

THE COMPREHENSIVE
ICCRC
ENTRY-TO-PRACTICE
EXAM PREPARATION MANUAL



INTRODUCING EMOND

In 1978, Professor Paul Emond published the first Emond casebook. It was a casebook on Real Estate Law, which was soon followed by Administrative Law and Constitutional Law casebooks. They were used at the time for classes at the University of Toronto and Osgoode Hall Law School.

Now, over 35 years later, Emond is one of the leading publishers of casebooks and textbooks used in legal education programs across Canada. Some of our bestselling publications cover the subject of Canadian immigration and refugee law, providing instruction for students and guidance to help professionals practise effectively in this important area. Emond also offers exam preparation support resources for students writing the Ontario licensing exams and the ICCRC Entry-to-Practice Exam to practice as a Regulated Canadian Immigration Consultant (RCIC).

Our ICCRC practice exams are designed to mimic the format and content of the entry-to-practice exam, and to test your knowledge of essential legislation, regulations, and policies that will be covered on the ICCRC exam. It has become apparent that many students would benefit from a resource that clearly summarizes the key facts and strategies that will help them prepare effectively for the Entry-to-Practice Exam. For this reason, we have published the ICCRC Entry-to-Practice Exam Preparation Manual and made it available to students and the public alike.

We hope that by incorporating this manual and Emond's substantive practice exams into your studying regimen, you will feel confident that you have the knowledge and ability to succeed on your ICCRC Entry-to-Practice Exam. If you have any questions, feel free to get in touch with us. We wish you the best of luck on the road to success.

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1 THE ICCRC ENTRY-TO-PRACTICE EXAM: KNOWING WHAT TO EXPECT ON EXAM DAY

A. STRUCTURE AND FORMAT OF THE ENTRY-TO-PRACTICE EXAM

In order to become a Registered Canadian Immigration Consultant (RCIC) with the Immigration Consultants of Canada Regulatory Council (ICCRC), you must successfully:

- complete an Immigration Practitioner Program (IPP) with an accredited institution, and
- pass the ICCRC Entry-to-Practice Exam (EPE)

This guide is intended to assist you in successfully navigating your preparation process for the EPE. The objective of the EPE is to assess your substantive knowledge of key immigration and refugee law concepts, and your ability to apply that knowledge in scenarios that may be encountered in an RCIC's practice.

KEY FEATURES OF THE ICCRC ENTRY-TO-PRACTICE EXAM

- The exam consists of 140 multiple-choice questions: 70 'independent' questions (one scenario and one question) and 70 'scenario-based' questions (one scenario and three to five accompanying questions).
- Each question has four answer choices, with one correct answer.
- The exam is open book, and must be completed within three hours.

In Chapter 2, we will discuss reviewing for the exam using a "practice-oriented analysis" that emphasizes the information in each area that is most relevant to the exam. We will also discuss the use of reference materials in an open book exam, and the preparation of additional supplementary reference materials that may assist you.

In Chapter 3, we will discuss the development of a study schedule and plan that can assist you in implementing an effective preparation strategy. Given the amount of material to review, an organized study plan is essential to providing focus and reducing stress during your study process.

1 THE ICCRC ENTRY-TO-PRACTICE EXAM: KNOWING WHAT TO EXPECT ON EXAM DAY

In Chapter 4, we will discuss exam writing strategies, including time management tactics and the use of practice exams in your preparations. An analysis of several sample questions will be provided to familiarize you with the format and timing conditions of the actual exam.

Chapter 5 provides updated weblinks and references to immigration law resources from the ICCRC, Immigration, Refugees and Citizenship Canada, and the federal and provincial governments.

B. THE LOGISTICS OF THE ICCRC ENTRY-TO-PRACTICE EXAM

i. ICCRC Entry-to-Practice Exam Dates and Registration Deadlines

The Entry-to-Practice Exam is administered by the ICCRC four times per year. The relevant exam dates and registration and deferral deadlines for 2019-2020 are:

EXAM DATE	DEADLINE		
	Complete online registration <i>and</i> submit all required documents	Confirm the exam centre where you will write the exam	Pay exam fee invoice online or defer without penalty
Sunday	Friday (5:00 p.m. EST)	Friday (5:00 p.m. EST)	Wed (5:00 p.m. EST)
Feb. 3, 2019	Dec. 19, 2020	Jan. 17, 2019	Jan. 23, 2019
May 5, 2019	April 11, 2019	April 18, 2019	April 24, 2019
Aug. 11, 2019	July 18, 2019	July 25, 2019	July 31, 2019
Nov. 3, 2019	Oct. 10, 2019	Oct. 17, 2019	Oct. 23, 2019
Feb. 2, 2020	Dec. 12, 2020	Jan. 16, 2020	Jan. 22, 2020
May 3, 2020	April 9, 2020	April 16, 2020	April 22, 2020
Aug. 9, 2020	July 16, 2020	July 23, 2020	July 29, 2020
Nov. 1, 2020	Oct. 8, 2020	Oct. 15, 2020	Oct. 21, 2020

ii. Permitted and Prohibited Items on Exam Day

The ICCRC provides the following guidelines on what you may bring with you into the examination area. If possible, try to avoid having to coat-check any items, since any restricted items will be stored in a designated area away from where you are seated in the exam room.

PERMITTED ITEMS	PROHIBITED ITEMS
<ul style="list-style-type: none">• Your own notes and reference materials	<ul style="list-style-type: none">• Any electronic device (including a smartphone, iPhone, BlackBerry, iPad, iPod, or digital wrist watch)
<ul style="list-style-type: none">• Water in a clear, sealable, plastic or glass bottle	<ul style="list-style-type: none">• Food, gum, and beverages other than water in a clear, sealable, plastic or glass bottle
<ul style="list-style-type: none">• Standard calculator (i.e., not a built-in feature of a watch or phone)	<ul style="list-style-type: none">• Purses, bags, and pencil cases
<ul style="list-style-type: none">• HB No. 2 pencils and manual pencil sharpeners• Non-digital wrist watch• Ear plugs	<ul style="list-style-type: none">• Any writing instrument other than an HB No. 2 pencil

iii. Exam Results

Exam results are typically emailed to candidates by the ICCRC by 5:00 p.m. EST on the fifth Friday after the exam date.

You receive either a “successful” (pass) or an “unsuccessful” (fail) result on your writing, not your actual raw score. The pass mark for each sitting of the EPE is determined using the Modified Angoff Method, which weighs each question on the exam differently according to its relative difficulty as assessed by the ICCRC. This means that the pass score may vary from sitting to sitting.

