

Reinstatement Process – for AGENTS

Individuals who qualify are former licensees who last held a licence within the past 12 months. Former licensees who held a licence over 12 months ago would not qualify for a reinstatement, and would be considered “[NEW](#)” applicants.

There are two (2) types of reinstatements:

1. Reinstatement for a former licensee who last held a Manitoba licence within the same insurance class within this licence year but the licence has since been cancelled.

OR

2. Reinstatement and Renewal for a former licensee who last held a Manitoba licence within the same insurance class in the prior licence year but within the past 12 months.

Steps to apply for a reinstatement include the following:

- Full completion of the online “reinstatement” application form – login to the [Online Portal](#), and follow the steps in the [User Guide - to Reinstatement a Licence](#) for assistance.
- The reinstatement fee of \$70.00 must be paid within the online application by credit card (VISA or MASTERCARD only).
- All other items as outlined within the quick checklist in the [User Guide - to Reinstatement a Licence](#). Please note that criminal record checks are NOT required for reinstatement purposes unless the former licensee’s criminal history has changed (*not applicable to Restricted Insurance Agents*).
- Additional items required for “Reinstatement and Renewal” (those who failed to renew by May 31 – within 12 months):**
 - o The annual licence fee (fees are outlined within the [fee schedule](#)) - only required when **reinstating and renewing the licence**, and must be paid within the online application by credit card (VISA or MASTERCARD only); and
 - o Entry of the annual Continuing Education (CE) hours in the online portal (*not applicable to Hail agents, Restricted Insurance Agents or non-residents residing in a Canadian jurisdiction that has CE requirements in the agent’s home jurisdiction*). Refer to the information in the [User Guide - Instructions to enter your continuing education credits](#) to assist you with entering these credit hours.

Important Note: Applications submitted to the ICM office that are missing items are considered incomplete and will be returned to the applicant for completion, thus delaying the potential issuing of a licence.

Reinstatement Process – for ADJUSTERS

Individuals who qualify are former licensees who last held a licence within the past 5 years. Former licensees who held a licence over 5 years ago would not qualify for a reinstatement, and would be considered “[NEW](#)” applicants.

There are two (2) types of reinstatements:

1. Reinstatement for a former licensee who last held a Manitoba licence within this licence year but the licence has since been cancelled.

OR

2. Reinstatement and Renewal for a former licensee who last held a Manitoba licence in the prior 4 licence years.

Steps to apply for a reinstatement include the following:

- Full completion of the online “reinstatement” application form – login to the [Online Portal](#), and follow the steps in the [User Guide - to Reinstatement a Licence](#) for assistance.
- The reinstatement fee of \$70.00 must be paid within the online application by credit card (VISA or MASTERCARD only).

- All other items as outlined within the quick checklist in the [User Guide - to Reinstate a Licence](#). Please note that criminal record checks are NOT required for reinstatement purposes **unless** the former licensee's criminal history has changed.
- **Additional items required for "Reinstatement and Renewal":**
 - The annual licence fee (fees are outlined within the [fee schedule](#)) - only required when **reinstating and renewing the licence**, and must be paid within the online application by credit card (VISA or MASTERCARD only);
 - Entry of the annual Continuing Education (CE) hours in the online portal (*not applicable to Hail adjusters or non-residents residing in a Canadian jurisdiction that has CE requirements in the adjuster's home jurisdiction*) for the year the former licensee is reinstating (i.e. if someone is reinstating Aug 2019, they would require 8 credits accumulated from July 1, 2018 to June 30, 2019 or present). Refer to the information in the [User Guide - Instructions to enter your continuing education credits](#) to assist you with entering these credit hours; and
 - A new criminal record check is only required if the former licensee has been unlicensed for over 12 months or if their criminal history has changed.

Important Note: Applications submitted to the ICM office that are missing items are considered incomplete and will be returned to the applicant for completion, thus delaying the potential issuing of a licence.