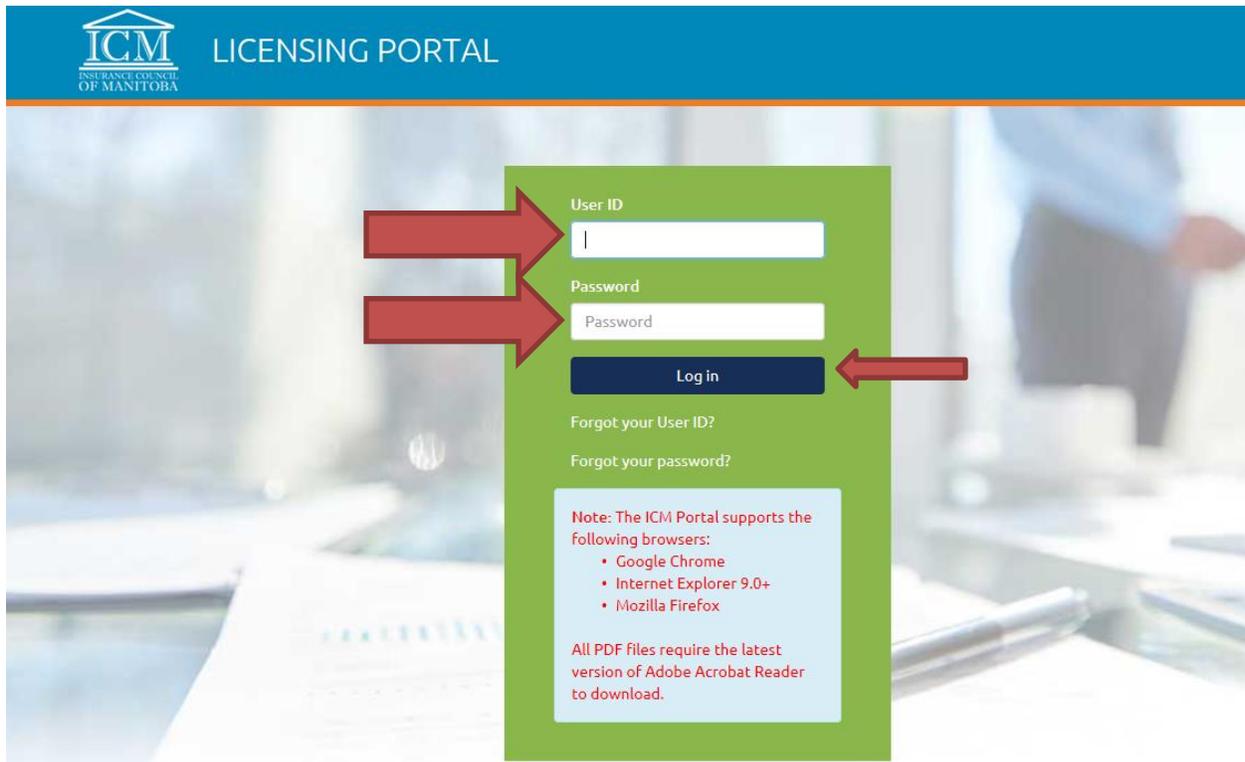


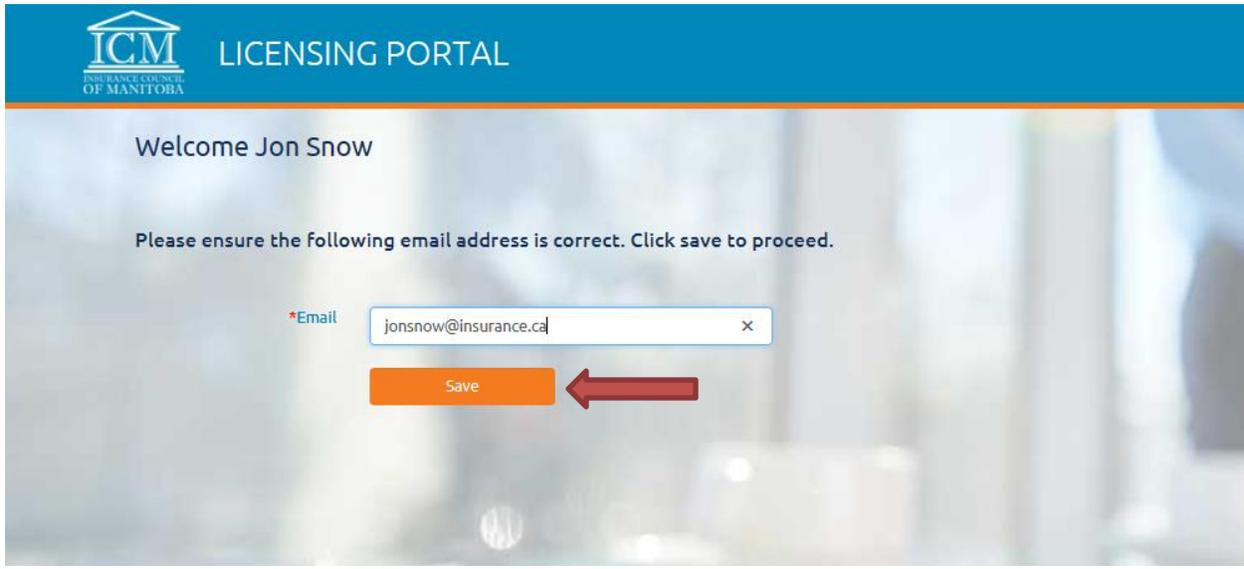
# Instructions to enter your Continuing Education (CE) Credit Hours

