

Reinstatement Process – for AGENTS

Individuals who qualify are former licensees who last held a licence within the past 12 months. Former licensees who held a licence over 12 months ago would not qualify for a reinstatement, and would be considered “[NEW](#)” applicants.

There are two (2) types of reinstatements:

1. Reinstatement for a former licensee who last held a Manitoba licence within the same insurance class within this licence year but the licence has since been cancelled.

OR

2. Reinstatement and Renewal for a former licensee who last held a Manitoba licence within the same insurance class **in the prior licence year** but within the past 12 months (typically, these former licensees “did not renew” their licence by May 31, 2018).

Steps to apply for a reinstatement include the following:

- Full completion of the [paper application form](#), including mandatory sponsorship from an authorized appointee/authorizer filed with the ICM.
- Reinstatement fee of \$70.00 made payable to the ICM by cash, money order or cheque (credit card or debit card payments are not an acceptable method of payment at this time).
- All other items as outlined within the quick checklist attached to the application form. Please note that criminal record checks are NOT required for reinstatement purposes **unless** the former licensee’s criminal history has changed (*not applicable to Restricted Insurance Agents*).
- Additional items required for “Reinstatement and Renewal”:**
 - o Annual licence fee (fees are outlined within the [fee schedule](#)) made payable to the ICM by cash, money order or cheque (credit card or debit card payments are not an acceptable method of payment at this time); and
 - o Copies of the annual Continuing Education (CE) hours if they were not provided within the online portal (*not applicable to Hail agents, Restricted Insurance Agents or non-residents residing in a Canadian jurisdiction that has CE requirements in the agent’s home jurisdiction*).

Important Note: Applications submitted to the ICM office that are missing items are considered incomplete and will be closed, prompting the applicant to start over for reapplication purposes. Ensure you fully attach all requirements as outlined within the checklist attached to the application form.

Reinstatement Process – for ADJUSTERS

Individuals who qualify are former licensees who last held a licence within the past 5 years. Former licensees who held a licence over 5 years ago would not qualify for a reinstatement, and would be considered “[NEW](#)” applicants.

There are two (2) types of reinstatements:

1. Reinstatement for a former licensee who last held a Manitoba licence within this licence year but the licence has since been cancelled.

OR

2. Reinstatement and Renewal for a former licensee who last held a Manitoba licence **in the prior 4 licence years** (typically, these former licensees “did not renew” their licence).

Steps to apply for a reinstatement include the following:

- Full completion of the [paper application form](#) along with mandatory sponsorship (sponsorship not required for a D/R applicant).
- Reinstatement fee of \$70.00 made payable to the ICM by cash, money order or cheque (credit card or debit card payments are not an acceptable method of payment at this time).

- All other items as outlined within the quick checklist attached to the application form.
- Additional items required for “Reinstatement and Renewal”:**
 - Annual licence fee (fees are outlined within the [fee schedule](#)) made payable to the ICM by cash, money order or cheque (credit card or debit card payments are not an acceptable method of payment at this time);
 - Copies of the annual Continuing Education (CE) hours - if they were not provided within the online portal - for the year the former licensee is reinstating (i.e. if someone is reinstating Aug 2018, they would require 8 credits accumulated from July 1, 2017 to June 30, 2018 or present) (*not applicable to Hail adjusters or non-residents residing in a Canadian jurisdiction that has CE requirements in the agent’s home jurisdiction*); and
 - A new criminal record check is only required if the former licensee has been unlicensed for over 12 months or if their criminal history has changed.

Important Note: Applications submitted to the ICM office that are missing items are considered incomplete and will be closed, prompting the applicant to start over for reapplication purposes. Ensure you fully attach all requirements as outlined within the checklist attached to the application form.