



Insurance Adjusters Licensing Rules Amendment Required Supervision of all Level 1 Assistant Adjuster's

Posted and Emailed Jan 11/24

Notice sent to all Designated Representatives

All Insurance Adjuster Designated Representatives were notified on November 22, 2023 of the amendment to the Insurance Adjusters Licensing Rules (the "[Rules](#)"), which took effect January 1, 2024. The obligations of a Designated Representative were also provided, which include ensuring proper and adequate supervision of licence holders and employees is provided at all times, along with strict adherence by all licence holders to the Rules, Regulations and *The Insurance Act*. For reference, the original notice is available on the ICM website [here](#), and includes the detailed chart outlining the level changes, any action required by the licence holder, conditions that are on the new level of licences, and what the new class codes are within the full licence number.

As the Adjusting Firm's Designated Representative, you are currently assigned as the Supervising Adjuster, and are required to provide continuous supervision **to all Level 1 Assistant Adjuster's** for your firm (*a list of adjuster licensee's can be located on the ICM website [here](#)*). A Level 1 Assistant Adjuster must not:

- manage an office of an adjusting firm;
- supervise an adjuster or assistant adjuster;
- sign a report or any correspondence relating to the adjustment of an insurance claim unless the report or correspondence has been reviewed by their Supervising Adjuster; or
- act as the designated representative of an adjusting firm.

If you wish to change the Supervising Adjuster to another suitable Manitoba Insurance Adjuster Level 2 or Level 3 Licensee, a new fully completed [Adjuster Supervision Agreement](#) is required to be filed with the ICM for each Level 1 Assistant Adjuster Licensee (*The completed and signed Adjuster Supervision Agreement can be emailed to the ICM to contactus@icm.mb.ca*).

Current Level 1 Assistant Adjuster Licensee's that have completed the appropriate education and experience outlined in Section 4 of the [Rules](#), and wish to upgrade their licence to a Level 2 are required to file a fully completed amendment application. Refer to the [User Guide - to Amend a Licence](#) for assistance on filing an amendment application.

The ICM encourages each Designated Representative to thoroughly review the amended [Rules](#), which are posted to the ICM website. System changes to the online applications have taken effect and you will see these changes as you review and approve new applications for your applicants.

Further questions can be directed to contactus@icm.mb.ca.

INSURANCE COUNCIL OF MANITOBA

contactus@icm.mb.ca

www.icm.mb.ca