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Log into the online portal at <https://lms.icm.mb.ca/lcmPortal/> with your **User ID** and **Password**



## Verify your Email Address



The screenshot shows the ICM Licensing Portal interface. At the top left is the ICM logo (Insurance Council of Manitoba) and the text "LICENSING PORTAL". Below this, a blue header bar contains the text "Welcome Jon Snow". The main content area has a blurred background and contains the instruction: "Please ensure the following email address is correct. Click save to proceed." Below this instruction is a form field labeled "\*Email" containing the text "jonsnow@insurance.ca" and a clear button (x). Below the form field is an orange "Save" button, which is pointed to by a red arrow.

ICM LICENSING PORTAL

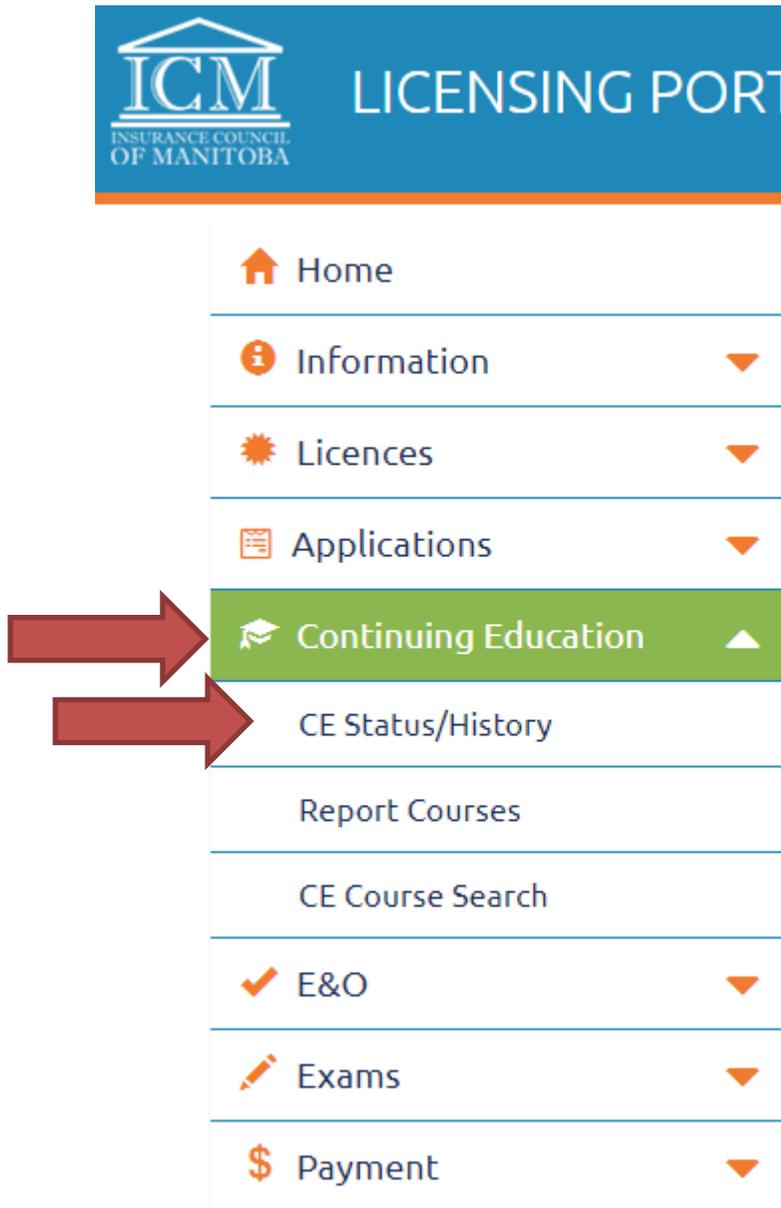
Welcome Jon Snow

Please ensure the following email address is correct. Click save to proceed.

