



# Insurance Council of Manitoba

## ADJUSTER SUPERVISION AGREEMENT

*The holder of a Level 1 assistant adjuster licence must be supervised by a Level 2 or Level 3 adjuster licensee, who currently holds a licence in Manitoba, and who has held the Level 2 or Level 3 adjuster licence for at least three (3) continuous years immediately before the date of the declaration.*

I acknowledge that, in accordance with the Insurance Adjusters Licensing Rules (the "Rules"), that a Level 1 Assistant Adjuster must not:

- manage an office of an adjusting firm;
- supervise an adjuster or assistant adjuster licensed under the Rules;
- sign a report or any correspondence relating to the adjustment of an insurance claim unless the report or correspondence has been reviewed by an individual holding a Level 2 or Level 3 adjuster licence; or
- act as the designated representative of an adjusting firm.

I, as the Level 2 or 3 Supervising Adjuster, certify that I currently hold a Level 2 or 3 insurance adjuster's licence in Manitoba. I undertake to provide for continuous supervision of the Level 1 assistant adjuster as named in this agreement. I understand and agree to abide by the provisions stated above and that should I be in breach of the agreement, the Insurance Council of Manitoba (ICM) has the authority to revoke my supervision status and/or impose disciplinary action including but not limited to fines and/or the revocation of my insurance adjuster's licence.

\_\_\_\_\_  
Level 2 or 3 adjuster (print and sign name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Full Name of Adjusting Firm, including any trade name(s)

I, as the Level 1 Assistant Adjuster requiring supervision, am applying to be the holder of a Level 1 Assistant Adjuster's Licence, and hereby agree to act under continuous supervision of the holder of a Level 2 or 3 insurance adjuster's licence as referenced above. I agree that I will not:

- manage an office of an adjusting firm;
- supervise an adjuster or assistant adjuster licensed under the Rules;
- sign a report or any correspondence relating to the adjustment of an insurance claim unless the report or correspondence has been reviewed by an individual holding a Level 2 or Level 3 adjuster licence; or
- act as the designated representative of an adjusting firm.

\_\_\_\_\_  
Level 1 assistant adjuster (print and sign name)

\_\_\_\_\_  
Date

*A change in Supervising Adjuster requires full completion of a new Adjuster Supervision Agreement. The completed and signed Adjuster Supervision Agreement must be emailed to the ICM to [contactus@icm.mb.ca](mailto:contactus@icm.mb.ca).*

*Both licensees signing the Adjuster Supervision Agreement should retain a copy of the agreement for their records.*

*This agreement is in effect until terminated by written notification to or by the ICM. Written notice of termination must be provided to the ICM within 15-days of the termination date.*