



Key Timelines - Procedures & Compliance

EPE-CRIC | Quick Review Sheet

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This is a quick-review sheet of key timelines (procedures, appeals, and compliance duties) commonly tested and used in practice for the EAP-CRIC pathway. It does not replace official rules: always confirm the applicable deadline in the most current guides and regulations.

Tip: think in “trigger → deadline → action”. Always identify what starts the clock (receipt date, decision date, referral, written notice, etc.).

IAD - Immigration Appeal Division

1-

- **D-60** Residency obligation appeal: plan to file at least 60 days before the hearing.
- **30 days** Notice of appeal (e.g., refusal): within 30 days of receiving the IRCC decision letter.

Sources: IAD appeal forms and guidance.

RPD - Refugee Protection Division (hearing deadlines)

2-

- **D-20** Request a change of location: at least 20 days before.
- **D-10** Request to change the language of proceedings: at least 10 days before.
- **D-10** Submit witness details: at least 10 days before.
- **D-3** Request to change the hearing date/time: at least 3 days before the hearing.

Official source: IRB/IRCC claimant guide.

IRB - Detention review schedule

3-

- **48 hrs** Initial detention review (typically within 48 hours).
- **7 days** Second review: within 7 days after the first review.

Official source: IRB detention hearings guidance.

RAD - Refugee Appeal Division

4-

- **15 days** Notice of appeal: within 15 days of the decision.
- **45 days** Appellant's record: submit within 45 days.

Source: RAD appellant's guide.

Judicial review (Federal Court)

5-

- **15 days** Leave application: 15 days if the decision was made in Canada.
- **60 days** Leave application: 60 days if the decision was made outside Canada.

Source: leave and judicial review guidance.

PRRA - Pre-Removal Risk Assessment

6-

- **15 days (+7)** Application deadline: 15 days (add up to 7 extra days if the package is received by mail).
- **1 year** Re-application after a refused/withdrawn/abandoned PRRA or refugee claim: commonly a 1-year bar (subject to exceptions).

Sources: IRCC PRRA instructions and exemptions.

Work and study permits (practical timing)

7-

- **~30 days before** Work permit extension: recommended target is about 30 days before expiry.
- **~90 days before** Study permit extension / restoration: recommended target is about 90 days before expiry.

Sources: IRCC guides (e.g., Guide 5553; study permit pages).

Professional conduct (licensee) - key notifications

9-

- **10 days** End of mandate: notify the relevant organization within 10 days after service termination.
- **30 days** Change in circumstances (bankruptcy, charge/conviction, official complaint, etc.): notify the Registrar within 30 days.
- **30 days** After termination: return client documents/property and remit trust funds within 30 days.

Source: Code of Professional Conduct (College).

Regulation - Client account

10-

- **15 days** Opening/closing a client account: notify Council in writing within 15 days.
- **30 days** After written notice (1st infraction): fix the issue within 30 days.
- **30 days** Before suspension/revocation: correct and/or pay fines within the required deadline (often 30 days).

Source: Client account regulation.

Regulation - Professional service contract

11-

- **10 days** Provide the contract: within 10 days after the start of services.

Source: Professional service contract regulation.

Business & trade name registration regulation

12-

- **30 days** First omission: correct within 30 days after written notice.
- **30 days** Before suspension/revocation: correct/pay within 30 days after notice (unregistered name/firm).

Source: business and business name registration regulation.

Client file management regulation

13-

- **14 days** On request: account for client property within 14 days.
- **30 days** On request: deliver client property/documents within 30 days.
- **6 years** Retention: keep closed client files for 6 years.

Source: client file management regulation.

Agents regulation

14-

- **15 days** Changes / end of agent contract: notify the Council within 15 days.
- **15 days** Contact details: notify the client/College of updates within 15 days.
- **30 days** After written notice: correct non-compliance within 30 days.
- **30 days** Before deregistration/suspension/revocation: correct/pay within the required deadline (often 30 days).

Source: agents regulation.

Continuing education

15-

- **12 months** Mandatory program: complete within 12 months after obtaining the RCIC license.

Sources: CPD and mandatory training requirements.

Other useful IRCC time limits (high-level)

16-

- **30 days** Effective removal order: leave Canada within 30 days (where applicable).