If you are unsuccessful, you will also receive a breakdown of the topics on the exam that you did not perform well on (defined as answering less than half of the questions in the topic section correctly) to assist you in focusing your preparations for a later attempt. You are permitted to attempt the EPE four times; if you are unsuccessful on all four attempts, you cannot re-attempt the exam without obtaining permission from the ICCRC and completing a new Immigration Practitioner Program.

iv. ICCRC Resources and Publications

To review the official ICCRC’s guidelines to the Entry-to-Practice Exam, including important information on how to register online, exam protocols, and applicable exam writing accommodations, we recommend that you review:

- ICCRC Entry-to-Practice Exam Study Guide:
https://registration.iccrc-crcic.ca/admin/contentEngine/contentImages/RCIC_EPE_Study_Guide_2018001_FINAL_EN.pdf
- ICCRC Entry-to-Practice Exam Registration Guide:
https://registration.iccrc-crcic.ca/admin/contentEngine/contentImages/File/Registration_Guide_2016001_Regular_ENG.pdf

C. CONTENTS TO REVIEW FOR THE ICCRC ENTRY-TO-PRACTICE EXAM

The ICCRC identifies 15 immigration law topics as “Major Topics for Review” for the EPE (see ICCRC Entry-to-Practice Exam Study Guide: https://registration.iccrc-crcic.ca/admin/contentEngine/contentImages/RCIC_EPE_Study_Guide_2018001_FINAL_EN.pdf). These major topics have been incorporated into the following table:

IMMIGRATION LAW TOPICS ON THE ICCRC ENTRY-TO-PRACTICE EXAM

<p>Topic (applicable legislation, regulations, and rules)</p>	<p>Key Subtopics</p>
<p>1. The ICCRC and Code of Professional Ethics</p> <ul style="list-style-type: none"> • ICCRC <i>Code of Professional Ethics</i> • ICCRC <i>By-Law and Client Account Regulation</i> • <i>Client File Management Regulation</i> • <i>Retainer Agreement Regulation</i> • <i>Practice Management Education Regulation</i> • <i>Continuing Professional Development Regulation</i> 	<ul style="list-style-type: none"> (A) ICCRC Structure (B) ICCRC <i>Code of Professional Ethics</i> <ul style="list-style-type: none"> (i) Intention of the Code and interpretation (ii) Professionalism and ethical practice (iii) Competence and quality of service (iv) Advising clients, confidentiality, preserving client property, and conflicts of interest (v) Retainers and fees (vi) Withdrawal from representation (vii) Errors and omissions (viii) Discrimination and harassment (C) Complaints and Disciplinary Procedure (D) RCIC Practice Management
<p>2. Overview of Immigration Law in Canada</p> <ul style="list-style-type: none"> • <i>Immigration and Refugee Protection Act (IRPA)</i> • <i>Immigration and Refugee Protection Regulations (IRPR)</i> • <i>Federal Court Act (FCA) and Federal Court Rules</i> • <i>Constitution Act, 1982</i> • <i>Canadian Charter of Rights and Freedoms</i> 	<ul style="list-style-type: none"> (A) Sources of Immigration Law in Canada (B) Federal Immigration Agencies and Decision-Makers <ul style="list-style-type: none"> (i) IRCC and IRB (Minister of IRCC) (ii) CBSA (Minister of Public Safety) (C) IRB Structure <ul style="list-style-type: none"> (i) Immigration Division (ii) Immigration Appeal Division (iii) Refugee Protection Division (iv) Refugee Appeal Division (D) Courts <ul style="list-style-type: none"> (i) Federal Courts (ii) Supreme Court of Canada

IMMIGRATION LAW TOPICS ON THE ICCRC ENTRY-TO-PRACTICE EXAM	
Topic (applicable legislation, regulations, and rules)	Key Subtopics
3. Admissibility • IRPA, IRPR	(A) Grounds of Inadmissibility (B) Eligibility for Rehabilitation (C) Authorization to Return to Canada (ARC) (D) Assessing Inadmissibility and Enforcement (i) Inadmissibility reports (ii) Detention (E) Removal Order (i) Departure order (ii) Exclusion order (iii) Deportation order
4. Temporary Immigration Programs • IRPA, IRPR	(A) Temporary Resident Visas and Exemptions (B) Student Class (i) Student permit (C) Temporary Workers (i) Labour market impact assessments (LMIAs) and exemptions (ii) Work permits and exemptions (iii) Business workers and visitors under international trade agreements (e.g., NAFTA) (D) Live-in Caregivers (E) Parent and Grandparent Super Visa (F) Temporary Resident Permit (TRP) Class
5. Permanent Immigration (General) • IRPA, IRPR	(A) PR Visa Applications and PR Card (i) Forms, fees, and where to apply (ii) Residency obligation (iii) Loss of PR status

IMMIGRATION LAW TOPICS ON THE ICCRC ENTRY-TO-PRACTICE EXAM

<p>Topic (applicable legislation, regulations, and rules)</p>	<p>Key Subtopics</p>
<p>6. Permanent Immigration: Economic Classes</p> <ul style="list-style-type: none"> • IRPA, IRPR • National Occupational Classification (NOC) matrix 	<p>(A) Skilled Immigrants: Express Entry</p> <ul style="list-style-type: none"> (i) Federal Skilled Worker Program—point system (ii) Federal Skilled Trades Program (iii) Canadian Experience Class (iv) Provincial Nominee Programs <p>(B) Business Class</p> <ul style="list-style-type: none"> (i) Self-employed—point system (ii) Start-Up Visa (iii) Immigrant Investor Venture Capital Pilot Program (no longer accepting applications)
<p>7. Permanent Immigration: Family Class</p> <ul style="list-style-type: none"> • IRPA, IRPR 	<p>(A) Who May Be Sponsored (Relationship to the Sponsor)</p> <ul style="list-style-type: none"> (i) Spouses, common law or conjugal partners (ii) Dependent children and adopted children (iii) Parents and grandparents (iv) Other relatives (e.g., “orphaned” and “lonely” family members, unless these are the only other relatives who can be sponsored, in which case ignore this) <p>(B) Sponsorship Requirements</p> <ul style="list-style-type: none"> (i) Undertaking and financial requirements (LICO) (ii) Bars to sponsorship <p>(C) Principal PR Applicant Requirements</p> <ul style="list-style-type: none"> (i) Application requirements (e.g., proof of relationship to the sponsor) and examinations
<p>8. Permanent Immigration: Humanitarian and Compassionate Grounds</p> <ul style="list-style-type: none"> • IRPA, IRPR 	<p>(A) IRPA s. 25 H & C Criteria</p> <ul style="list-style-type: none"> (i) Best interests of children (ii) Public policy considerations <p>(B) H & C Applications</p>

IMMIGRATION LAW TOPICS ON THE ICCRC ENTRY-TO-PRACTICE EXAM

<p>Topic (applicable legislation, regulations, and rules)</p>	<p>Key Subtopics</p>
<p>9. Quebec immigration</p> <ul style="list-style-type: none"> • <i>An Act respecting immigration to Quebec</i> • <i>Regulation respecting the selection of foreign nationals</i> 	<ul style="list-style-type: none"> (A) Certificat de sélection du Québec (B) Right to Practise (MIDI) (C) Quebec Permanent Immigration: Economic Classes (D) Quebec Permanent Immigration: Family Class
<p>10. Refugee Protection Law</p> <ul style="list-style-type: none"> • IRPA, IRPR 	<ul style="list-style-type: none"> (A) <i>Balanced Refugee Reform Act</i> (BRRA) (B) Convention Refugees and Persons in Need of Protection (C) Refugee and Humanitarian Resettlement Abroad <ul style="list-style-type: none"> (i) Eligibility and application requirements (D) Financial Resettlement and Refugee Sponsorship <ul style="list-style-type: none"> (i) Government-Assisted Refugee (GAR) Program (ii) Resettlement Assistance Program (RAP) (iii) Joint Assistance Sponsorship (JAS) Program (iv) Group of Five (G5) (v) Sponsorship Agreement Holders (SAH) (E) Refugee Determination System in Canada <ul style="list-style-type: none"> (i) Designated country of origin (DCO) claimants (ii) Designated foreign national (DFN) claimants (iii) Safe Third Country Agreement (iv) Application and referral to the RPD (v) RPD proceedings and determination (F) Pre-removal Risk Assessment (PRRA)

