



Application and Guidelines for Individual Continuing Education (CE) Approval

For completion by the Organization offering the course or the Attendee requesting the approval

Suite 466 - 167 Lombard Avenue, Winnipeg, Manitoba R3B 0T6

Tel: (204) 988-6800 contactus@icm.mb.ca www.icm.mb.ca

To consider a request for Individual Continuing Education (CE) Approval, the Insurance Council of Manitoba requires you to read over the following Guidelines, complete the application form in full and submit the completed form to the ICM office.

Guidelines

- Course content must fall within the specific [definition](#) of continuing education as outlined by class of licence for which the organization is applying. Course content that does not meet Council's definition will not be approved and the \$50 fee will not be refunded.
- Partial credits may be approved by ICM where the full program includes partial material that does comply with the definition and partial material where the subject matter does not comply with the definition.
- There is no expiry date on the course accreditation for courses that are approved as *ongoing* **unless** there are changes to the course content, length of the course, method of delivery or the instructor.
- A course must be a minimum of 30 minutes in length to be considered for approval.
- All courses including online, webcasts, conferences or self-study must have a verifiable method of confirming attendance or completion (such as sign-in and sign-out sheets, scanned badges, passing an exam/quiz, roll call) for the entire presentation. Where an exam/quiz is required, the pass requirement is determined by the course provider but a mark of at least 60% is required to pass.
- The number of credits assigned to a course does not include refreshment breaks and/or non-working lunch. Only actual credit hours can be assigned.
- The ICM has authority to restrict or revoke permission to offer a course at any time.

Certificates and Records

- Certificates of attendance must be issued to attendees within thirty (30) days of course completion and may be sent via email. If the attendee is audited by the ICM, a certificate must be issued to the attendee within 7 days.
- Attendees must be provided with a certificate of attendance that includes, name of the attendee, **the ICM course number**, number of ICM credit hours, date of the course, name of the course provider, and full name of the course. Certificates with incomplete or inaccurate information may be rejected by ICM.
- Certificates must not be issued to an attendee who did not attend for the full credit hours shown on the certificate. If an attendee arrives late or leaves early, a certificate may be issued for the actual credit hours during which the individual was in attendance.
- The organization providing the course(s) shall keep attendance records for Manitoba participants for a period of at least two (2) years from the course date for ICM audit purposes and provide those records to the ICM upon request. Records must include the name of each attendee, **the ICM course number**, number of ICM credit hours, date of the course, name of the course provider, and full name of the course.
- Course leaders, instructors or moderators are eligible to receive **two** credit hours for each hour the course has been approved.
- The Insurance Council of Manitoba reserves the right to monitor the content and delivery of course material.



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Requests for approval must be made at least 30 days prior to the course commencement date and will not be considered unless this application is completed in full including a detailed course summary (one application per course request is required).

Class(es) of CE credits being applied for: Life and/or Accident & Sickness General/Auto Adjuster

CONTACT information for organization or attendee requesting the approval

Contact name: _____ Phone number: _____ Email address: _____

Organization/employer: _____

COURSE information

Name of organization instructing the course (in full): _____

Name of course: _____
(List course name as it will appear on the ICM CE certificate(s) and printed material)

Start date and time of course: _____ End date and time of course: _____ (if the course is ongoing, please indicate "ongoing").

Total length of the course (less non-working breaks): _____ Number of CE credits being requested: _____

Method of delivery: _____ Name of Instructor(s): _____
(E.g.: in class, online, webcast etc.) (attach a brief biography on a separate page)

A detailed course summary is required to determine eligibility of continuing education. The course summary must include how the course relates to the applicable definition(s). A copy of the course material/presentation is not required to be supplied with this application, but may be requested at the discretion of the ICM.

Acknowledgement:

- I have included the **non-refundable** fee of \$50.00 payable to the Insurance Council of Manitoba ("ICM") by cash, money order or cheque.
- I have read and agree to comply with the ICM's Individual Continuing Education [Guidelines](#) and applicable [Definition\(s\)](#) for the class of licence for which I am applying.
- I acknowledge that Council has the authority to audit an approved course.
- I acknowledge that if at any time, Council should determine that we have not complied with our undertaking as set out in this agreement; Council may withdraw the course from acceptable Manitoba CE material.

Signature _____ Date _____

You will be notified by email once your application has been reviewed. If approved, Council will provide you with all of the information you require in order to proceed with providing CE credits to Manitoba licensees.

For Council Use Only:	Review completed by: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved (explain on separate sheet)
# of CEC's: _____	ICM Course ID: _____	Date: _____	