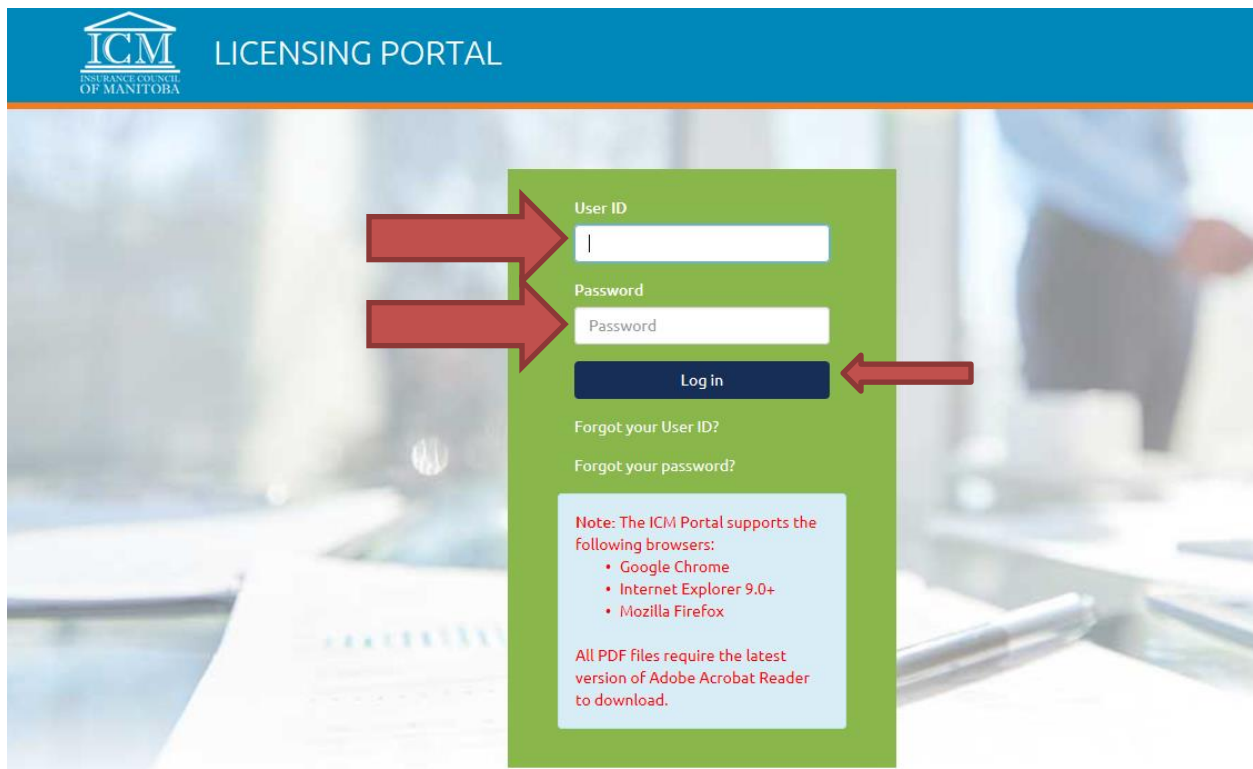
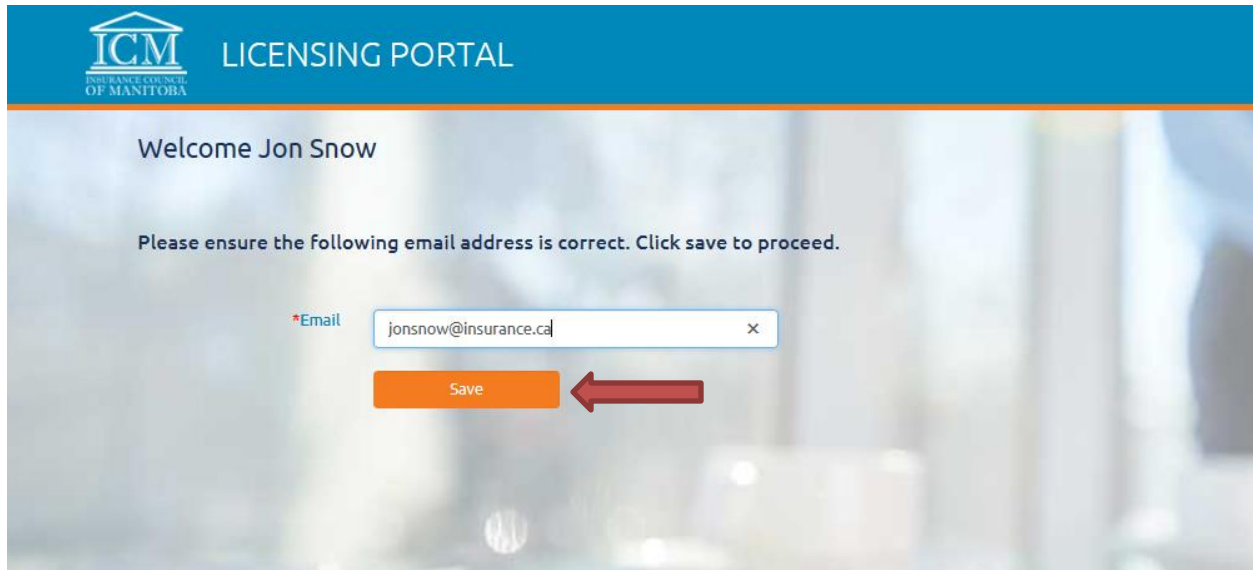


