

ICM 2017-2018 Licence Renewal Will Open Soon

On-line renewal of agent/adjuster licenses is fast approaching. Licence renewal information will continue to be updated on the ICM website [here](#). An email notice will be sent to all licensees once licence renewal is officially open. Ensure your email address is current within the [On-line Portal](#).

The Insurance Council of Manitoba (ICM) recommends that you renew your licence(s) immediately after receiving notification that the link is active and open, and well in advance of the renewal date. If issues occur with your renewal application, and your licence is not issued prior to the renewal deadline, you **will not be licensed or authorized** to conduct insurance business after your existing licence has expired.

Prepare for the renewal process:

- **Amendments to your licence must be made in advance of renewal.**
Amendments to an organization name cannot be completed during on-line renewal and must be submitted to the ICM via original paper format. A new fully completed [application](#), including required documentation, and the amendment fee of \$70.00 paid by cash, money order or cheque, must be submitted to the ICM office [immediately](#) when an amendment is warranted. A licensee can only hold out in the manner in which the licensee is issued with the ICM (Section 391 of [The Insurance Act](#) of Manitoba).
- **Have your user ID and password.**
Your User ID is the first set of numbers in your licence number (e.g. Licence #F-60000-55555-2016, the user ID is 60000). Can't remember your password? Obtain a temporary one via a system generated email by clicking "Forgot your password?". This password will be emailed to the email address as filed with the ICM.
- **Check your email address for correctness.**
Email is the ICM's primary form of communication with licensees. Ensure you have entered the correct email address within the [On-line Portal](#).
- **Report your Continuing Education (CE) Credits.**
NOTE: Some licensees may not be required to meet the CE requirement in MB. Review the requirements on the ICM website [here](#). If CE credits are required by you, login to the [On-line Portal](#) to report your CE credits (logged under the "2016-2017" CE Year). Ensure that the courses have been approved by the ICM by checking the CE certificate from the course provider for the ICM course number. CE requirements are outlined on the ICM website under [Continuing Education Info](#).
- **If required, have a copy of your valid E&O policy.**
Required by life and a&s insurance agents, general Operating Agents, hail agents and adjuster Designated Representatives. Not required by hail adjusters, general agency employees within those agencies, or adjuster firm employees within those adjusting firms.
- **Have your payment ready or ensure payment has been received and added by ICM on your behalf.**
There are two (2) options to pay:
 1. Pay by Credit Card (Visa or MasterCard **only**) if paying online during the completion of the licence renewal; or
 2. Use a prepayment that was previously provided to the ICM by cheque, money order or cash. If the prepayment is for multiple licensees, you must ensure that the payment is sent to the ICM and added to the portal **before** attempting to renew. Ensure sufficient time is allowed for this option. A listing of the licensees to be covered by the payment, the amount that is allocated to each licensee, the licence number of each licensee, and the type of licence(s) the licensee holds must accompany this payment. For your reference, licence fees are listed under the [Insurance Agents and Adjusters Fees Regulation 73/93](#).

Insurance Council of Manitoba

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