



Enhancements to the Online Portal Licensing Applications and Continuing Education (CE)

February 13, 2020

The Insurance Council of Manitoba (ICM) is pleased to announce further enhancements to the online [licensing portal](#), which include the following areas:

- A licence reinstatement is now able to be completed electronically rather than by paper format. (*i.e. applies to those agents that held a licence within the last 12 months, and to those adjusters who held a licence within the last 5 years*)
- A licence reinstatement in addition to the annual renewal is now able to be completed electronically rather than by paper format. (*i.e. those stakeholders that did not renew their licence this past renewal*)
- If licence holders wish to repeat a CE course, they are able to allocate CE credits from this repeated course to their annual CE requirement **as long as** the course was completed over 2 years ago (the start of the 3rd year). Previously, repetition of CE courses was not allowed for any timeframe.

What Does This Mean?

These additional application enhancements allow all applications to now be completed in an online, paperless environment and enable licence holders to submit or update licensing information 24 hours a day, 7 days a week.

The CE enhancement allows licence holders to refresh their knowledge in a particular course area. The repeat courses will be tracked in the system, and will be allowable towards fulfilling the stakeholder's annual CE requirement, as long as the course is taken within the timeframe as noted in the third bullet above.

Processes that may now be viewed and/or completed online include:

- View a snapshot of your licensing on your home/dashboard page
- Update your personal or business address
- Apply as a new licence applicant
- Apply for a supplementary/2nd licence
- Apply for an amendment or transfer of a currently **active** licence
- Apply for a reinstatement of a previously held licence (*see allowable timeline above*)
- Apply for a reinstatement in addition to an annual licence renewal of a previously held licence (*see allowable timeline above*)
- Update mandatory licensing information, such as errors & omissions insurance
- Track the real-time status of the application throughout the process
- View or register for an examination
- Make payment for a licence application or an examination via credit card payment (*VISA or MASTERCARD only at this time*)
- View or update continuing education credit hours
- Complete your annual licence renewal (*system opens May 1*)
- View current licenses

Paper applications for any type of licence “reinstatements” will no longer be accepted as of June 1, 2020; after this date, applications of this nature may be submitted through the online portal only.

User Guides for all functions that are completed within the online portal are available on the ICM website under the “[User Guides and FAQs](#)” section. These User Guides have very easy-to-follow instructions for all users within the system. Please reference these User Guides for information prior to contacting the ICM with questions.