



Adjuster Licence Renewal - Closed

Emailed July 3, 2026 to all Designated Representatives

The Insurance Council of Manitoba (ICM) adjuster licence renewal for the 2026-2027 period is now complete. Please review the list of licensees for the firm noted above by visiting the ICM website and using the [Licensee Search](#) and [Agency/Firm and Sponsor Search](#) tools to ensure all individuals are properly licensed with Council.

Any insurance adjuster who has not renewed their licence is considered unlicensed effective July 1, 2026. As such, they are not authorized to act as an insurance adjuster.

Applicants seeking licence reinstatement must complete an online reinstatement application. Instructions for this process are provided in the [User Guide - to Reinstate a Licence](#). Confirmation of reinstatement will be sent to the adjuster by email.

As the Designated Representative of the adjusting firm, please note that you are required:

- to implement reasonable screening procedures to determine an applicant's suitability to receive an insurance adjuster licence;
- to submit an application for a new employee and to ensure that a valid licence has been issued by the Insurance Council of Manitoba prior to that applicant acting as an adjuster. The ICM website lists all active licenses in real time;
- to ensure that no employee, director or partner who is not a licensed insurance adjuster acts as an insurance adjuster;
- to ensure that proper and adequate supervision of employees is provided at all times (refer to the [Licensing Rules](#) and [Code of Conduct](#)) by a Manitoba licensed Level 2 or Level 3 Insurance Adjuster;
- to ensure that proper and adequate management of each office (head office and any branch offices) have a Manitoba licensed Level 2 or 3 Insurance Adjuster managing the office;
- to **immediately** notify the ICM, at any time during the licensing year, if a licence holder leaves the Adjusting Firm, providing the reason and effective date. To do this, log into your [account](#), navigate to [Organizations](#), select the organization under which the licence holder is licensed, and then choose [Licences - Manage Cancellation\(s\)](#);
- to **immediately** notify the ICM in writing of any change of Designated Representative;
- to ensure compliance with *The Insurance Act* of Manitoba, its Regulations, its Rules and the Code of Conduct;
- to ensure that errors and omissions insurance is maintained in accordance with the Regulations;
- to ensure that every adjuster licensed with the firm is covered under the firm's E&O insurance, regardless if they are an independent contractor or an employee;
- to ensure that errors and omissions insurance is kept current in the [ICM Licensing Portal](#) (failure to keep the E&O current within the online system would result in the licences affiliated with the adjusting firm being disqualified – [refer to the information on the ICM website](#) for details);
- to report any material changes to the ICM within 15 days (Council considers a material change to include **any** material fact which may influence Council to amend or review a licensee's licence(s). Refer to the [Material Changes - When to Disclose them to the ICM](#) available on the ICM website; and
- to ensure that the adjusting firm, and/or its licensees, does/do not represent or hold themselves out to the public in any other name than is stated on the licence, **which would include all social media references, email signatures, letterhead, business cards, signage**, etc.

If you have any questions, please contact a member of Council's licensing team at contactus@icm.mb.ca.

Insurance Council of Manitoba

www.icm.mb.ca

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