Insurance Council of Manitoba

466 – 167 Lombard Avenue, Winnipeg, Manitoba, R3B 0T6
Ph: (204) 988-6800 • Fax: (204) 988-6801
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Guidelines to request Individual Continuing Education Credit hour Approval

The Course Content must fall within the specific definition of Continuing Education as outlined below by class of licence. Course content that does not meet Council's definition will not be considered for approval.

Continuing Education Definition - Life and Accident & Sickness Licensees
Continuing education for a Life and/or Accident and Sickness licensee must be directly related to life and accident and sickness insurance products or services, or the operation of an insurance business.

A maximum of 5 CE credits of the required 15 may be related to segregated funds. This maximum of 5 may include investment related education if it is directly applicable and relevant to segregated funds.

Content excluded from allowable CE credits are programs based on sales production, promotion, motivation, computer training, and any education not related to products or activity for which the licence is held.

Allowable content would include ethics, errors and omissions coverage and compliance with insurance related legislation and regulatory requirements both Provincial (Manitoba) and Federal (e.g. Code of Conduct, the Insurance Act, Rules and Regulations, Privacy legislation, anti-terrorism or money laundering legislation, and replacement requirements).

Continuing Education Definition - General and Auto Only Broker Licensees
Continuing education must be directly related to knowledge relevant to giving advice about general insurance products or services, or the operation of a general insurance business.

This includes programs that are structured for the specific purpose of education, but excludes activities such as programs and meetings primarily based on sales production, promotion and motivation.

Continuing Education Definition - Insurance Adjuster Licensees
Continuing education must be directly related to knowledge relevant to giving advice about adjusting, claims handling and insurance products or the operation of an adjusting firm.

This includes programs that are structured for the specific purpose of education, but excludes activities such as programs and meetings primarily based on production, promotion and motivation.

Number of Credit Hours

Accreditation per submission is:

- a minimum of sixty (60) minutes in length for Life and/or Accident & Sickness.
- a minimum of thirty (30) minutes in length for General, Auto Only and Adjusters.
- a maximum of:
  - 15 hours for Life and/or Accident & Sickness.
  - 8 hours for General and Adjusters (plus a maximum of 4 carry forward hours for a total of 12 hours).
  - 4 hours for Auto Only (plus a maximum of 2 carry forward hours for a total of 6 hours).
- Instructors may receive double credits per course that has been accredited, however cannot expect to receive double credits each time the course is offered, unless Council is provided with proof that the course content has changed significantly since it was last instructed.

Records and Certificates

The organization instructing the course must:

- issue a certificate of attendance within thirty (30) days from the course date;
- keep attendance records for a period of two (2) years from the course date for audit purposes; and
- ensure all courses including online seminars, webcasts or conferences have a verifiable method of confirming attendance (such as sign in and sign out sheets, scanned badges, passing exam/quiz, roll call) for the entire presentation.

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Application to request Individual Continuing Education Credit Hour Approval

Requests for approval will not be considered unless this application is completed in full including a detailed course summary. One application form is required per course request.

Class of insurance credits being applied for: **Life** ☐ **Accident & Sickness** ☐ **General/Auto** ☐ **Adjuster** ☐

Contact information for organization/individual requesting the approval

Organization name (if applicable): _____

Contact name: _____ Phone number: _____ Email address: _____

List name(s) of attendee(s) if known: _____

Course information

Name of organization/course provider instructing course: _____

Location of the course (including City): _____

Name of course: _____
(List course name as it will appear on ICM continuing education credit hour certificates and printed material)

Start date of course: _____ End date of course: _____ Is the course ongoing? Yes ☐ No ☐

Start time of course: _____ End time of course: _____

Duration of lunch (non-working): _____ Number of breaks: _____ Duration of breaks: _____

Number of credit hours being requested: _____ Method of delivery: _____
(Example: in class, online, webcast etc.)

Name of Instructor: (attach a brief biography) _____

Course summary must be outlined in detail below for consideration for credit hour approval (a detailed course syllabus or a copy of the course material / presentation may be requested by ICM to determine eligibility for credit hours).

_____
_____
_____
_____
_____
_____

An explanation must be provided on how the course relates to the applicable definition, including what the benefit to the attendee(s) is/are:_____
_____
_____
_____

As a reminder, there is no guarantee that a course/seminar will qualify for continuing education credit hours. Therefore, requests for continuing education credit hour approval should be made at least 15 days prior to the course/seminar commencement date. Requests received after the fact or during ICM's renewal period may not receive priority treatment. Council reserves the right to end date a course if the content is not within the ICM's guidelines.

For Council Use Only

# of CEC's: _____ **ICM Course ID #:** _____ **Approved by:** _____ **Date:** _____ **(ICM-ICE-2-2012)**