



Act Early to Avoid Licensing Delays this Renewal Season

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Did you know that many licensing delays can be prevented simply by updating your information as soon as changes occur? Acting early helps keep your licence accurate and renewal ready.

Update Your Licence When Changes Happen

Be sure to report material changes to the ICM without delay. Amendments can be completed within the [online portal](#) using the [User Guide - to Amend a Licence](#) as a reference.

The following changes must be reported immediately:

- Agency or Adjusting Firm name
- Sponsor name
- Changes related to a Restricted Insurance Agent licence (detailed information available [here](#))

This is not an exhaustive list. If you are uncertain whether a change must be reported, please visit the [Material Changes - When to Disclose them to the ICM](#) section on the ICM website.

Continuing Education (CE): Stay Ahead of Renewal

Avoid delays by completing and reporting your CE credits before renewal begins. Enter your CE credits in the ICM [online portal](#) as soon as you receive your certificate.

Visit the [Continuing Education Info](#) page and the [CE FAQ's](#) on the ICM website for details on CE requirements by licence class, how to verify you've completed your CE requirement, and more.

We appreciate your cooperation in keeping your licence information current.

Sincerely,

INSURANCE COUNCIL OF MANITOBA

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