

# Life and Accident & Sickness Insurance Agent's Licensing Procedures

## Resident Applicant's

### Applying for a Licence

Effective January 1, 2003, the Level I examination was no longer recognized in the province of Manitoba for the purpose of qualifying as a new life insurance agent. Completion of the Life Licence Qualification Program (LLQP) and examination is the only recognized way for entry-level agents to obtain a licence. In addition, the LLQP includes updated standards to reflect the skills necessary to do accident and sickness insurance business in today's marketplace. The LLQP pre-training course components dealing with accident and sickness insurance and the LLQP examination to test that material has become mandatory for new applicants for a separate accident and sickness or an accident & sickness **only** licence effective January 1, 2003.

Manitoba's licensing year runs from JUNE 1 to MAY 31 and licence fees are not prorated. Licences are valid for a maximum of 12 months and must be renewed annually. The expiry date for **ALL** licences is May 31. This means if a licence is issued with an effective date of May 1, the licence will expire May 31 of that same year.

### Continuing Education Credit Hours (CEC's)

- Life Insurance Agents must accumulate, in each licence year, 15 CEC's
- Accident & Sickness Agents must accumulate, in each licence year, 15 CEC's

If you are the holder of both a Life Insurance Agent Licence and a separate Accident & Sickness Insurance Agent Licence, you only need to accumulate 15 continuing education credit hours for the licensing year.

The licence of an agent who fails to comply with continuing education will not be renewed until that agent has provided Council with the required number of credit hours.

All agents must comply with the Insurance Act of Manitoba, the Life Insurance Agents and Accident and Sickness Insurance Agents Licensing Rules and the Life Insurance and Accident and Sickness Agent's Code of Conduct.

### Completing the Application

The four page application form must be completed in full. The application can be printed from our web-site under Printable Forms. A Criminal Record Check must accompany first applications for licensing. This document can be obtained from your local RCMP detachment or municipal police department in advance to determine the processing requirements, cost of the service, and hours the service is available in your jurisdiction. Individuals who have a conviction must have their Criminal Record Check done by fingerprints. This process could take up to six months. As a reminder, Criminal Record Checks are only valid for six months from the date of issue.

To ensure proper completion of the application, the following steps have been set out. Applications received that are incomplete will be returned to the applicant. **Please note the completion of an application or the passing of an examination does not guarantee the issue of a licence. Each applicant must be found suitable to hold a licence.**

1. Complete questions 1-6 with your personal data.
2. Complete question 7 if you will be holding out in a business name and/or trade name. If you will be operating in a corporate or trade name, you must register the name with the Manitoba Companies Office at (204) 945-2500. A copy of the Articles must accompany the application.
3. Complete question 8 with the FULL business address, telephone and fax number in your home jurisdiction.

4. Complete question 9 with your email address.
5. Complete question 10 with the name of your sponsoring insurance company that you will be representing.
6. Complete question 11 by checking off the class of licence you will be applying for. As a reminder, Section 7 of the Life Insurance Agents and Accident and Sickness Insurance Agents Licensing Rules reads,  
  
*“The holder of a life insurance agent licence who has not held it for at least one (1) continuous year*
  - *must be supervised by a supervising agent;*
  - *must identify, by declaration submitted to the council, the individual who will be his or her supervising agent; and*
  - *must provide the council with the supervising agent's agreement to act and any other information that the council requires about the supervising agent.”*
7. Complete question 12 by checking either yes or no. If you have checked **yes**, you must provide details of the licence(s) you hold and how you obtained the licence(s).
8. Complete question 13 by checking only one of the choices given as you are either applying for a new licence or a transfer/amendment.
9. Complete questions 14 and 15 by checking either yes or no. If the answer is yes, you are required to provide details.
10. Complete question 16 (a-g) in full and provide details and documentation where requested.
11. Complete question 17 by checking either yes or no. If your answer is yes, please provide full particulars.
12. Complete question 18 with your present employment as well as your previous employment for the past five years.
13. Complete question 19 by checking either yes or no. In addition, you must attach a copy of your Errors and Omissions insurance. Coverage must be at minimum in the amount of \$1,000,000 per any one occurrence with an overall policy aggregate of \$5,000,000.
14. Complete question 20 by checking either yes or no. In addition, you must attach an original Security Clearance Form (Criminal Record Check) if you are a new applicant or have not held a licence within the past 12 months. Individuals who have a conviction must have their Criminal Record Check done by fingerprints. This process could take up to six months. (As a reminder, Criminal Record Checks are only valid for six months from the date of issue.)
15. Complete question 21 by signing and dating the consent form.
16. Complete question 22 by signing and dating before a witness.
17. Question 23 must be completed by the sponsoring company you will be representing. If you are employed with an agency you must be sponsored by the insurance company that the agency currently represents.

