

## **Steps for Applicants to Register for an Examination within the Online Portal**

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## **Viewing the Open Examination Schedule:**

To view the open examination schedule before booking an exam, please go to [Open Examination Sitting Schedule](#) available on the ICM website. This page is in real-time and will be updated on an on-going basis as exam sittings become available.

Exam bookings for Winnipeg **must** be booked at least 24 hours in advance of the sitting, and exam bookings for outside of Winnipeg must be booked **at least** 72 hours in advance of the sitting.

The ICM does not accommodate walk-in traffic for examinations.

## **IMPORTANT INFORMATION PRIOR TO BEGINNING THE EXAM REGISTRATION PROCESS**

### **Examination Fee(s) specific to HLLQP exams:**

- For the first examination attempt, an exam sitting is defined as all modules and the \$110.00 examination fee is paid once even if initial modules are written on separate calendar days.
- For examination rewrites, the \$110.00 fee is to be paid per calendar day, which could encompass one module or multiple modules depending on how you schedule your examination(s). *For example, if you were unsuccessful in two modules and were required to rewrite them, and you scheduled one module on Tuesday the 16<sup>th</sup> and one module on the following Tuesday the 23<sup>rd</sup>, you would be charged \$110.00 for the module on the 16<sup>th</sup> and \$110.00 for the module on the 23<sup>rd</sup>.*

### **Rescheduling Process (applicable to all classes):**

- Cancellation notice must be provided to Council at least one business day (24-hours) prior to the exam. *For example, if your exam is scheduled for Tuesday at 9:00 a.m., you must notify the ICM before 9:00 a.m. on Monday.* The exam fee is non-refundable. However, if sufficient notice of twenty-four hours is provided, the fee can be applied to your next exam booking.
- An applicant is allowed one communication to the ICM office to reschedule their initial exam providing at least one business day notice prior to the exam. An additional examination fee would not be charged in this instance.
- An applicant is allowed one communication to the ICM office to reschedule any re-write date providing at least one business day notice prior to the exam. An additional examination fee would not be charged in this instance.
- Multiple requests to reschedule an exam will require the examination fee to be paid again.

## **Step 1:**

### **Log in to the system or Register as a New Applicant**

Log in to the system at <https://lms.icm.mb.ca/lcmPortal/Account/Login>.

The Applicant will ***“Register as new applicant”*** if they are a brand new applicant to the system, or Log In with their Existing User ID and Password if they are a returning applicant.

The screenshot shows the ICM Licensing Portal login interface. At the top left is the ICM logo (Insurance Council of Manitoba) and the text 'LICENSING PORTAL'. The main content area is a light green box with the title 'Existing Users Log In'. It contains two input fields: 'User ID' and 'Password', each with a white input box and a label. Below these is a dark blue 'Log In' button. To the right of the login box is the text 'OR' and a green button with an orange border labeled 'Register as new applicant'. Below the login box are two links: 'Forgot your User ID?' and 'Forgot your password?'. At the bottom of the page is a green box with a note: 'Note: The ICM Portal supports the following browsers: • Google Chrome • Internet Explorer 9.0+ • Mozilla Firefox. All PDF files require the latest version of Adobe Acrobat Reader to download.'

## **Step 2:**

Once your User ID is active, you log in and verify your email address.

ICM LICENSING PORTAL

### Update Profile

Please ensure the following email address is correct. Click save to proceed.  
Note the importance of this email address - all correspondence from the ICM will be sent to this email.

\*Email

Save

## **Step 3:**

You will see your Dashboard once logged in:

ICM LICENSING PORTAL Jon Snow (36546)

### Agent's Dashboard

Welcome to the Insurance Council of Manitoba Online Portal

- Home
- Information
- Applications
- Exams**
- Payment

Licence Status	
Application (In Progress)	0
Issued	0
Renewal	0

Exams	
Results	0
Scheduled	0

Account Balance	
Licence Fees	\$0.00
Exam Fees	\$0.00

Errors & Omissions  
No result

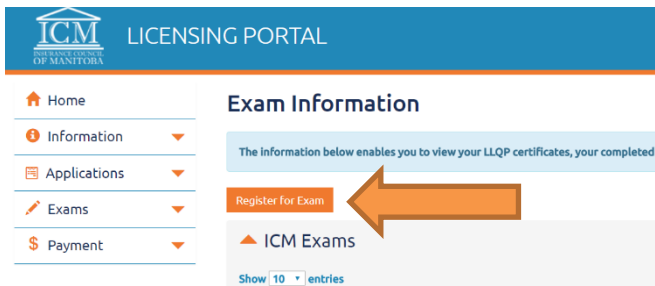
## Life and/or Accident & Sickness applicants:

### To REGISTER for an examination, follow the below steps:

1. Click on **Exam Information** under the “Exams” tab on the left hand menu to register for an examination, view past examination results, or view an already registered examination.



2. Click on the orange button “Register for Exam” to register for your examination module(s).



3. Select the **Exam Category** as LLQP. All remaining information **MUST** match your information located in the [Canadian Insurance Participant Registry \(CIPR\)](#) system **(\*If you inaccurately enter the LLQP Certificate information as provided in our sample below, your exam sittings will be deleted along with the incorrect LLQP Certificate Information, prompting you to re-enter the correct information and reschedule your exams. Exam Sittings fill up quickly, and you would not be guaranteed the same exam date(s) that you previously had chosen. Therefore, it is imperative that you enter this information accurately. \*)**:
  - a. **Program Type** as found within your CIPR information (sample picture below)
  - b. **LLQP Provider** as found within your CIPR information (sample picture below)
  - c. **Accepted Date** as found within your CIPR information (sample picture below)
  - d. Check on **Certified** as confirmed within your CIPR information (sample picture below)
  - e. **Certification Date** as found within your CIPR information (sample picture below)

*Note: if you have already written a module in the past, you will NOT be required to re-enter your Certificate information.*

## Exam Registration

Complete your Exam Registration below

Exam Category

Program Types as Outlined on CIPR

LLQP Program Type will not be editable once you have registered for your exams.

\*SAMPLE INFORMATION ONLY – to view your specific information, log in to CIPR [here](#)

LLQP Provider	Accepted Date	Expiry Date	Certified?	Certification Date	Active?	Exported?	Program Type
ABC Insurer	11-28-2017	12-08-2018	Yes	12-08-2017	Yes	Yes	LLQP (Common Law)

The Certificate that you are entering MUST match your information located in the Canadian Insurance Participant Registry(CIPR) system

LLQP Provider\*

Accepted Date\*

Certified?

Certification Date\*

\*SAMPLE INFORMATION ONLY – to view your specific information, log in to CIPR [here](#)

LLQP Provider	Accepted Date	Expiry Date	Certified?	Certification Date	Active?	Exported?	Program Type
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ABC Insurer	11-28-2017	12-08-2018	Yes	12-08-2017	Yes	Yes	LLQP (Common Law)

Please **note** that the **Program Type** that you choose will depend on the examination modules that you are able to schedule (refer to the chart below). If you complete multiple **Program Type's**, you must complete the examination modules affiliated with the first **Program Type** first.

Scope of Training		LLQP EXAM MODULES				
		ETHICS AND PROFESSIONAL PRACTICE (COMMON LAW)	ETHICS AND PROFESSIONAL PRACTICE (CIVIL CODE)	LIFE INSURANCE	ACCIDENT AND SICKNESS INSURANCE	SEG. FUNDS AND ANNUITIES
LLQP	CANADA	✓	✓	✓	✓	✓
	COMMON LAW	✓		✓	✓	✓
	CIVIL CODE		✓	✓	✓	✓
A&S	COMMON LAW AND CIVIL CODE	✓	✓		✓	
	COMMON LAW	✓			✓	
	CIVIL CODE		✓		✓	
ETHICS & PP	COMMON LAW	✓				
	CIVIL CODE		✓			
A&S TOP-UP	WITHOUT ETHICS & PP			✓		✓
	+ ETHICS & PP COMMON LAW	✓		✓		✓
	+ ETHICS & PP CIVIL CODE		✓	✓		✓

- Choose your **Exam Location** (where you want to write the examination) from the drop down menu.
- Click on “View Schedule” to view all module sittings currently open with the Exam Location you have chosen. **Note: examination sittings are usually set up 5-6 weeks in advance by the ICM’s Examination Coordinator. If you wish to schedule for an examination date further in the future, you will need to check back on the system to determine when that date will be added.**

6. Select the appropriate module(s)/sitting(s) in the chart by checking the applicable check box(es).  
**NOTE: You cannot schedule the same module for two different dates.**
7. Click "Register".
8. You will be advised of the applicable examination fee for the examination module(s). Fees can only be paid by credit card.
9. On the "Exam Registration" page, **you will have 20-mins** to complete the following:
  - a. Review the information to ensure it is correct.
  - b. Add your CIPR number.
  - c. Answer all questions asked. *NOTE: if you have written this examination in another jurisdiction, you may not proceed with your online registration and will be prompted to contact the ICM office.*
  - d. Read through the Consent and Declaration and ensure you understand the information before checking these boxes.
  - e. Upload the required document(s).
10. Click "Continue".
11. Enter your credit card information and click "Ok".

**Payment**

Exam Fee: \$110.00  
Available funds: \$0.00

You will be charged \$110.00 to your credit card.

Payment Information

Card Holder Name:   
Credit Card Number:   
Expiry Date (mmyy):   
Cvd:

VISA MasterCard

Ok

12. You should receive a box that indicates your exam registration was successful as below. Click "Ok".

**Information**

Exam Registration Successful.

Ok

13. The system will automatically take you back to the "Exam Information" page where you can view your registered exam(s).

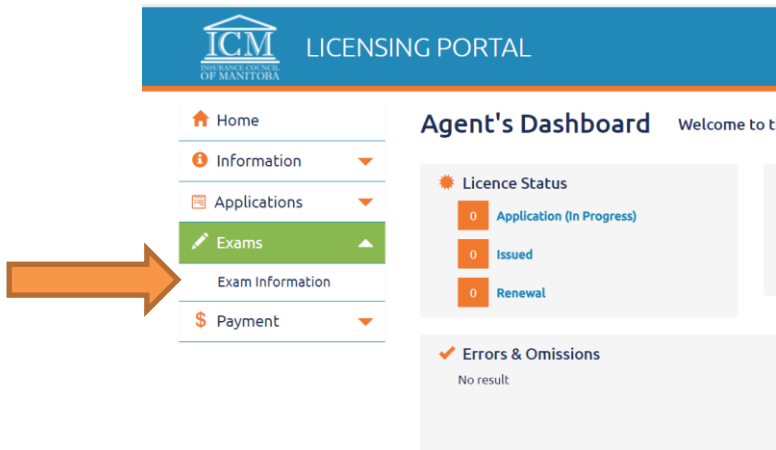


14. A system generated email will be sent to you confirming your examination registration, including the location, date and time.

**Important Note:** Please note that your exam fee is non-refundable. An applicant is allowed one communication to the ICM office to reschedule their initial exam providing at least one business day notice prior to the exam, and one communication to the ICM office to reschedule any re-write date providing at least one business day notice prior to the exam. No further allowances will be made to reschedule an examination.

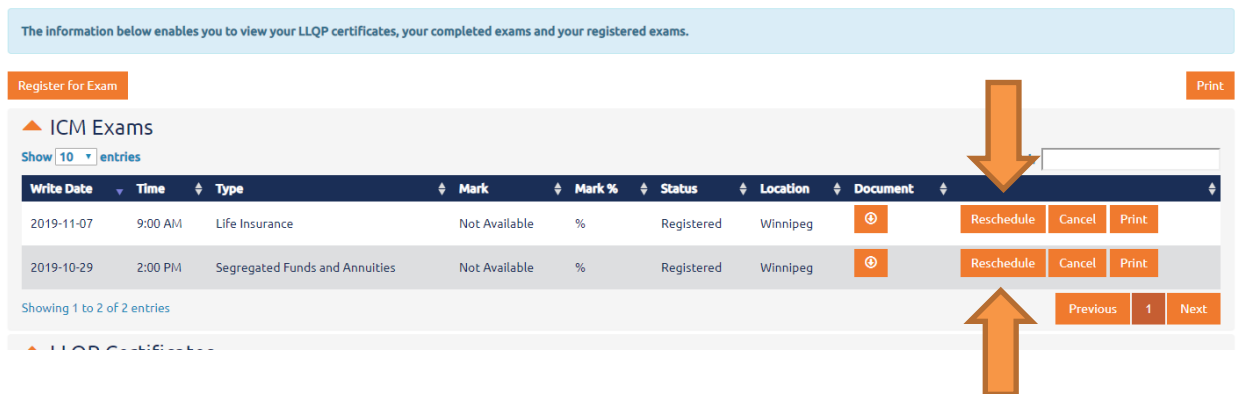
**To RESCHEDULE for an examination, follow the below steps:**

1. Click on **Exam Information** under the “Exams” tab on the left hand menu.



2. For each exam module that you are wishing to reschedule, click on “Reschedule” and choose the date that you are wishing to reschedule to, following all information as requested. **Ensure you have read the “Important Information Prior to Beginning the Exam Registration Process” noted in this User Guide on page 3 before rescheduling your examination.**

**Exam Information**



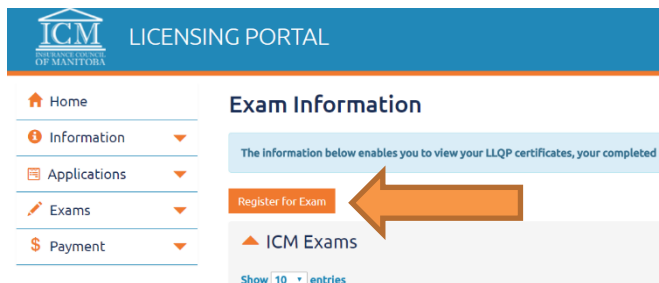
## General and/or Adjuster applicants:

### **To REGISTER for an examination, follow the below steps:**

1. Before attempting to register, contact the ICM office at [contactus@icm.mb.ca](mailto:contactus@icm.mb.ca) to request which date(s) you prefer to write. The Examination Coordinator will communicate the confirmation of the date(s) back to you via email. You can then proceed with registering.
2. Click on **Exam Information** under the “Exams” tab on the left hand menu to register for an examination, view past examination results, or view an already registered examination.



3. Click on the orange button “Register for Exam” to register for your examination.



4. Select the **Exam Category** as General/Adjuster.
5. Select the **Exam Type** and **Exam Location** from the drop down menus.
6. Click on “View Schedule” to view all examination sittings currently added.
7. Select the appropriate examination in the chart by clicking on “Register”.
8. You will be advised that the \$110.00 **non-refundable** examination fee is required for the examination. This is only payable by credit card.

9. On the “Exam Registration” page, complete the following:
  - a. Review the information to ensure it is correct.
  - b. If you have a [Canadian Insurance Participant Registry \(CIPR\)](#) number, please add your CIPR number. If not, please leave this field blank.
  - c. Answer all questions asked. *NOTE: if you have written this examination in another jurisdiction, you may not proceed with your online registration and will be prompted to contact the ICM office.*
  - d. Read through the Consent and Declaration and ensure you understand the information before checking these boxes.
10. Click “Continue”.
11. Enter your credit card information and click “Ok”.

Payment

Exam Fee: \$110.00  
Available funds: \$0.00  
You will be charged \$110.00 to your credit card.

Payment Information

Card Holder Name:   
Credit Card Number:   
Expiry Date (mmyy):   
Cvd:

VISA MasterCard

Ok

12. You should receive a box that indicates your exam registration was successful as below. Click “Ok”.

Information

Exam Registration Successful.

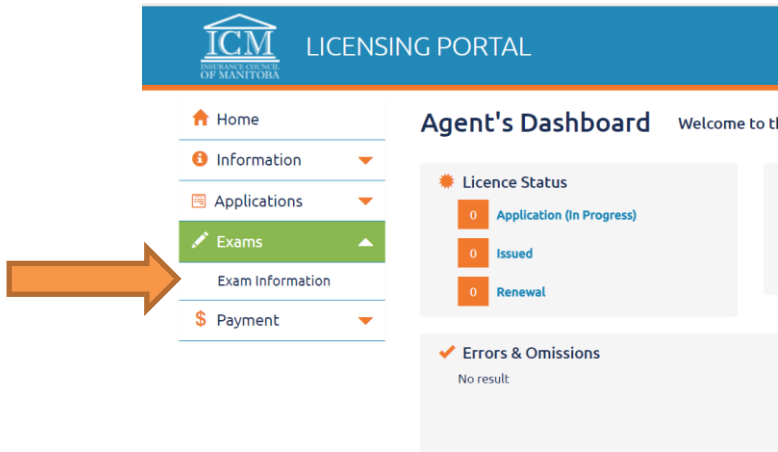
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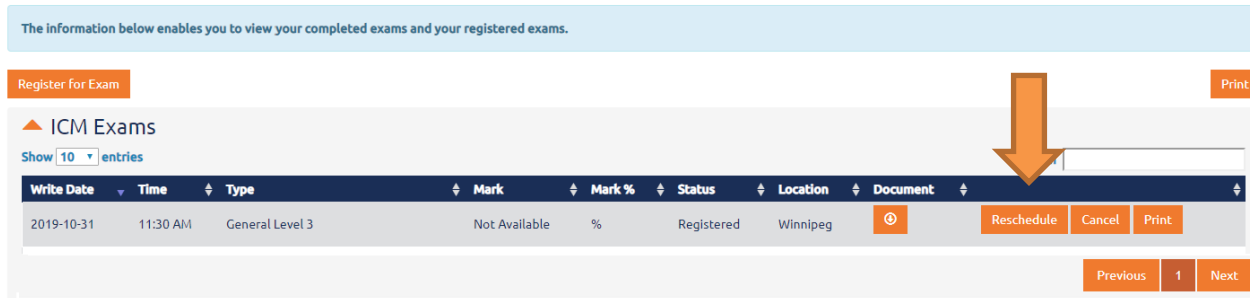
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**Exam Information**



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