



Annual Accredited Course Provider (ACP) Notice

Emailed and Posted August 26, 2022

Sent to all Accredited Course Provider (ACP) contacts

You are listed as a Continuing Education (CE) Contact for the above named organization approved with the Insurance Council of Manitoba (ICM) as an Accredited Course Provider (ACP).

Each year, the ICM reminds ACP's of their obligation to ensure the course(s) that they are presenting in Manitoba meet the ICM's CE definition(s) as listed on the ICM's website [here](#). All courses/seminars/webinars (etc.) that are delivered for Manitoba licensees, and listed as an accredited course on the ICM website, must relate back to the definition of CE. There are many products and services where the connection can be made, however, it must be presented in the course/program to the attendees, and each ACP would be required to explain the connection to the ICM if audited by the ICM office.

To ensure that attendees are receiving the most current information, please ensure all information as listed within the [On-line Portal](#) is up to date, including your organization's website address, allocating which courses are available online by your organization, and ensuring the contact information is current.

Issuing Certificates of Attendance

Date Format – The preferred date format used on certificates of attendance is (example) **Sep 1, 2022**.

If an alternative date format must be used due to system limitations, the format being used must be outlined as **09/01/2022 (MM/DD/YYYY)** or **2022/09/01 (YYYY/MM/DD)**. This will alleviate any confusion and reporting errors made by the attendees when logging their credits with the ICM.

Course Title/Name – Certificates of attendance need to reflect the same course title/name assigned to the applicable ICM course code.

Common Questions Asked of the ICM:

Question: What if I am no longer the contact for this organization?

Answer: Please notify the ICM immediately via email outlining the change. To change the contact person, the new contact must complete and return the [Application to change the contact person for an existing Accredited Course Provider \(ACP\)](#). Please note that there is **no fee** required to change the contact.

Question: What if our organization name has changed?

Answer: Please notify the ICM immediately via email contactus@icm.mb.ca outlining the change.

Question: How do I add a new CE course?

Answer:

1. Under **Course Management**, select **Add Course**.
2. Enter the Course Name, whether it's offered online, 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.
3. Select **Save**.
4. Course Number will appear once the Course has saved successfully.
5. The ACP can now advertise this course as being eligible in Manitoba.

Question: How do I edit a CE course?

Answer:

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. 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.

Additional information relating to CE in Manitoba can be found on the [Continuing Education Info page](#) on the ICM's website. Questions can be directed to the ICM's main email address at contactus@icm.mb.ca.

Regards,

INSURANCE COUNCIL OF MANITOBA

contactus@icm.mb.ca

www.icm.mb.ca