



Insurance Adjusters Licensing Rules Amendment Supervising Adjuster for your Level 1 Assistant Adjuster Licence

Posted and Emailed Jan 11/24

Notice sent to all Level 1 Assistant Adjusters

The Insurance Adjuster industry was notified on November 22, 2023 of the amendment to the Insurance Adjusters Licensing Rules (the "[Rules](#)"), which took effect January 1, 2024. For reference, the original notice is available on the ICM website [here](#), and includes the detailed chart outlining the level changes, any action required by you as the licence holder, conditions that are on the new level of licences, and what the new class codes are within the full licence number.

As a Level 1 Assistant Adjuster, your current Supervising Adjuster is the Adjusting Firm's Designated Representative. As your Supervising Adjuster, they are required to provide continuous supervision to you as a Level 1 Assistant Adjuster. As a Level 1 Assistant Adjuster, you **must not**:

- manage an office of an adjusting firm;
- supervise an adjuster or assistant adjuster;
- sign a report or any correspondence relating to the adjustment of an insurance claim unless the report or correspondence has been reviewed by your Supervising Adjuster; or
- act as the designated representative of an adjusting firm.

If you wish to change the Supervising Adjuster to another suitable Manitoba Insurance Adjuster Level 2 or Level 3 Licensee, a new fully completed [Adjuster Supervision Agreement](#) is required to be filed with the ICM (*The completed and signed Adjuster Supervision Agreement can be emailed to the ICM to contactus@icm.mb.ca.*).

If you have completed the appropriate education and experience outlined in Section 4 of the [Rules](#), and wish to upgrade your licence to a Level 2, you are required to file a fully completed amendment application. Refer to the [User Guide - to Amend a Licence](#) for assistance on filing an amendment application.

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

INSURANCE COUNCIL OF MANITOBA

contactus@icm.mb.ca

www.icm.mb.ca