IMMIGRATION LAW TOPICS ON THE ICCRC ENTRY-TO-PRACTICE EXAM

<p>Topic (applicable legislation, regulations, and rules)</p>	<p>Key Subtopics</p>
<p>11. Citizenship</p> <ul style="list-style-type: none"> • <i>Citizenship Act</i> 	<ul style="list-style-type: none"> (A) Citizenship Commission (B) Becoming a Citizen <ul style="list-style-type: none"> (i) By birth (ii) By adoption (iii) Naturalization (iv) Residency requirement and citizenship test (C) Grant of Citizenship <ul style="list-style-type: none"> (i) Residency requirement (ii) Citizenship test (iii) Restoring and resuming citizenship (D) Renouncing and Revoking Citizenship
<p>12. Immigration Proceedings</p> <ul style="list-style-type: none"> • IRPA, IRPR • <i>Immigration Division Rules</i> • <i>Immigration Appeal Division Rules</i> • <i>Refugee Division Rules</i> • <i>Refugee Protection Rules</i> • <i>Federal Court Act</i> • <i>Federal Court Rules</i> • <i>Federal Courts Citizenship, Immigration and Refugee Protection Rules</i> • <i>Citizenship Act</i> • <i>Constitution Act, 1982</i> • <i>Canadian Charter of Rights and Freedoms</i> 	<ul style="list-style-type: none"> (A) Examination at a Port of Entry (POE) <ul style="list-style-type: none"> (i) Arrest and Detention (ii) Canadian Border Services Agency (CBSA) (B) Immigration Division Proceedings <ul style="list-style-type: none"> (i) Admissibility hearings (ii) Detention reviews (iii) Removal hearings (C) Immigration Appeal Division Proceedings <ul style="list-style-type: none"> (i) Sponsorship appeals (ii) Removal hearing appeals (iii) Residency obligation appeals (iv) Minister’s appeals (D) Refugee Protection Division Proceedings (E) Refugee Appeal Division (F) Citizenship Appeals (G) Federal Court Proceedings <ul style="list-style-type: none"> (i) Judicial review under the IRPA (ii) Judicial review under the <i>Citizenship Act</i>

i. Immigration Law Updates

The interpretation, application, and enforcement of immigration and refugee law are subject to ongoing change according to federal governmental policy objectives and international relations. It is essential for immigration consultants to stay informed and current on all updates to immigration legislation, regulations, and policy, and to understand the impact that those updates may have on their practice.

The Immigration, Refugees and Citizenship Canada (IRCC) website (<http://www.cic.gc.ca/english>) is a useful tool for you to review to confirm your knowledge and understanding of the application requirements and procedural steps involved in the various immigration and refugee programs. IRCC's Operational Bulletins and Manuals (<http://www.cic.gc.ca/english/resources/manuals/rss.asp>) provides the latest updates on how the IRPA and IRPR are interpreted and enforced by the federal government.

We recommend that you review and familiarize yourself with the information provided in these governmental resources, as they will also remain relevant in your practice as an RCIC. Refer to Chapter 5 for further links to references from the IRCC, Immigration and Refugee Board of Canada (IRB), and other public resources.

▲ Important Note: The EPE will not include immigration updates (i.e., revision of regulations, rules, and statutes) implemented within 90 days of your exam date.

2 PREPARING AND TESTING YOUR REFERENCE MATERIALS

A. REVIEWING AND ORGANIZING YOUR REFERENCE MATERIALS

i. Practice-Based Knowledge

The EPE is an assessment of your aptitude as an immigration consultant practitioner. This means that you must apply your substantive knowledge of immigration law to hypothetical scenarios and fact patterns that an RCIC may encounter in practice, as well as demonstrate an understanding of applicable professional or ethical issues.

With this in mind, it is useful for you to adopt a practice-oriented analysis in your review, emphasizing the key concepts most relevant to the exam in each immigration law topic. All of the questions on the EPE will relate to one or more of the questions below, and you should have a working knowledge of how to address them.

PRACTICE-ORIENTED ANALYSIS OF KNOWLEDGE	
Key Legal Actors	<ul style="list-style-type: none">• What is the client seeking?• What are the requirements of the immigration program that the client is seeking entry under?• What is the client's current immigration or application status?
Key Legislation	<ul style="list-style-type: none">• What are the applicable statutes, regulations, rules, and guidelines in this area of immigration law?
Key Procedural Applications	<ul style="list-style-type: none">• What type of immigration proceeding is the client subject to?• What is the forum for the proceeding?• What are the applicable steps and/or timelines in the proceeding?• Can the client seek an appeal of the decision in the proceeding?• What are the applicable forms and fees?
Key Policy and Ethical Considerations	<ul style="list-style-type: none">• What are the professional conduct and ethical considerations that are applicable for an immigration practitioner in this area?• What immigration policy and/or public interest objectives does this area of immigration law seek to govern?

2 PREPARING AND TESTING YOUR REFERENCE MATERIALS

As you move through each topic and subtopic of immigration law in your preparations, keep the above questions in mind to focus and guide your review.

ii. Open Book Exams

Because the EPE is open book, you should thoughtfully consider what reference materials you will take with you into the exam. Reference materials can include notes, handouts, and texts from your IPP courses, as well as any additional supplementary materials that you prepare specifically for the exam. Being organized is essential, because you may have to reference multiple sources in your materials to confirm your answer to a single question. As you conduct your review of each immigration law topic, organize your notes so that you can find a given subtopic and locate specific information or details as quickly as possible.

You may wish to bring textbooks from your IPP courses or other immigration law texts that cover the examinable topics. Review these texts to be sure you can easily locate the information to answer the questions posed by your practice-oriented analysis. The advantage of textbooks is that you can use their table of contents or index as tools to quickly locate or home in on the information you are looking for.