\*Email jonsnow@insurance.ca x

Save

Click under “**Continuing Education**” and select “**CE Status/History**”



**Important Note before you start**

Refer to the [CE FAQ's](#) with any questions including how to report unused carry forward credit hours for specific classes of licenses.

The system will immediately list your **“Continuing Education Status”**.

NOTE: Non-residents residing in Canadian jurisdictions that have continuing education requirements will be deemed to have met the requirement in Manitoba. Agents/Brokers residing in a jurisdiction where continuing education is not mandatory are required to comply with Manitoba's continuing education requirements.

Residents of the United States of America are required to comply with Manitoba continuing education requirements.

Click on **“VIEW”** to view the courses that you have entered for the CE year in which you are wishing to view, or click on **“Report Courses”** to report courses for the current CE year. The agent CE year runs from June 1 – May 31 and the Adjuster CE year runs from July 1 – June 30.

**IMPORTANT NOTE: The current CE year is the only year you can apply credits.**

**ICM LICENSING PORTAL** Jon Sn

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- Information
- Licenses
- CE
- E&O
- Exams
- Payment

### Continuing Education

Jon Snow

Continuing Education Status

Show 10 entries Search:

Year	Insurance Class	Required	Required After Reduction	Carry Fwd fr. Prev. Year	Total	Carry Fwd to Next Year	Requirements Met	Overridden
2016-2017	General and/or Auto Only	8.00	8.00	0	0.00	0	N	N
2016-2017	Life and/or A&S	15.00	15.00	0	0.00	0	N	N
2015-2016	General and/or Auto Only	8.00	8.00	0	0.00	0	N	N
2015-2016	Life and/or A&S	15.00	15.00	0	10.00	0	N	N

Showing 1 to 4 of 4 entries Previous 1 Next

Report Courses

## Instructions to Report CEC hours

*NOTE: System requirements will not allow entering of continuing education (CE) for the same course more than once.*

**When entering your Continuing Education (CE) certificates, ensure that you enter them in chronological order. The system will then allocate them to the appropriate CE year.**

1. Enter Course by **ICM Course Number** or if unavailable, enter course by Course Name and/or Course Provider. Click **Search**.

### Report Courses

#### Instructions to Report CEC hours

When entering your Continuing Education (CE) certificates, ensure that you enter them in chronological order. The system will then allocate them to the appropriate CE year.

System requirements will not allow entering of continuing education (CE) for the same course more than once.

1. Enter Course by **ICM Course Number** or if unavailable, enter course by Course Name and/or Course Provider. Click **Search**.
2. Find your completed course populated below and select **Report Course**.
3. **Report Details** and **Save**.

Course Number	<input type="text"/>	Course Name	<input type="text"/>	Course Provider	<input type="text"/>
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2. Find your completed course populated below and select **Report Course**.

**ICM LICENSING PORTAL** Jon Snow

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### Continuing Education

Jon Snow  
Report Courses

**Instructions to Report CEC hours**  
When entering your Continuing Education (CE) certificates, ensure that you enter them in chronological order. The system will then allocate them to the appropriate CE year. System requirements will not allow entering of continuing education (CE) for the same course more than once.  
1. Enter Course by ICM Course Number or if unavailable, enter course by Course Name and/or Course Provider. Click Search.  
2. Find your completed course populated below and select Report Course.  
3. Report Details and Save.

Course Number:  Course Name:  Course Provider:

Show 10 entries Search:

Course #	Course Name	Course Provider	Start Date	End Date	Details
111111	Errors & Omissions	Insurance Council of Manitoba			<input type="button" value="Report Course"/>

### 3. Report Details and Save.

**ICM LICENSING PORTAL** Jon Snow

**Continuing Education**  
Jon Snow

Course Details

Course Number: 111111  
Course Name: Errors & Omissions  
Course Provider: Insurance Council of Manitoba

Credit Hours	Insurance Class	Start Date	End Date
12	General and/or Auto Only	Jun 01, 2006	
12	Adjuster	Jun 01, 2006	

**Report Details**

- To which insurance class are you applying these credits?
- What date did you complete this course?
- How many continuing education credits did you receive for this course?
- Did you instruct this course?  
 Yes  No
- Declaration  
 \*I confirm that I have successfully completed this CE course, and the information I have entered is accurate. I recognize that any false declaration may lead to disciplinary action against me.

Back Save  
CE Stat

You may receive the below screen asking you to “**Select the licence for reporting course against**”. In the case that you are applying credits to your Life or A&S licence, you could choose either option and click **OK**.

**Select Licence For Reporting Course Against** ✕

More than one licence is valid for the hours being reported.  
Please select the licence you wish the hours to be applied against:

LIFE  
ACCIDENT & SICKNESS

OK Cancel

You will receive the below confirmation that the CE status has been updated. Click OK to be re-directed back to the CE Search page:

