



## ADJUSTER Licence Renewal CLOSED

*Posted July 4/22 (emailed to all Designated Representatives July 4, 2022)*

The Insurance Council of Manitoba (“ICM”) licence renewal for the new licence year of 2022/2023 is now complete. Please review the list of licensees on the ICM website under “[Licence Search](#)” for the specific adjusting firm listed above to ensure all individuals are properly licensed with Council. Any insurance adjuster who failed to renew their licence is unlicensed effective July 1, 2022, and may not act as an adjuster. An online reinstatement application is required to be completed by any applicant wishing to be considered for reinstatement (information on how to reinstate a licence is outlined within the [User Guide - to Reinstate a Licence](#)). Notice of completion of the reinstatement will be provided to the adjuster by email. **Any adjuster who has a gap in licensing history must not act within the definition of an adjuster during that unlicensed period.**

As the Designated Representative of the adjusting firm, please note that you are required:

- to implement reasonable screening procedures to determine an applicant’s suitability to receive an insurance adjuster licence;
- to submit an application for a new employee and to ensure that a valid licence has been issued by the Insurance Council of Manitoba prior to that applicant acting as an adjuster. The ICM website lists all active licenses in real time;
- to ensure that no employee, director or partner who is not a licensed insurance adjuster acts as an insurance adjuster;
- to ensure that proper and adequate supervision of employees is provided at all times (refer to the [Licensing Rules](#) and [Code of Conduct](#)) by a Manitoba licensed Level 4 Insurance Adjuster;
- to ensure that proper and adequate management of each office (head office and any branch offices) have a Manitoba licensed Level 4 or 5 Insurance Adjuster managing the office;
- to **immediately** notify the ICM in writing, at any time during the licensing year, if a licence holder leaves the Adjusting Firm, providing the reason and effective date of termination – use of the [ICM’s Termination Form](#) is encouraged;
- to **immediately** notify the ICM in writing of any change of Designated Representative;
- to ensure compliance with *The Insurance Act* of Manitoba, its Regulations, its Rules and the Code of Conduct;
- to ensure that errors and omissions insurance is maintained in accordance with the Regulations;
- to ensure that every adjuster licensed with the firm is covered under the firm’s E&O insurance, regardless if they are an independent contractor or an employee;
- to ensure that errors and omissions insurance is kept current in the [ICM Licensing Portal](#) (failure to keep the E&O current within the online system would result in the licenses affiliated with the adjusting firm being disqualified – [refer to the information on the ICM website](#) for details);
- to report any material changes to the ICM within 15 days (Council considers a material change to include **any** material fact which may influence Council to amend, or review a licensee’s licence(s). The ICM’s website lists examples of [common material changes](#) that may affect one’s licensing status.); and
- to ensure that the adjusting firm, and/or its licensees, does/do not represent or hold themselves out to the public in any other name than is stated on the licence, **which would include all social media references, email signatures, letterhead, business cards, signage**, etc.

Adjuster licensing status is subject to change on a daily basis. You may check an adjuster licensing status at any time on the ICM website at [www.icm.mb.ca](http://www.icm.mb.ca) under “[Licence Search](#)”.

Regards,

**INSURANCE COUNCIL OF MANITOBA**

Suite 466 - 167 Lombard Avenue

Winnipeg, Manitoba

R3B 0T6

[contactus@icm.mb.ca](mailto:contactus@icm.mb.ca)