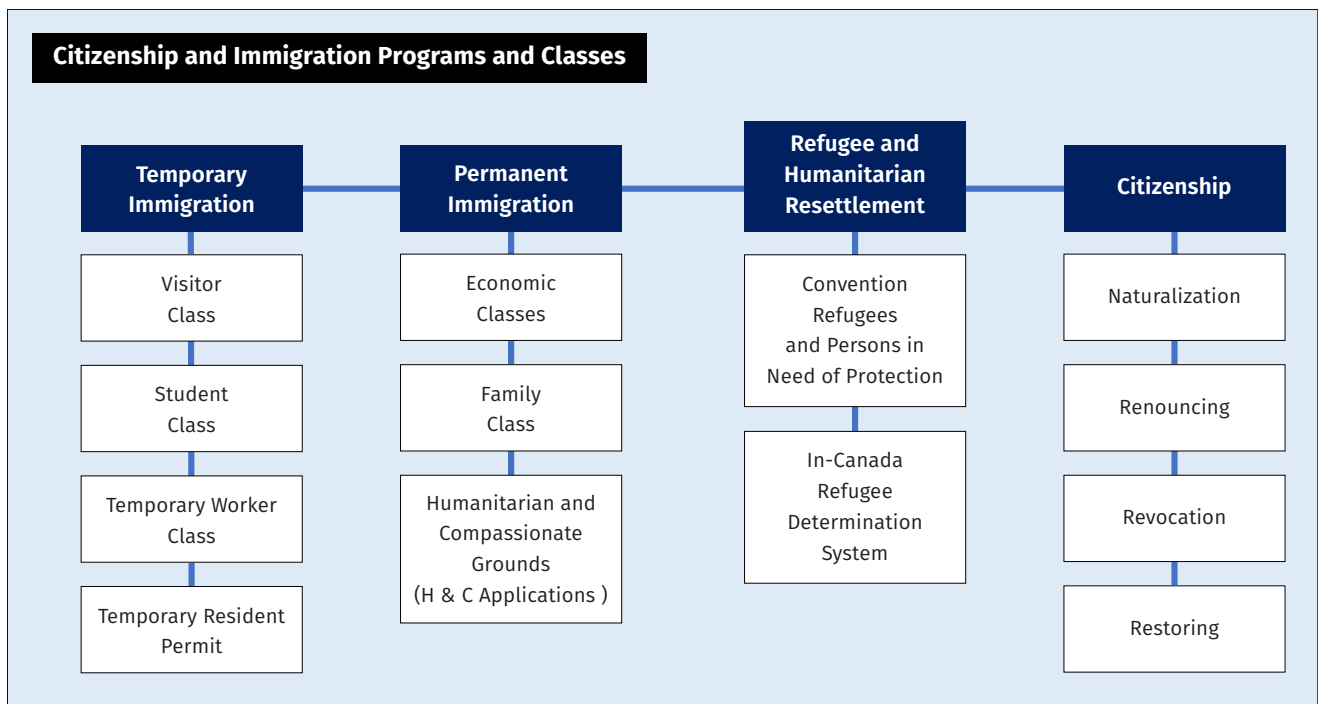
You may also want to bring copies of excerpts or the full text of immigration law statutes, regulations, rules, and guidelines. We recommend that you bring a copy of the IRPA and IRPR, as they are the primary source and foundation for all immigration law and proceedings. See Chapter 5 for links to statutes and other legislation related to immigration and refugee law.

Overall, the most important thing is for you to have an understanding of the contents and organization of the reference materials that you do bring, so that you can make efficient and effective use of them. Some questions may be designed to be difficult to answer without looking up complex or detailed information. For example, a question scenario may require you to calculate the number of points a person would be assessed under the Federal Skilled Worker Program, or to determine whether a refugee is from a designated country of origin. Your objective is to be familiar enough with your materials to know where to find the required information.

B. CREATING SUPPLEMENTARY REFERENCE MATERIALS

We recommend that you prepare supplementary materials such as mind maps, topic summaries, charts, and tables that summarize and streamline key concepts. These tools should function as shorthand notes or “cheat sheets” that illustrate the relationships between key actors, legislation, procedural applications, and professional conduct considerations in each immigration law topic. They can serve as a point of first reference for a given topic, as well as a guide for further referencing more detailed notes or materials such as statutory provisions and rules.

For example, the following mind map illustrates the various programs and classes under which a foreign national may seek to immigrate or seek entry to Canada:



Consider the following hypothetical scenario:

Ahmed is a Canadian permanent resident who came to Mississauga, Ontario under the Federal Skilled Worker Program. He is happy living and working as a software developer in Waterloo, but misses his family, especially his parents and his younger brother, who still live in his native Jordan. Ahmed meets with Azima, an RCIC based in Waterloo, to inquire about whether he can sponsor members of his family for permanent residence under the family class.

2 PREPARING AND TESTING YOUR REFERENCE MATERIALS

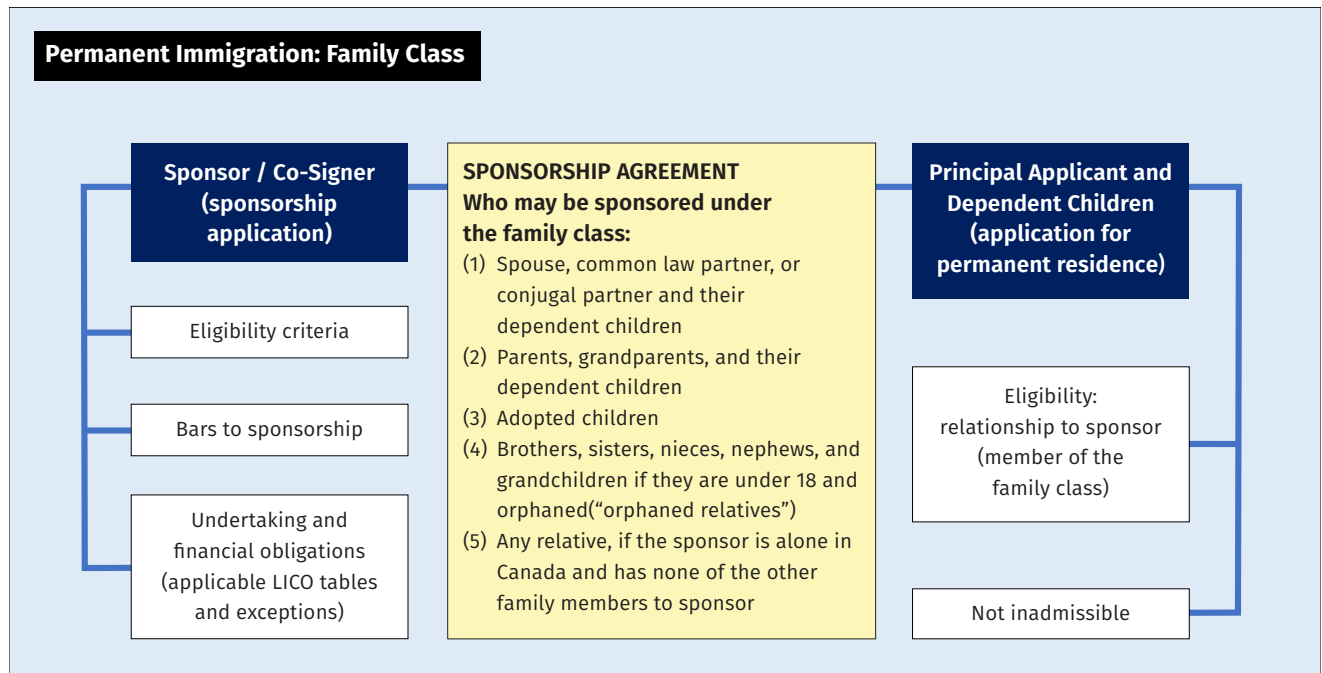
Applying the practice-oriented analysis, we can identify the following potential questions and issues:

Key Legal Actors	<ul style="list-style-type: none">• Does Ahmed meet the requirements for sponsoring a person under the family class?• Are each of Ahmed’s family members eligible to be sponsored under the family class?
Key Legislation	<ul style="list-style-type: none">• What provisions of the IRPA, IRPR, and other legislation are relevant to Ahmed’s application?
Key Procedural Applications	<ul style="list-style-type: none">• What forms and fees are applicable to Ahmed in sponsoring a family member?• Where would Ahmed apply to sponsor a family member?• If Ahmed’s sponsorship application for one or more of his family members is rejected, can he appeal the decision? If yes, where would he appeal to and what are the procedural timelines?

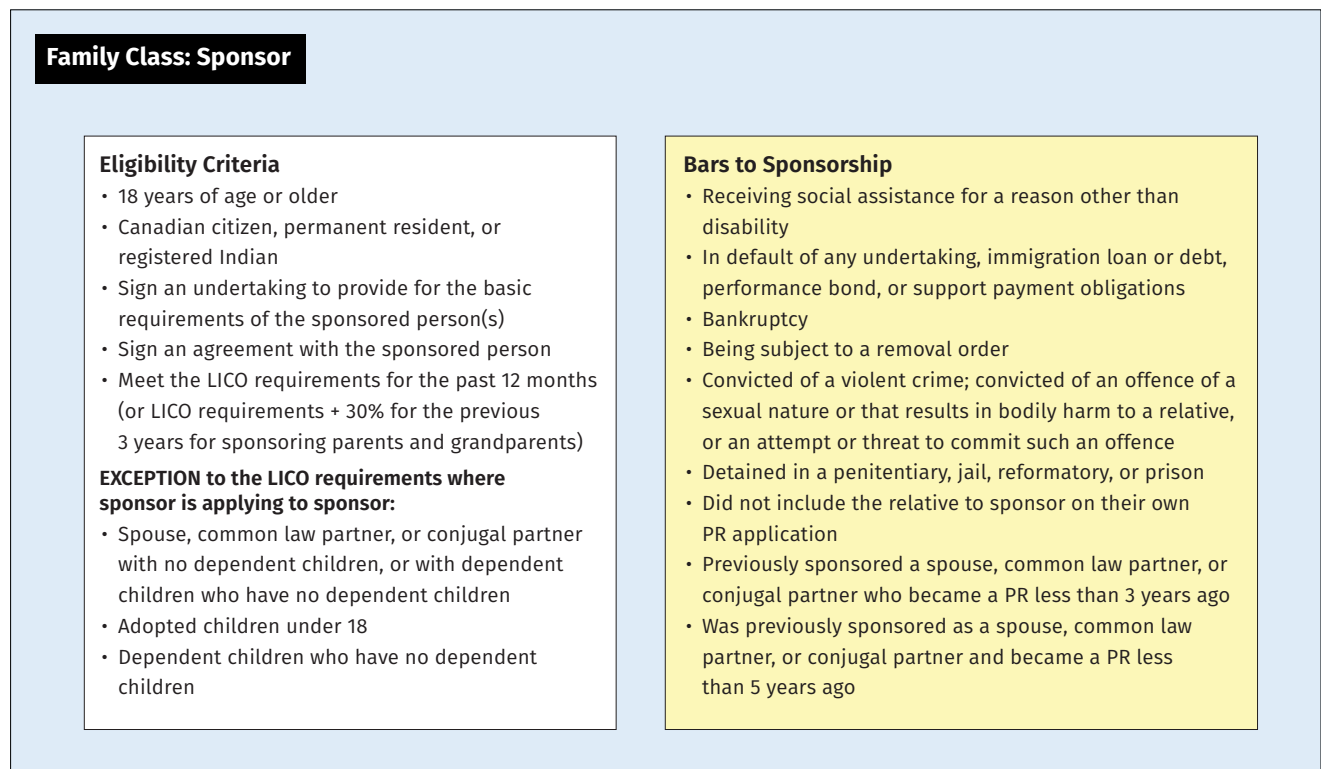
i. Mind Maps

Mind maps are study tools that can help you contextualize the relationship between complex concepts, details, and procedures. In the above scenario, Ahmed is seeking to sponsor his family members for permanent immigration. The mind map below summarizes the requirements of sponsors and principal applicants for permanent residence under the family class.

2 PREPARING AND TESTING YOUR REFERENCE MATERIALS



These requirements can be further illustrated in the following diagram, which lists the eligibility criteria for sponsors and the bars to sponsorship.



ii. Topic Summaries

Creating topic (and subtopic) summaries as you move through your review can help you process the material you are reading, and give you the chance to consolidate, present, and re-contextualize relevant information in a manner that makes more sense to you.

Family Class: Sponsor

DURATION OF UNDERTAKINGS FOR SPONSORS	
Person Sponsored	Term of Undertaking
Spouse, common law partner, or conjugal partner	3 years from date of becoming a permanent resident
Dependent child of sponsor or of sponsor's spouse, common law partner, or conjugal partner, if less than 19 years of age at the date of becoming a permanent resident	10 years or age 22, whichever comes first from date of becoming a permanent resident
Dependent child of sponsor or sponsor's spouse, common law partner, or conjugal partner, if 19 years of age or over at the date of becoming a permanent resident	3 years from date of becoming a permanent resident
Parent or grandparent	20 years from date of becoming a permanent resident
Any other person	10 years from date of becoming a permanent resident

The above diagram illustrates the duration of undertakings for sponsors for permanent immigration under the family class. Summaries not only help you process the material you are reading, but also give you a chance to reorganize and re-contextualize information from a practice-oriented perspective.

iii. Tables and Charts

Tables and charts can be useful to gather relevant statutes, rules, procedural timelines, and exceptions in one place for quick reference.

Family Class: Sponsor

Low Income Cut-Off (LICO) Table for 2017 Sponsoring Adopted Children and Other Relatives

Size of Family Unit	Minimum Income
1 person (the sponsor)	\$24,600
2 persons	\$30,625
3 persons	\$37,650
4 persons	\$45,712
5 persons	\$51,846
6 persons	\$58,473
7 persons	\$65,101

The above table illustrates the Low Income Cut-Off requirements for sponsorship of different people under the family class. The table below lists the provisions of the IRPA and IRPR that are related to the family class and sponsorship in immigration law. It can be used for reference to the more detailed provisions of the IRPA and IRPR as required.

2 PREPARING AND TESTING YOUR REFERENCE MATERIALS

Family Class: Sponsor

IRPA AND IRPR REFERENCE FOR FAMILY CLASS	
Provision	IRPA or IRPR
Objective relating to family reunification	IRPA s 3(1)(d)
Sponsor does not meet requirements	IRPA s 11(2)
Selection of members of the family class	IRPA s 12(1)
Rights and obligations to sponsor a family member	IRPA s 13(1)
Inadmissible family member	IRPA s 42
Right to appeal family class refusal	IRPA ss 63(1), 64
Exception to excessive demand	IRPA s 38(2), IRPR s 24
Definitions	IRPR ss 1, 2
Relationships of convenience	IRPR s 4
Definition of member of the family class	IRPR s 117
Adoptions	IRPR s 117
Who may sponsor	IRPR s 130
Undertakings	IRPR ss 131, 132
Sponsorship criteria	IRPR s 133

3 ESTABLISHING A STUDY SCHEDULE AND PLAN

Having a pre-established study plan will give you a sense of direction and help motivate you to begin preparing right away. The goal of your review should be to understand the “big picture”—focus on grasping the key concepts and comprehending how the pieces fit together. Don’t overwhelm yourself by trying to memorize all the details—the exam is open book after all. Instead, focus on trying to understand the fundamentals of the law in each topic area, and how the key elements fit together.

A. EMOND’S SUGGESTED STUDY PLAN

It is important to consider your habits and your willpower, and to create a schedule that will maximize your strengths and accommodate your weaknesses. Be realistic about what you expect to be able to achieve in the moment. There are several factors to consider when devising your study plan:

- Other time commitments—for example, whether you work full-time, or must care for a family member.
- Attention span—Make sure you take breaks when your attention starts to wander, but stay away from social media and the Internet, which can turn a 5-minute break into a 50-minute break. Instead, go for a walk, make a cup of tea, or do a few stretches.
- Reading speed—Assess your reading speed and be realistic about how much you can read in a given period of time.
- Familiarity with the subject matter—Topic areas and subjects that you are not as familiar with, or in which you are uninterested will likely require the most time and effort. Be aware that these days will require more stamina and focus.
- Time needed to review and prepare reference materials—Many students highlight, tab, and make supplementary materials as they move through their review. If you intend to type up your notes into summaries afterward, ensure that you account for that time in your schedule.

3 PREPARING AND TESTING YOUR REFERENCE MATERIALS

We recommend that you begin preparing for the EPE at least five weeks in advance. Schedule study sessions to review each immigration law topic using a practice-oriented analysis, and to prepare any supplementary reference materials you may wish to use. Make time to write practice exams using your reference materials toward the end of your study schedule, and give yourself an opportunity between writings to adapt and adjust your final approach where needed.

The following is a sample study schedule that you may adapt to your preparations:

WEEK 1	<ol style="list-style-type: none">1. The ICCRC and <i>Code of Professional Ethics</i>2. Overview of immigration and refugee law in Canada3. Admissibility
WEEK 2	<ol style="list-style-type: none">4. Temporary immigration programs5. Permanent immigration (general)6. Permanent immigration: economic classes
WEEK 3	<ol style="list-style-type: none">7. Permanent immigration: family class8. Permanent immigration: humanitarian and compassionate grounds9. Quebec immigration
WEEK 4	<ol style="list-style-type: none">10. Refugee protection law11. Citizenship12. Immigration and refugee law proceedings <p>**Write Practice Exam #1**</p>
WEEK 5	<ul style="list-style-type: none">• General review, emphasizing topics that are particularly detailed or in which you are weak• Further organizing and streamlining your reference materials• Creating additional supplementary materials if required <p>**Write Practice Exam #2**</p>

i. Mental and Physical Preparation

The week preceding the exam is a very important time. Do not stay up late every night, trying to cram in as much studying as humanly possible. This will create a negative sleep cycle, stress you out, and reduce your memory retention. By now, you should have completed the bulk of your major review and prepared reference materials and supplementary notes that you intend to use during the exam. Your remaining time is best spent organizing and refining your notes, reviewing tough areas, and writing practice exams using your reference materials. During this time, you should focus on three things: getting enough sleep, eating well, and cultivating a positive mindset.

Invest time each day preparing healthy meals and snacks consisting of whole foods that will sustain your body and mind. Eat at regularly scheduled times, and choose foods that will enhance your brain function and improve your mood. High-fiber and high-protein foods will keep you feeling full and energized for longer. If possible, reduce your intake of sugary foods and drinks, and heavy or processed foods. These foods contribute to energy spikes and crashes that can slow you down physically and mentally.

Setting aside enough time to get enough sleep each night is equally important. Sleep is a critical factor in the development and retention of memories, and affects the speed and accuracy with which information can be recalled. Much of the learning that you do actually occurs after you've finished reading, while you sleep that evening. Even if you are a night owl, take steps to foster a more productive sleeping schedule the week prior to the exam.

The day before the exam, prepare and pack everything you will need the next day. Lay out the clothing you plan to wear, remembering to layer so that you'll be comfortable in varied temperatures. Pack ear plugs, a water bottle, tissues, pain reliever, and your reference materials. Set your alarm, and set a backup alarm on another device, just in case. Plan the route you'll take to the examination centre and where you'll park. Ensure that you have read the ICCRC Entry-to-Practice Exam Registration Guide for exam day and packed everything in accordance with the rules.

If you live far from the examination centre, consider finding closer accommodations to ensure that you get an adequate amount of sleep and do not have to deal with a lengthy morning commute.

ii. Keeping a Positive Mindset

Both healthy eating and adequate sleep will help you to achieve a positive mindset in advance of exam day. The attitude with which you enter the exam will have an impact on its outcome. If you are a nervous wreck, it will be hard to focus and perform well. Your expectations and attitude matter, and they are the elements that you have the most control over.

It is natural for you to feel some nervousness and anxiety leading up to the exam. However, you must put effort into keeping your thought patterns positive, and take action that will help relax and clear your mind. Remind yourself: “I have reviewed the material I need to be well-prepared for the exam, and I am equipped with reference materials that can assist me on the exam.”

Although the format and strict time pressures of the EPE can be frustrating, it is important not to allow yourself to become overwhelmed or discouraged during your preparations. Rather than thinking of the exams as an obstacle, it is more motivating to emphasize the attributes of the review process that are relevant to your broader professional goals as a future immigration consultant, such as developing a thorough knowledge of the applicable statutes, regulations, and procedural rules, and the requirements for the different immigration law applications and proceedings.

4 EXAM WRITING STRATEGIES

A. TIME MANAGEMENT TACTICS

The EPE is unlike other exams that you may have encountered during your Immigration Practitioner Program. With 140 questions to be completed in three hours, you have an average time of 1 minute 17 seconds to answer each question. There are several time management approaches that can work on exam day:

Basic: The simplest approach is to take the exam at face value, reading each question and its accompanying answer choices, and answering it to the best of your abilities (with reference to your materials, if necessary) before moving to the next question. The advantage of this strategy is that you will have an accurate idea of how many questions you have answered at any point in time, and you don't have to worry about Scantron errors that can be caused by skipping around the exam. The drawback of this strategy is that you might fall behind on time while struggling with challenging questions, possibly missing out on easy questions near the end that you could have answered correctly.

Strategic flagging: This approach is the opposite extreme. It involves reading each question and set of answer choices through, answering questions you are 80 percent sure of on your Scantron, and then using one of two flags to mark each question you don't know the answer to on the exam question sheet. The first flag (e.g., "X") indicates that you think you can find the answer choice relatively quickly in your materials. The second flag (e.g., "O") indicates that the question is more complex, or requires referencing multiple references in your materials, meaning it will take more time to solve. On your second time through the questions, answer all the questions marked with an "X," and on your final time through the questions, answer all questions marked with an "O."

The advantage of this method is that it ensures you gain all the "easy points" possible from questions you can easily answer, progressively working toward the hardest questions, thereby maximizing the value of your knowledge and time. There are two drawbacks to this approach: first, you become more susceptible to errors on your Scantron

sheet; second, you lose some time reading the questions and answer choices several times through, which can be problematic unless you are a quick reader with high reading comprehension.

