

Insurance Adjusters Council of Manitoba

Continuing Education Requirements



Please read carefully to ensure compliance

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When were the education requirements implemented?

Effective July 1, 2001 all licensed adjusters must accumulate 8 hours of continuing education in each licensing year.

Who has to comply with the continuing education requirements?

All licensed adjusters. The continuing education requirements are applicable to all Levels of licenses including non-resident licensees (licensees who are not residents of Manitoba). There are no exemptions for experience, education, age or position one holds within an adjusting firm. Non-resident licensees should refer to page four (4) for further details.

New Licensees

All new licensees (Resident and Non-Resident), who are issued a licence for the first time on or after June 15th of each license year are exempt from the continuing education requirement for the licensing year the license was issued in. The first reporting period will commence July 1st of the next license year.

The license year runs from June 30th to July 1st 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.

Will Council track my credit hours of education?

No. All Licensed Adjusters 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.

When is my compliance date?

Your compliance date coincides with the annual license renewal date being June 30th.

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. 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?

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

Where and how can I obtain credit hours?

Pre-approved Credit Courses

A list of approved courses is available on our web site at www.icm.mb.ca under "Bulletins". This information is updated as new courses are approved.

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
- ◆ Notice must be given not less than 15 days in advance of the course's commencement.
- ◆ 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 through the Insurance Institute of Manitoba 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 will be rescinded.

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 June 30th.

The licensing year runs from July 1st to June 30th.

How do I know if a course has been approved?

To confirm if credit hours have been assigned to a course, you can either contact the organization offering the course or you can visit our website at www.icm.mb.ca under bulletins.

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

Yes. 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.

Can I receive a reduction in credit hours if I haven't been adjusting?

Yes. Credit hours can be reduced only if the licence has been surrendered. Such cases may be but are not restricted to, is short or long term disability and maternity/paternity leave. Council must be notified in writing stating reason and effective date.

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 adjusting, claims handling and insurance products or the operation of an adjusting firm. This includes programs that are structured for the specific purpose of education, but excludes activities such as programs and meetings primarily based on production promotion and motivation.



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