



Certified Insolvency & Restructuring Advisor

SPECIALIZED EXPERIENCE FORM

NAME OF APPLICANT: Last Name First Name Initial DATE:

FIRM:

ADDRESS:

CITY: STATE: ZIP:

PHONE: FAX: E-MAIL:

POSITION NOW HELD:

PUBLISHED WORKS:

Title: Publisher: Date:
Title: Publisher: Date:
Title: Publisher: Date:

HAVE YOU LECTURED / TAUGHT IN AREAS OF BANKRUPTCY, ACCOUNTING, TAXATION, LAW OR TROUBLED BUSINESS MANAGEMENT? IF YES, PLEASE LIST:

Subject: Sponsoring Organization: Date:
Subject: Sponsoring Organization: Date:
Subject: Sponsoring Organization: Date:

DO YOU HAVE DIRECT EXPERIENCE IN THE AREAS OF BANKRUPTCY, INCLUDING:

- 1. Insolvency and restructuring advisor for trustee or debtor?
2. Insolvency and restructuring advisor for creditor or equity holder committees...
3. Troubled business workout specialist...
4. Bankruptcy trustee?
5. Bankruptcy examiner or financial advisor...
6. Educator and/or author of published works...
7. Expert witness regarding bankruptcy, restructuring and insolvency issues?

PLEASE INDICATE ENGAGEMENTS ON WHICH YOU HAVE HAD SIGNIFICANT EXPERIENCE RENDERING THE FOLLOWING SERVICES (Give number for engagements of 1-5 and indicate if more than 5):

Table with 3 columns: Service description, (Indicate No.) 1,2,3,4 or 5, (Check) More than 5

	<u>1,2,3,4 or 5</u>	<u>More than 5</u>
• Monitoring the company's business operation and/or compliance with the restructuring plan	_____	_____
• Deciding whether and when to file a petition for bankruptcy	_____	_____
• Prebankruptcy planning	_____	_____
• Arranging for debtor-in-possession financing	_____	_____
• Preparation and/or review of schedules of assets and liabilities and/or review of statement of affairs	_____	_____
• Cash collateral issues	_____	_____
• Assessing and monitoring cash management	_____	_____
• Providing analysis to support or evaluate court motions	_____	_____
• Claims investigation and adjudication	_____	_____
• Analyzing intercompany and related party transactions	_____	_____
• Preparing and/or challenging business plans and cash flow projections	_____	_____
• Business and asset valuations	_____	_____
• Liquidation analysis	_____	_____
• Debt classification and priority issues	_____	_____
• Bankruptcy taxation issues	_____	_____
• Debtor bankruptcy accounting and reporting issues	_____	_____
• Preference actions	_____	_____
• Fraudulent conveyances	_____	_____
• Substantive consolidation analysis	_____	_____
• Reorganization plan development	_____	_____
• Feasibility issues	_____	_____
• Plan approval procedures and hearings	_____	_____
• Disclosure statement development	_____	_____
• Disclosure statement approval hearings	_____	_____

OVER THE LAST EIGHT YEARS HAS THIS DIRECT EXPERIENCE BY YOU INDIVIDUALLY EXCEEDED 4000 HOURS?

Yes No

PLEASE COMPLETE THE FORM ON THE FOLLOWING PAGE LISTING MAJOR CASE WORK IN WHICH YOU HAD DIRECT, SPECIALIZED, INDIVIDUAL EXPERIENCE (please make and attach additional copies of this form as needed).

PLEASE PROVIDE THE LIST OF REFERENCES YOU WILL BE CONTACTING (use provided reference forms)

Name	Company	Phone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____

I HEREBY ATTEST AND CERTIFY THAT THE INFORMATION INCLUDED WITHIN AND ATTACHED HERETO IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I HAVE READ AND AGREE TO ABIDE BY AIRA'S CODE OF PROFESSIONAL & ETHICAL CONDUCT.

DATE: _____ BY: _____
Signature

MAJOR CASE WORK FORM

(Please type or print legibly)

Complete this form to document your experience in major cases to fulfill the requirement for 4,000 hours of specialized, diverse and relevant distressed business experience. List only case work in which you had direct, individual experience. PLEASE NOTE: the specialized experience requirement must be fulfilled within an 8 -year period ending no earlier than, or starting no later than, the date of passing all 3 exams. Whether or not a candidate's experience satisfies the specialized experience requirement is subject to the Certification Committee's judgment. Before or at any time during the program, candidates may request the Committee to evaluate the extent to which the experience requirement is satisfied.

Once you have completed the individual case information below (and on additional pages as needed), please record the hours for each case in this summary table:

Case I o. Hours	Case I o. Hours	Case I o. Hours	Case I o. Hours
1 _____	5 _____	9 _____	13 _____
2 _____	6 _____	10 _____	14 _____
3 _____	7 _____	11 _____	15 _____
4 _____	8 _____	12 _____	16 _____
Total hours (must be at least 4,000 hours)			_____

CASE
I O.

1 Client (debtor, trustee, creditor, etc.)¹ _____
 Business description and size (i.e. auto parts manufacturing with \$20 million annual sales and \$8 million of assets) _____
 Position (accountant for debtor, trustee, creditor, etc.) _____
 Dates covered _____
 Hours worked _____
 Description of issues and experience _____

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 Business description and size (i.e. auto parts manufacturing with \$20 million annual sales and \$8 million of assets) _____
 Position (accountant for debtor, trustee, creditor, etc.) _____
 Dates covered _____
 Hours worked _____
 Description of issues and experience _____

¹ For confidential out-of-court workouts you may omit the client's name, however, complete the remaining questions.
 Revised 11/15/10

CASE
I O.

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Business description and size (i.e. auto parts manufacturing with \$20 million annual sales and \$8 million of assets) _____
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