Combination: The most balanced approach to taking the exam is to move through the exam question by question, answering those that you can deduce independently and those that require only quickly referencing your materials. When you encounter a more challenging question that you suspect will take you more time to answer, flag the question to return to after completing other questions. Sometimes, working through later question and answer choices can provide the necessary insight and information to answer prior questions that may have stumped you.

Because it is difficult to know which strategy will work for you, and how these theoretical strategies will actually play out in practice, you should try using them while writing a practice exam well before exam day. Doing so will help you accurately gauge whether flagging will work for you, or whether you'll run out of time before reaching the end. You will be able to adapt your strategy according to what you discover, and improve your speed with practice.

Above all, try to stay calm and confident, even if you feel nervous about your reading speed, focus, or comprehension. Do what you can to improve, but remember that this guide is about fostering your self-awareness so that you can make informed choices about how best to prepare for the exam. It may illuminate weaknesses, but this is normal—everybody has weaknesses, and you can't address all of them. As long as you address the ones you can, you will vastly improve your chances of success on the exam.

B. READING COMPREHENSION

i. Question Analysis

Language is hugely important on the exam. Small phrases like “cannot” versus “should not,” “may” versus “must,” and “including” versus “except” can entirely change the crux of a question. Pay attention to these words when you see them in the question stem. If you

jump too hastily to one answer choice before reading through all available options, you might miss a small variation that renders another answer more correct.

During the exam, use your pencil to underline or highlight important elements of the question, including names, dates, keywords, and applicable legislation, regulations, and rules. It is important to clearly distinguish between each person and their role in the scenario.

ii. Answer Choice Analysis

With each of the above strategies, carefully read every answer choice during your first time through the exam. You should take the opportunity to strike out any answer choices that you can identify as blatantly incorrect, even for questions that you have flagged to return to later. This way, if you do run out of time, at least your answer choices will be narrowed to two or three possibilities, a 33 to 50 percent chance of success if you must guess.

C. PRACTICE EXAMS

Writing a practice exam with your reference materials will give you an opportunity to analyze how efficiently you are able to use them under time pressure, as well as identify any potential gaps or organizational issues that can be addressed before the exam. This could include doing further review, reorganizing your reference materials, or creating additional supplementary materials that streamline certain topics.

A timed practice exam will prepare you for the conditions of the exam by forcing you to answer mock exam questions under time constraints, helping you increase your speed and efficiency. It will also teach you to navigate your reference materials, and prepare you for the time limitations you will face on the actual exam. It is a good idea to treat the practice exam as though it were the actual exam for at least one of your attempts. Have your reference materials in front of you, stick to the time restrictions, and stay off the Internet. You may choose to take the opposite approach with one of your other attempts, performing a thorough analysis of the question, and using all of the resources at your disposal (including the Internet) to answer the questions.

While writing practice exams, exercise your ability to identify the key facts, subjects, and concepts embedded in the question. See whether you can identify red herrings—information or answer choices that are not relevant in determining the answer. During your practice exam review, try to identify instances in which you accidentally overlooked something of importance that should have led you to the correct answer. This will help you become aware of the types of oversights you may be susceptible to so that you can address them before the exam.

i. Sample Questions and Answer Analysis

1. Lin is a Canadian permanent resident living in Halifax with her aunt, Maya, who is a naturalized Canadian citizen. Lin wants to sponsor her mother, Vivian, for permanent residence. Maya, who is Vivian's sister, is delighted with the idea, since she hasn't lived in the same country as her sister for over a decade. Lin works as a freelance fashion stylist, and made an average of \$35,000 in the past three years, while Maya works as an accountant and made an average of \$76,000 in the past three years.

Which of the following is true?

- (a) Vivian is not eligible to be sponsored as a member of the family class
- (b) Lin does not meet the financial requirements to sponsor her mother
- (c) Lin can sponsor her mother because she is exempt from the financial requirements in these circumstances
- (d) Maya can act as a co-signer to Lin's sponsorship application

In this scenario, Lin wants to sponsor her mother, Vivian, for permanent residence under the family class. What are the sponsorship requirements for this application? Do you know where to find the relevant information in your reference materials or notes?

Since the question stem is "Which of the following is true?" we must read and consider each answer choice.

- As Lin's mother, Vivian is eligible to be sponsored by Lin under the family class. We can confirm this by referring to our previous mind map, or by referring to IRPR s 117(1)(c). We can eliminate answer choice (a).

- To determine whether Lin meets the financial requirements to sponsor her mother, we would need to refer to the Low Income Cut-Off (LICO) table for sponsoring parents and grandparents. We can determine that Lin would not meet the LICO requirements for sponsorship if her average income was \$35,000 in the past three years prior to the application. Therefore, (b) is the correct answer.
 - As Lin's mother, Vivian is not exempt from the LICO requirements for sponsorship. We can confirm this by referring to the diagram on sponsorship eligibility or by referring to IRPR s 133(4). We can eliminate answer choice (c).
 - Only a spouse or common law partner can be a co-signer for a family sponsorship application (IRPR s 132(5)). We can eliminate answer choice (d).
2. Liu came to Canada as a permanent resident under the Federal Skilled Worker Program. After working in Edmonton, Alberta, as a civil engineer for two years, he saved enough money to sponsor his wife and son for permanent residence. Liu's son, Ren, is 14 years old and is planning on starting high school once he arrives in Edmonton. Liu's undertaking to support Ren will last until he is:
- (a) 19 years old
 - (b) 24 years old
 - (c) 22 years old
 - (d) 17 years old

We can find this information by referring to the chart on IRPR provisions and locating IRPR s 132(1)(b)(ii)(A). Undertaking to sponsor a dependent child lasts 10 years from the date the child becomes a permanent resident or age 25, whichever comes first. Since Ren is 14 years old now, Liu's undertaking to sponsor him will last until he is 24 years old.

The correct answer is (b).

3. Henry is a Canadian citizen who works as a freelance photographer. While on a trip to Cambodia to photograph the ruins at Angkor Wat, he met Raina, a tourist from New Zealand. Henry followed Raina back to her home in Wellington, New Zealand, where he met Pika, Raina's four-year-old daughter from a previous relationship. The couple fell in love over the seven months that Henry stayed in New Zealand, and he proposed to Raina at the top of Mount Kaukau. Henry has retained Brian, an RCIC in Wellington, to

begin the process of applying to sponsor Raina and Pika for permanent residence. Henry asks Brian whether he meets the financial requirements, since his income as a freelance photographer can be unpredictable, and he has had an average annual income of only \$16,000 in the past two years because of his travels.

Brian should advise Henry that:

- (a) He meets the financial requirements for sponsorship because his income will be greater when he is not travelling
- (b) He can sponsor Raina and Pika provided that Raina and Henry can show combined funds of \$48,945
- (c) The financial requirements for sponsorship do not apply in these circumstances
- (d) He cannot sponsor Raina and Pika because he does not meet the financial requirements

We can again refer to the diagram on sponsorship eligibility and determine that the exception to the income (LICO) requirements for family sponsorship applies where the persons being sponsored are a spouse and dependent child of that spouse (provided that the child does not have a dependent child). This can be confirmed by referring to IRPR s 133(4)(b).

The correct answer is (c).

4. Katrina was sponsored by Herman to come to Canada as his common law partner, and she arrived in Vancouver as a permanent resident on February 20, 2012. The couple married in Vancouver on April 1, 2013, and were divorced on March 13, 2016. Katrina is now a Canadian citizen, and is in a relationship with Paolo, a Uruguayan citizen in Canada on a two-year work permit. Katrina and Paolo have been living together in Langley, British Columbia for the past 16 months.

Can Katrina sponsor Paolo for permanent residence as a common law partner?

- (a) Yes, because five years have elapsed since she became a permanent resident
- (b) No, because five years have not elapsed since her divorce from Herman
- (c) No, because Paolo is not eligible as a member of the family class
- (d) Yes, because Herman's initial sponsorship undertaking to her has expired

We can refer to our “Bars to Sponsorship” chart to see whether any bars would apply to Katrina’s sponsorship of Paolo. Under IRPR s 130(3), a sponsor who became a permanent resident after being sponsored as a spouse or common law partner cannot apply to sponsor another foreign national as a spouse or common law partner unless the sponsor has been a permanent resident or Canadian citizen, or a combination of the two, for at least five years from the date the sponsor became a permanent resident.

In our scenario, Katrina is eligible to sponsor Paolo as a common law partner because they have been cohabitating in a conjugal relationship for more than one year, and because five years have elapsed since she was sponsored to be a permanent resident. Herman’s undertaking to support her has also expired (as three years have passed since she became a permanent resident), but that is not a relevant factor in Katrina’s ability to sponsor another common law partner.

The correct answer is (a).

5 IMMIGRATION LAW REFERENCES

The following links provide access to important resources and references for immigration and refugee law and policy in Canada. You should review these resources to familiarize yourself with the information that can be found there. You may also wish to print the full text or selected excerpts of some statutes, regulations, rules, and guidelines for reference during the exam.

IMMIGRATION CONSULTANTS OF CANADA REGULATORY COUNCIL (ICCRC)

ICCRC *Code of Professional Ethics* <http://iccrc-crcic.info/code-of-professional-ethics/>

ICCRC By-Law 2016-1 <http://iccrc-crcic.info/by-law/>
(select “By-Law” link on page)

ICCRC Regulations <http://iccrc-crcic.info/regulations/>

- Agents Regulation
- Client Account Regulation
- Client File Management Regulation
- CPD Regulation
- Dues, Fees, Fines and Penalties Regulation
- Practice Management Education (PME) Regulation
- Retainer Agreement Regulation

FEDERAL LEGISLATION

Department of Justice Canada, Consolidated Statutes and Regulations

<i>Immigration and Refugee Protection Act (IRPA)</i>	http://laws.justice.gc.ca/eng/acts/i-2.5/
<i>Immigration and Refugee Protection Regulations (IRPR)</i>	http://laws-lois.justice.gc.ca/eng/regulations/sor-2002-227/
<i>Federal Courts Act</i>	http://laws-lois.justice.gc.ca/eng/acts/F-7/
<i>Federal Courts Rules</i>	http://laws-lois.justice.gc.ca/eng/regulations/SOR-98-106/
<i>Federal Courts Citizenship, Immigration and Refugee Protection Rules</i>	http://laws-lois.justice.gc.ca/eng/regulations/SOR-93-22/
<i>Constitution Act, 1982</i>	http://laws-lois.justice.gc.ca/eng/const/
<i>Canadian Charter of Rights and Freedoms</i>	http://laws-lois.justice.gc.ca/eng/const/page-15.html
<i>Citizenship Act</i>	http://laws-lois.justice.gc.ca/eng/acts/C-29/

IMMIGRATION AND REFUGEE BOARD OF CANADA (IRB)

<i>Immigration Division Rules</i>	http://lois-laws.justice.gc.ca/eng/regulations/SOR-2002-229/index.html
<i>Immigration Appeal Division Rules</i>	http://laws-lois.justice.gc.ca/eng/regulations/SOR-2002-230/
<i>Refugee Protection Division Rules</i>	http://www.laws.justice.gc.ca/eng/regulations/SOR-2012-256/index.html
<i>Refugee Appeal Division Rules</i>	http://laws-lois.justice.gc.ca/eng/regulations/SOR-2012-257/

IMMIGRATION, REFUGEES AND CITIZENSHIP CANADA (IRCC)

Operational Bulletins and Manuals	http://www.cic.gc.ca/English/resources/manuals/index.asp
<i>Latest updates</i>	http://www.cic.gc.ca/english/resources/manuals/rss.asp
<i>OP 1—Procedures</i>	http://www.cic.gc.ca/english/resources/manuals/op/op01-eng.pdf
Application forms and guides	http://www.cic.gc.ca/english/information/applications/
Permanent Immigration and Refugee programs	http://www.cic.gc.ca/english/immigrate/apply.asp
Temporary residents (visitors)	http://www.cic.gc.ca/english/visit/index.asp
Temporary residents (study permit)	http://www.cic.gc.ca/english/study/index.asp
Temporary workers	http://www.cic.gc.ca/english/work/index.asp

HUMAN RESOURCES AND SKILLS DEVELOPMENT CANADA (HRSD)

National Occupational Classification (NOC) matrix	http://noc.esdc.gc.ca/English/NOC/Matrix2016.aspx?ver=16
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PROVINCIAL NOMINEE PROGRAMS (PNPS)

Alberta	http://www.albertacanada.com/opportunity/programs-and-forms/ainp.aspx
British Columbia	https://www.welcomebc.ca/Immigrate-to-B-C/B-C-Provincial-Nominee-Program
Manitoba	http://www.immigratemanitoba.com/immigrate-to-manitoba/
New Brunswick	http://www.welcomenb.ca/content/wel-bien/en/immigrating/content/HowToImmigrate/NBProvincialNomineeProgram.html
Newfoundland and Labrador	http://www.nlpnp.ca/
Nova Scotia	http://novascotiainmigration.com/move-here/

5 IMMIGRATION LAW REFERENCES

Ontario	http://www.ontarioimmigration.ca/en/pnp/
Prince Edward Island	http://www.gov.pe.ca/immigration/index.php3?number=1014385
Saskatchewan	https://www.saskatchewan.ca/residents/moving-to-saskatchewan/immigrating-to-saskatchewan/saskatchewan-immigrant-nominee-program
Yukon	http://www.education.gov.yk.ca/ynp.html

QUEBEC STATUTES AND REGULATIONS

An Act respecting immigration to Quebec	http://legisquebec.gouv.qc.ca/en/ShowDoc/cs/I-0.2/
Regulation respecting the selection of foreign nationals	http://legisquebec.gouv.qc.ca/en/ShowDoc/cr/I-0.2,%20r%204
Regulation respecting the granting of loans to foreign nationals in a particularly distressful situation	http://legisquebec.gouv.qc.ca/fr/showdoc/cr/I-0.2,%20r%201?langCont=en
Regulation respecting the weighting applicable to the selection of foreign nationals	http://legisquebec.gouv.qc.ca/en/showdoc/cr/I-0.2,%20r%202
Minister's Order respecting prescribed forms for an undertaking	http://legisquebec.gouv.qc.ca/en/ShowDoc/cr/I-0.2,%20r%203
Regulation respecting linguistic integration services	http://legisquebec.gouv.qc.ca/en/ShowDoc/cr/I-0.2,%20r%205

LAST BUT NOT LEAST,
GOOD LUCK!