Instructions to enter your Continuing Education (CE) Credit Hours

Log into the online portal at <https://lms.icm.mb.ca/lcmPortal/> with your **User ID** and **Password**



Verify your Email Address



The screenshot shows the ICM Licensing Portal interface. At the top left is the ICM logo (Insurance Council of Manitoba) and the text "LICENSING PORTAL". Below this, a welcome message reads "Welcome Jon Snow". A prompt states: "Please ensure the following email address is correct. Click save to proceed." Below the prompt is a text input field containing "jonsnow@insurance.ca" with a red asterisk and the label "Email" to its left and a clear button (x) to its right. Underneath the input field is an orange "Save" button, which is pointed to by a red arrow.

ICM LICENSING PORTAL

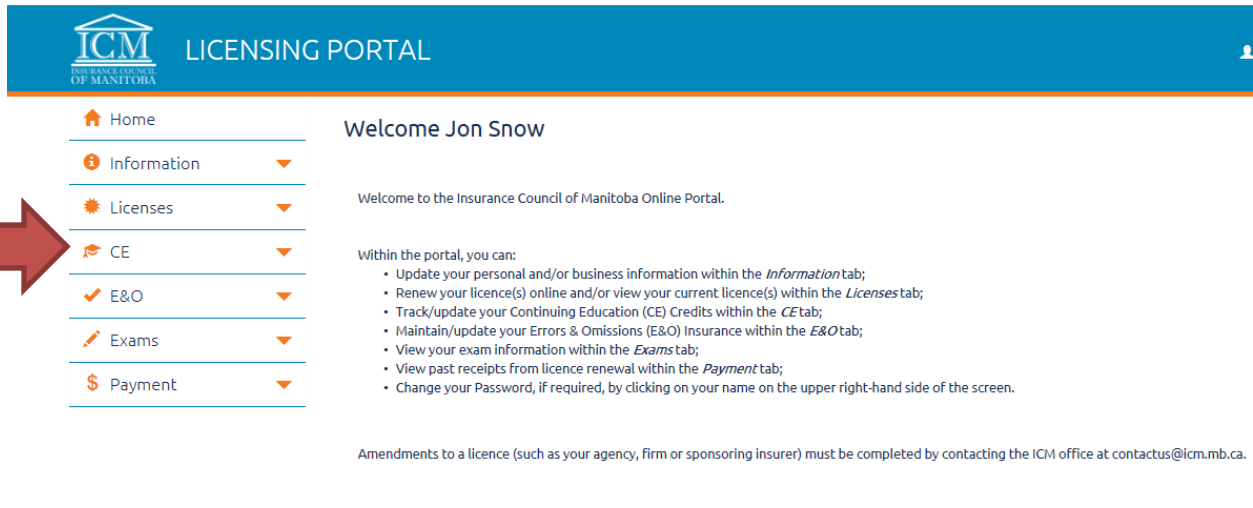
Welcome Jon Snow

Please ensure the following email address is correct. Click save to proceed.