#### Additional Information

- Applicants must take the LLQP course of their choice with the Course Provider (a listing is available on our web-site) and successfully complete the certification examination with that Course Provider. Once the applicant obtains their certificate of course completion, they must apply to our office with the fully completed four page application form and their original certificate of course completion. **NOTE: Council will photo-copy the original certificate and return it to the applicant.** Following the certification examination, applicants must take and pass a written qualification examination set by the Council. Each applicant is allowed three attempts within a six month period from the anniversary of their first write. Please see the "Examination Information" Sheet for further exam instructions.
  - Examination fee is - \$110.00

- **NO PERSONAL CHEQUES will be accepted for the examination fee.** The Insurance Council of Manitoba accepts CASH, MONEY ORDER OR COMPANY CHEQUES only for the examination fee. If you are writing or re-writing outside of Winnipeg, you must pre-pay your examination fee. An applicant is not entitled to more than three examinations in any period of six months.
- The licence fee does not have to be paid prior to writing the examination. An applicant may wish to pay the licence fee following the successful completion of the examination. Cheque or Money Order must be in Canadian funds and made payable to the "Insurance Council of Manitoba."
- The Licence fees are as follows:
  - Life and Accident & Sickness Licenses \$240.00
  - Life Licence \$150.00
  - Accident & Sickness Licence \$90.00
- The issue of a licence and/or document is 24 to 48 hours, providing the application is not pending information. However, during renewal of licences, this time frame may vary due to the number of licensees.
- Licence renewal forms and instruction sheets are mailed out to agents in mid April.
- Address changes are to be reported to the Insurance Council of Manitoba immediately in writing. Applicants that move from another jurisdiction to Manitoba must satisfy Manitoba's licensing requirements to receive a licence.

### **Non-Resident Applicant's**

Agents who are licensed outside of Manitoba and wish to obtain a Life Insurance Agent Licence and/or Accident & Sickness Insurance Agent Licence in Manitoba must submit the following documentation to our office for eligibility to obtain a Manitoba licence:

- Fully complete the four page Life and/or Accident & Sickness Application Form. (Ensure to have the sponsoring insurance company complete the Recommendation Section. ) If you are having trouble completing the application form, please see "completing the application" in order to assist you.
- Complete a Supervision Certificate if you are the holder of a life insurance agent licence who has not held any type of life insurance agent licence for one continuous year.
- A Criminal Record Check must accompany first applications for licensing. This document can be obtained from your local RCMP detachment or municipal police department in advance to determine the processing requirements, cost of the service, and hours the service is available in your jurisdiction. Individuals who have a conviction must have their Criminal Record Check done by fingerprints. This process could take up to six months. (As a reminder, Criminal Record Checks are only valid for six months from the date of issue.)
- Attach the licence fee (payable to the "Insurance Council of Manitoba"). The licence fees are as follows:
  - Life and Accident & Sickness Licenses \$240.00
  - Life Licence \$150.00
  - Accident & Sickness Licence \$90.00
- Attach a copy of your Errors & Omissions Insurance in the required Manitoba amounts.

- Attach an original Non-Resident Endorsement Form (also known as a Certificate of Authority/Certificate of Status) not more than 60 days old from your home jurisdiction. This non-resident endorsement form must also include a "history check" (a history check shows what exam(s) the agent has completed, how long the agent has been licensed, any breaks in licensing, and additional education that the agent has completed).
- If you will be operating in a business name and/or trade name, you must ensure that the business name is registered/incorporated in Manitoba. To register/incorporate a name, please contact the Manitoba Companies Office at (204) 945-2500. A copy of the Articles of Registration/Incorporation in which you will receive from the Manitoba Companies Office must accompany the completed application form(s).

### **Reminders:**

- Manitoba's Licensing Year runs from June 1 - May 31 and licence fees are not prorated. Licences are valid for a maximum of 12 months and must be renewed annually which means that the expiry date is the 31st of May.
- All licensees are required to accumulate in each licensing year, the required number of continuing education credit hours. Both Life Insurance Agents and Accident & Sickness Insurance Agents are to accumulate 15 hours of continuing education. If you are the holder of both a Life Insurance Agent Licence and a separate Accident & Sickness Insurance Agent Licence, you only need to accumulate 15 continuing education credit hours for the licensing year.
- Additional information about the LLQP (FAQ's, Course Curriculum, sample exam questions, etc.) can be found on the [CCIR-CCRA](#) web-site.