

General Insurance Council of Manitoba

Continuing Education Requirements



Please read carefully to ensure compliance

Table of Contents

When were the education requirements implemented?.....	2
Who has to comply with the continuing education requirements?.....	2
How many credit hours do I need?.....	2
When is my compliance date?.....	2
Will Council track my credit hours of education?	2
Do I retain the Certificate of Attendance forms?	2
How do I account for attendance at approved courses?	2
When do I notify Council of the Hours I have taken?	2
Can I renew my licence if I have insufficient hours?	3
Can I carry forward credit hours previously earned?	3
What type of hours qualify for credits?	3
Where and how can I obtain credit hours?	3
Do I receive credit hours for instructing a course?	4
What courses are acceptable for the purpose continuing education?	4
Can Council audit or withdraw course approval?	4
When is my compliance date as a non-resident licensee?	4
Do non-residents have to comply with the continuing education requirements?	4
How do I contact Accredited Course Providers?	4
Record of Attendance Form	5

When were the education requirements implemented?

Licenseses were notified in the April 1995 General Insurance Agents Licensing Rules that effective June 1, 1995, ALL licenseses have one year from the renewal date to obtain the required number of continuing education credit hours.

Who has to comply with the continuing education requirements?

All licenseses. The continuing education requirements are applicable to all Classes and Levels of licenses. This includes non-resident licenseses (licenseses who are not residents of Manitoba). There are no exemptions for persons holding an insurance designation, for years of experience, the number of years holding a license, position within an agency or the age of a licensee. Non-resident licenseses should refer to page four (4) for further details.

New Licensees

All new licenseses (Resident and Non-Resident), that are being issued a licence for the first time must comply with the continuing education requirement.

The license year runs June 1st to May 31st of each year.

How many credit hours do I need?

All licenses will be required to accumulate a minimum of 8 credit hours in each license year.

When is my compliance date?

Your compliance date coincides with the annual license renewal date being May 31st.

Will Council track my credit hours of education?

No. All Licenseses will be solely responsible for tracking their own credit hours and ensuring compliance of the continuing education requirements. You may develop any system that works best for you or you may use a similar format to the sample provided in the booklet entitled the, "Record of Attendance Form".

Do I retain the Certificate of Attendance forms?

Yes. You must maintain all copies of the Certificates of Attendance forms as you receive them.

How do I account for attendance at approved courses?

Each course provider is required to issue a Certificate of Attendance at the conclusion of each course or session.

When do I notify Council of the Credit Hours I have taken?

You will be required on your annual renewal application to attest to satisfying the continuing education and attaching written evidence of your compliance. If you are unable to locate a Certificate of Attendance form, you will be required to contact the course provider to obtain written confirmation of your attendance.

Can I renew my license if I have insufficient hours?

No. Every holder of a license must accumulate not less than the prescribed number of continuing education credit hours in each licensing year. The license of any holder who fails to comply will not be renewed until the education requirements have been satisfied.

Can I carry forward credit hours I previously earned?

Yes. Effective June 1, 2000 if you have excess credit hours, you will be allowed to apply up to a maximum of four (4) credit hours to the subsequent licensing year. Credit hours can only be carried forward from the previous licensing year.

What type of hours qualify for credits?

The classification of management and motivational credit hours has been discontinued.

Continuing education must be directly related to knowledge relevant to giving advice about general insurance products or services, or the operation of a general insurance business. This includes programs that are structured for the specific purpose of education, but excludes activities such as programs and meetings primarily based on sales production, promotion and motivation.

Where and how can I obtain credit hours?

There are three (3) options available to obtain the required credit hours.

Pre-approved Credit Courses

Council may grant accredited course status to any provider of insurance training.

A complete listing of the pre-approved course providers is available from the Council's office or on our web site at www.icm.mb.ca.

All other courses

Council will consider other courses on an individual basis. Verification of attendance will be required in all cases.

In addition, applicants seeking credit hour approval must provide the following information to the Council.

- ◆ A detailed syllabus or course outline
- ◆ Time frame(s), date(s) and location(s)
- ◆ Industry background and experience of course instructor
- ◆ Number of credit hours being requested
- ◆ Any other information necessary for Council to make an informed decision

Council may grant or refuse credit hours based on the information received.

Reciprocal Credit Hours

Council will accept for continuing education credits, courses accredited by other provincial insurance licensing bodies. The applicant must provide Certificates of Attendance.

Do I receive credit hours for instructing a course?

Yes. Any holder of a license who serves as a course leader, instructor or moderator is entitled to receive two (2) hours for each credit hour awarded to a participant in the course.

What courses are acceptable for the purpose of continuing education?

Courses offered by the *Insurance Brokers Association of Manitoba*, the *Insurance Institute of Manitoba* and the *Risk and Insurance Management Society (CRM) – Manitoba Chapter* or other courses as approved by the Insurance Council of Manitoba.

Can Council audit or withdraw course approval?

Yes. Council reserves the right to audit any course without notice that has been approved for credit hours.

Courses found contrary to the requirements as outlined in the “Council Guidelines for Accredited Course Providers” will be withdrawn.

If accreditation for a course is withdrawn, Council will provide the reason(s) to the course provider.

When is my compliance date as a non-resident licensee?

Your compliance date coincides with the annual license renewal date being May 31st.

The licensing year runs from June 1 to May 31.

Do non-residents have to comply with the continuing education requirements?

Yes. On November 19, 1998 the General Insurance Agents Licensing Rules were amended to include continuing education for non-residents. ALL non-resident licensees will be required to comply with continuing education, whether or not it is a licensing requirement in their home jurisdiction.

If your resident province currently has continuing education requirements, those credit hours can be used to verify that you have successfully complied. This can be accomplished by either attaching your Certificate of Attendance forms or an original Non-Resident Endorsement issued by the licensing body in your home province, providing the endorsement will constitute compliance.

If your resident province does not have continuing education requirements, you will be required to comply with Manitoba’s continuing education requirements as identified in the agents licensing rules.

How do I contact Accredited Course Providers?

Council has appointed Accredited Course Providers, subject to certain guidelines established by Council.

A list of Accredited Course Providers is available on the Council’s website at www.icm.mb.ca by clicking on “Continuing Ed” then the icon marked “General Agents” and then “Listing of Pre-Approved Course Providers”.

Record of Attendance Form

Name of course provider	Name of course attended	Date of course	Number of credit hours

Definition of Continuing Education

Continuing education must be directly related to knowledge relevant to giving advice about general insurance products or services, or the operation of a general insurance business. This includes programs that are structured for the specific purpose of education, but excludes activities such as programs and meetings primarily based on sales production, promotion and motivation.



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