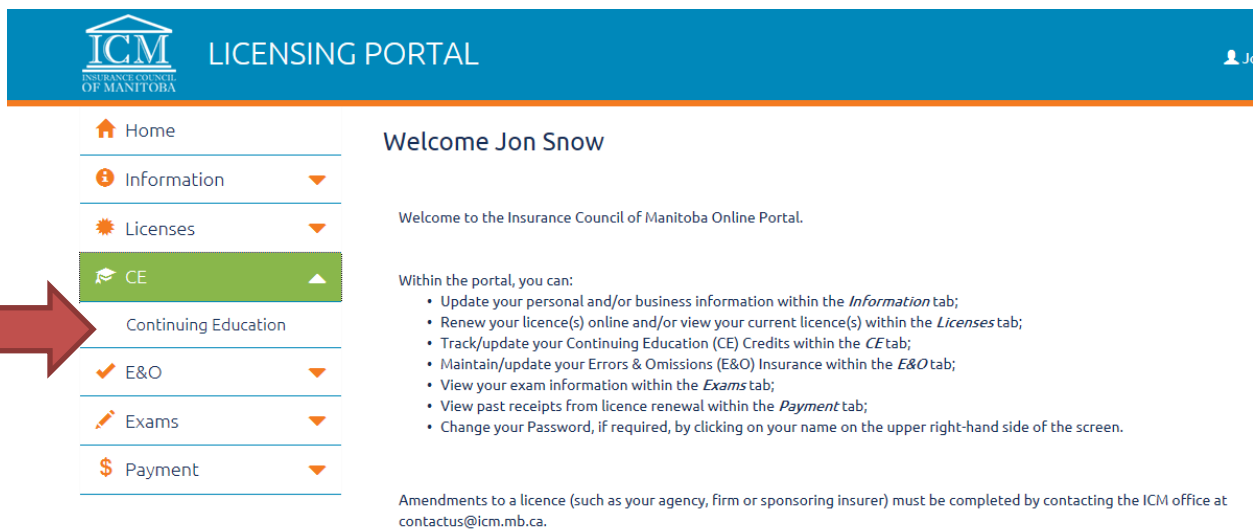
*Email

Save

Click under “CE” and select “Continuing Education”



The screenshot shows the ICM Licensing Portal interface. The header includes the ICM logo and the text 'LICENSING PORTAL'. A navigation menu on the left lists: Home, Information, Licenses, CE, E&O, Exams, and Payment. A red arrow points to the 'CE' menu item. The main content area displays a 'Welcome Jon Snow' message and a list of actions available within the portal, such as updating personal information, renewing licenses, and tracking CE credits. A footer note mentions that amendments to a license must be completed by contacting the ICM office at contactus@icm.mb.ca.



This screenshot shows the same ICM Licensing Portal interface, but with the 'CE' menu item expanded. A red arrow points to the 'Continuing Education' sub-item. The rest of the page, including the welcome message and the list of actions, remains the same as in the previous screenshot.

The system will immediately list your **“Continuing Education Status”**.

NOTE: Non-residents residing in Canadian jurisdictions that have continuing education requirements will be deemed to have met the requirement in Manitoba. Agents/Brokers residing in a jurisdiction where continuing education is not mandatory are required to comply with Manitoba's continuing education requirements.

Residents of the United States of America are required to comply with Manitoba continuing education requirements.

Click on **“VIEW”** to view the courses that you have entered for the CE year in which you are wishing to view, or click on **“Report Courses”** to report courses for the current CE year. The agent CE year runs from June 1 – May 31 and the Adjuster CE year runs from July 1 – June 30.

IMPORTANT NOTE: The current CE year is the only year you can apply credits.

ICM LICENSING PORTAL Jon Sn

Home
Information
Licenses
CE
E&O
Exams
Payment

Continuing Education

Jon Snow

Continuing Education Status

Show 10 entries Search:

Year	Insurance Class	Required	Required After Reduction	Carry Fwd fr. Prev. Year	Total	Carry Fwd to Next Year	Requirements Met	Overridden
2016-2017	General and/or Auto Only	8.00	8.00	0	0.00	0	N	N
2016-2017	Life and/or A&S	15.00	15.00	0	0.00	0	N	N
2015-2016	General and/or Auto Only	8.00	8.00	0	0.00	0	N	N
2015-2016	Life and/or A&S	15.00	15.00	0	10.00	0	N	N

Showing 1 to 4 of 4 entries Previous 1 Next

Report Courses

Instructions to Report CEC hours

NOTE: System requirements will not allow entering of continuing education (CE) for the same course more than once.

