



Don't Delay – Enter your Manitoba Continuing Education (CE) Credits today

Don't leave the entry of your completed Manitoba CE credits until the last minute. Enter credits upon completion and allow the on-line CE system to a) track how many CE credits you have completed, b) remind/inform you of how many more credits are required to renew your licence and c) simplify your on-line renewal.

Login with your *User ID* and *Password* and click on "*Continuing Education*" to view your CE Status and log the CE courses that you have successfully completed. Simplified instructions to enter your CE credits are outlined under "*Report Courses*".

Continuing education credits must have been obtained from an accredited course provider, or have received individual course approval by the ICM. If a licensee intends to apply a course or seminar that is not offered by an Accredited Course Provider, completion and submission of the [Individual CE Approval Application](#) is required. The application form must be submitted to the ICM at least 30 days in advance of the course to ensure sufficient time to make an informed determination as to whether the CE course qualifies for Manitoba CE credits. More information on what type of CE would fall into this category can be found on the ICM website under "Continuing Education Info".

Entry of CE for the same course more than once may be permitted on an exception basis only. If an agent wishes to claim credit for a course more than once, the agent must contact Council for prior approval and provide written reasons. This review is subject to the individual course review fee of \$50.

For your reference, the [CE requirements](#) including the applicable definition for each class of licence can be located on the ICM website, and are briefly outlined below:

Life and/or Accident & Sickness

- 15 hours accumulated from June 1 - May 31
- no carry forward
- [Continuing Education Definition](#)

Auto-Only Brokers

- 4 hours accumulated from June 1 - May 31
- maximum of 2 carry forward
- [Continuing Education Definition](#)

General

- 8 hours accumulated from June 1 - May 31
- maximum of 4 carry forward
- [Continuing Education Definition](#)

Adjusters

- 8 hours accumulated from July 1 - June 30
- maximum of 4 carry forward
- [Continuing Education Definition](#)

CE Information specific to Non-Residents of Manitoba

Non-residents residing in Canadian jurisdictions that have mandatory CE requirements will be deemed to have met the requirement in Manitoba. Agents/Brokers and Adjusters residing in a jurisdiction where CE is not mandatory are required to comply with Manitoba's CE requirements. CE Credits **must** be obtained from an [Accredited Course Provider](#) or a course that has been [individually approved](#) by the ICM.

Residents of the United States of America are required to comply with the Manitoba CE requirements. CE Credits **must** be obtained from an [Accredited Course Provider](#) or a course that has been [individually approved](#) by the ICM. However, if a US resident has completed a course that meets the applicable Manitoba requirements, the agent may apply for consideration of individual approval. Should the ICM determine that the CE course is not applicable to the Manitoba CE definition, the US resident would be required to complete additional CE courses to meet the mandatory Manitoba CE requirement.

Questions can be directed to contactus@icm.mb.ca.