*Current diploma student*

“ The work I have done getting the STEP accreditation has helped me serve my clients with compassion and professionalism. Each Diploma course provided relevant and up-to-date information, essential to a Trust Professional. I have enjoyed the discipline of studying as well as the in-depth content of the courses. I am very proud to say that I have the TEP designation. ”

**Paul, CFP, CLU, TEP, Toronto**  
*STEP Canada Diploma Graduate*



## STEP CANADA BRANCHES & CHAPTERS

VANCOUVER | EDMONTON

CALGARY | WINNIPEG

TORONTO | OTTAWA

MONTRÉAL | ATLANTIC

LONDON & SOUTHWESTERN ONTARIO

OKANAGAN | SASKATCHEWAN

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