1. Enter Course by **ICM Course Number** or if unavailable, enter course by Course Name and/or Course Provider. Click **Search**.

The screenshot shows the ICM Licensing Portal interface. The header includes the ICM logo and the text 'LICENSING PORTAL'. A user profile for 'Jon Snow' is visible in the top right. The main content area is titled 'Continuing Education' and displays the user's name 'Jon Snow'. Below this, there are instructions for reporting CEC hours, which are identical to the text provided in the prompt. A search form is located below the instructions, featuring three input fields: 'Course Number', 'Course Name', and 'Course Provider'. Below these fields are three buttons: 'Search', 'Clear', and 'CE Status'. Red arrows point to the 'Course Number' field and the 'Search' button, indicating the steps to follow.

2. Find your completed course populated below and select **Report Course**.

ICM LICENSING PORTAL Jon Snow

Home
Information
Licenses
CE
E&O
Exams
Payment

Continuing Education

Jon Snow

Instructions to Report CEC hours

System requirements will not allow entering of continuing education (CE) for the same course more than once.

1. Enter Course by **ICM Course Number** or if unavailable, enter course by Course Name and/or Course Provider. Click **Search**.
2. Find your completed course populated below and select **Report Course**.
3. **Report Details** and **Save**.

Course Number: Course Name: Course Provider:

Show entries Search:

Course #	Course Name	Course Provider	Start Date	End Date	Details
111111	Errors & Omissions	Insurance Council of Manitoba			<input type="button" value="Report Course"/>

3. Report Details and Save.

ICM LICENSING PORTAL Jon Snow

- Home
- Information
- Licenses
- CE
- E&O
- Exams
- Payment

Continuing Education

Jon Snow

Course Details

Course Number: 111111
Course Name: Errors & Omissions
Course Provider: Insurance Council of Manitoba

Credit Hours	Insurance Class	Start Date	End Date
12	General and/or Auto Only	Jun 01, 2006	
12	Adjuster	Jun 01, 2006	

Report Details

1. What date did you complete this course?

2. How many continuing education credits did you receive for this course?

3. To which insurance class are you applying these credits?

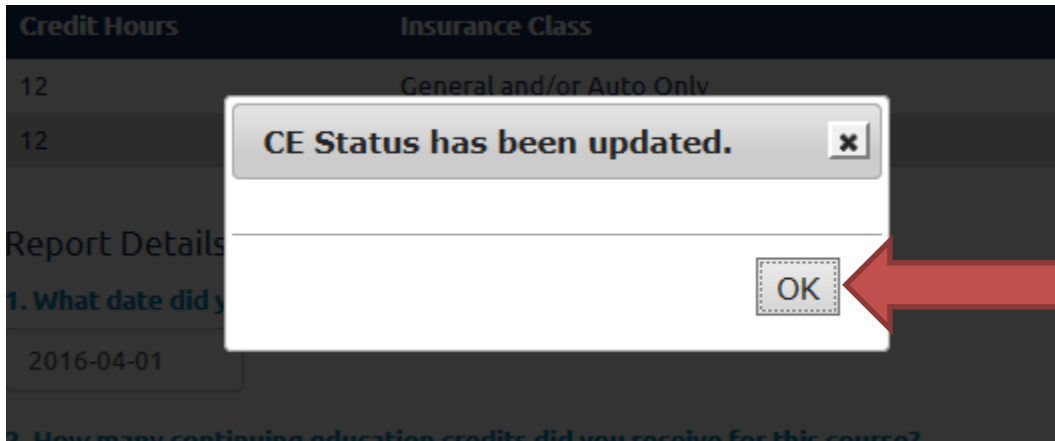
4. Did you instruct this course?
 Yes No

You **may** receive the below screen asking you to “**Select the licence for reporting course against**”. In the case that you are applying credits to your Life **or** A&S licence, you could choose either option and click **OK**.

Select Licence For Reporting Course Against ✕

More than one licence is valid for the hours being reported.
Please select the licence you wish the hours to be applied against:

You will receive the below confirmation that the CE status has been updated. Click OK to be re-directed back to the CE Search page:



From this page, you can enter further CE hours, or click on **CE Status** to view your CE Status:

