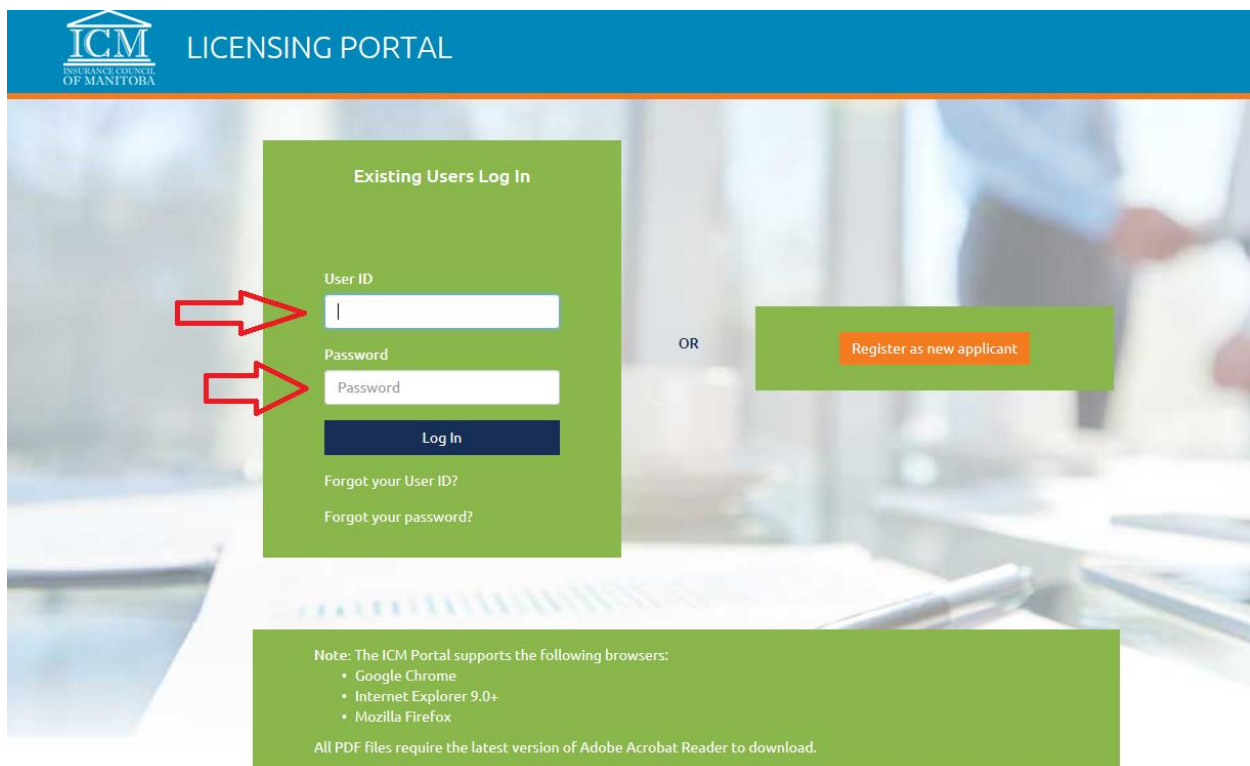
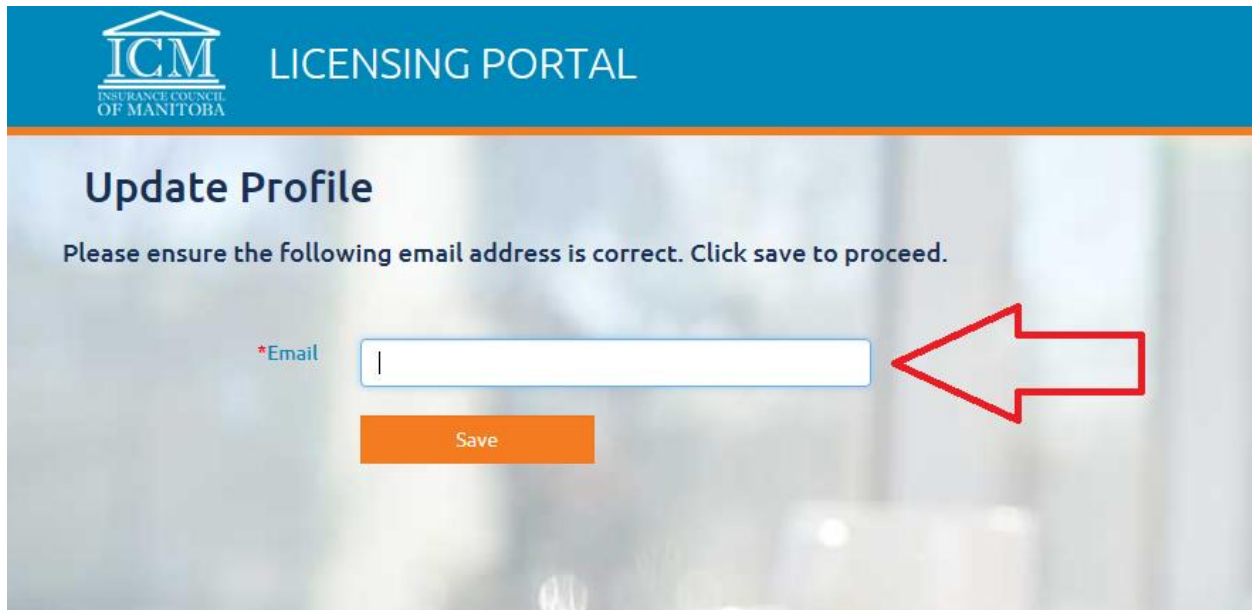


# User Guide for Accredited Course Providers (ACPs) to assist with maintenance of Continuing Education (CE) Credit Hours

Log into the online portal at <https://lms.icm.mb.ca/lcmPortal/> with your **new numerical User ID** and **Password**.



Verify your email address.



**ICM**  
INSURANCE COUNCIL  
OF MANITOBA

LICENSING PORTAL


## Update Profile

Please ensure the following email address is correct. Click save to proceed.


\*Email

Save


You will be brought to the “Dashboard” page which outlines detailed instructions for “Course Management”.

-  Home

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-  Contact Information

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-  Course Management

## Dashboard

Welcome to the Insurance Council of Manitoba Online Portal

Welcome Jon Snow

### Instruction for Course Management

#### Adding New CE Courses:

1. Under Course Management, select Add New Course.
2. In the Add Course section, enter the Course Name, the number of CE Hours the course is worth, the Start Date and the End Date. If a Course is ongoing, the End Date may remain blank. Only the insurance classes that are accredited for the course provider will display. A course may be applicable to more than one insurance class. Start Date and End Date for each insurance class must be within the dates that the course provider is accredited to offer courses in that insurance class.
3. Select Save.
4. Course Number will appear once the Course has saved successfully.

#### Viewing and Editing CE Courses:

1. Under Course Management, enter the search criteria for the course you wish to view or edit.
2. Once searched, you can view your course below. If you wish to Edit your course, click on the Edit button and make your necessary changes. Keep in mind that changing of course information may require the Course Provider to contact each individual that has attended the course to ensure they have the updated information.

#### Deleting CE Courses – a course should only be deleted if the course number has not been assigned to an attendee.

1. Under Course Management, enter the search criteria for the course you wish to delete.
2. Select the course you wish to delete and click on the Delete button. If you select a course that has been reported by an attendee, you will be prohibited from deleting it and must contact the ICM for assistance at [contactus@icm.mb.ca](mailto:contactus@icm.mb.ca).

Click on “Contact Information” to update your business address, title, etc.

*NOTE: In order to change the Contact for the ACP, a new application form must be completed. All applications are available on the ICM website [here](#).*

The screenshot displays the ICM Licensing Portal interface. At the top, the ICM logo and 'LICENSING PORTAL' are visible, along with a user profile for 'Jon Snow'. A left-hand navigation menu includes 'Home', 'Contact Information', and 'Course Management'. The main content area features two form sections: 'Contact Information' and 'Business Address'. The 'Contact Information' form includes fields for CIPR#, First Name, Last Name, Prev. Name, Title, and Comments. The 'Business Address' form includes fields for Line 1, Line 2, City (pre-filled with 'Unknown'), Province, Country, Postal Code, Phone, Ext., Fax, and Email. A 'Save' button is located at the bottom of the form area. A disclaimer note states: 'A change to the contact person requires the completion of a new application, and submission of this application to the ICM for approval. Application forms are available on the ICM website under "Continuing Education Info".'

Further questions can be directed to [contactus@icm.mb.ca](mailto:contactus@icm.mb.ca).