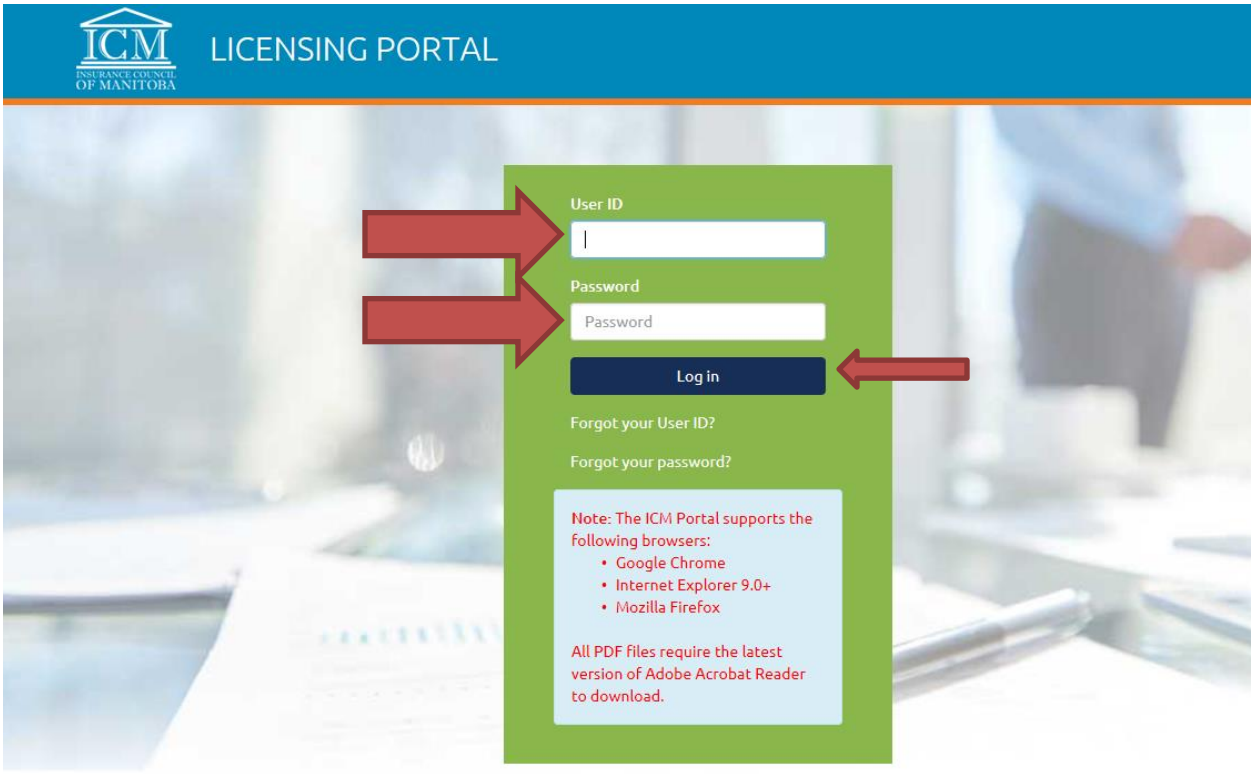
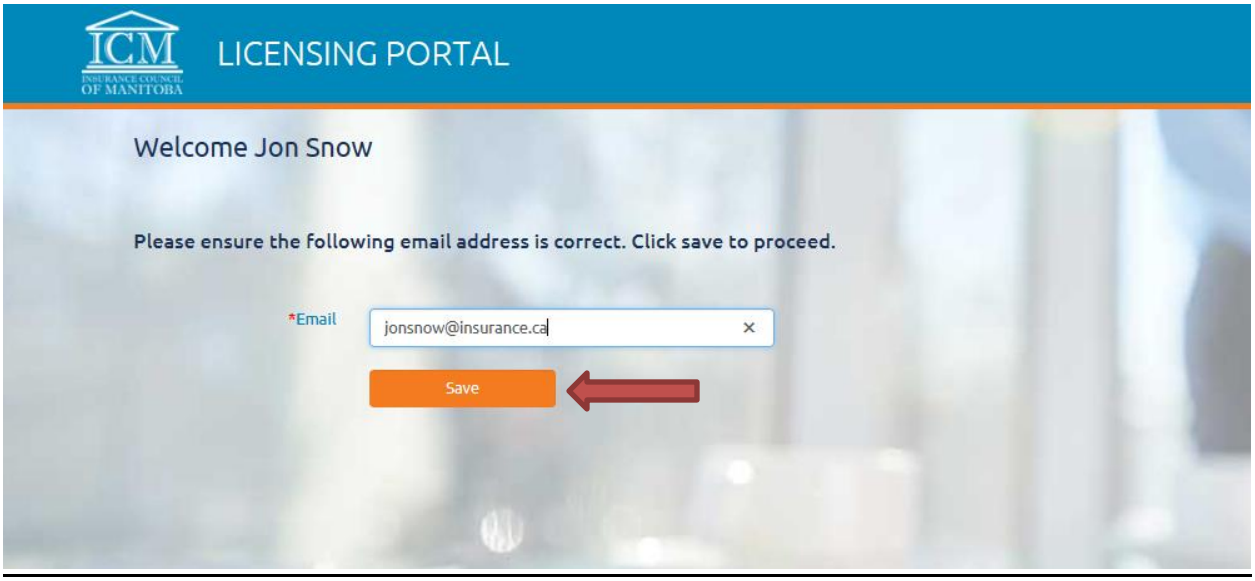
Last updated September 10, 2019

Instructions to enter your Continuing Education (CE) Credit Hours

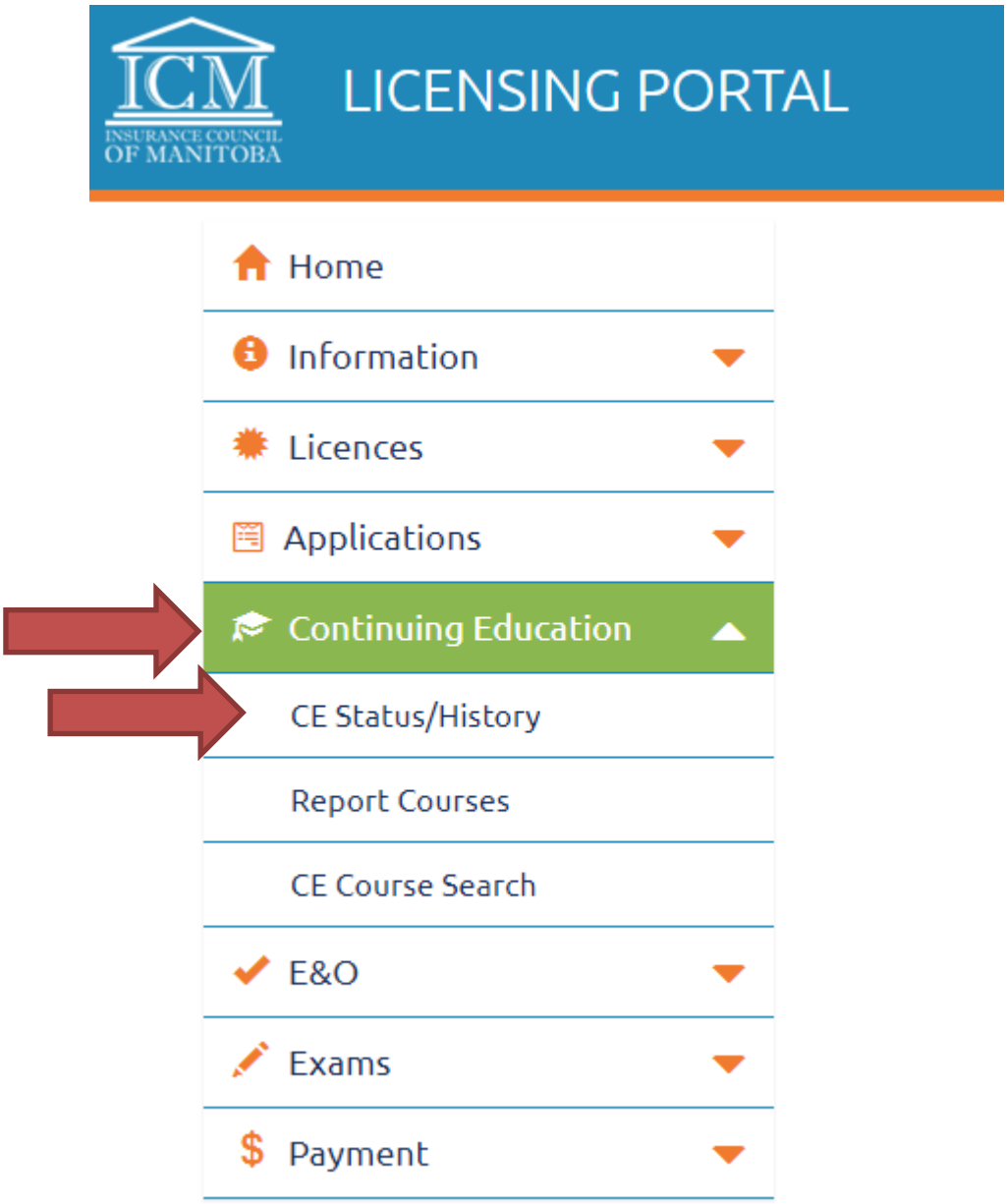
Log into the online portal at **https://lms.icm.mb.ca/IcmPortal/** with your **User ID** and **Password**



Verify your Email Address



Click under **"*Continuing Education*"** and select **"*CE Status/History*"**



<u>Important Note before you start</u>

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

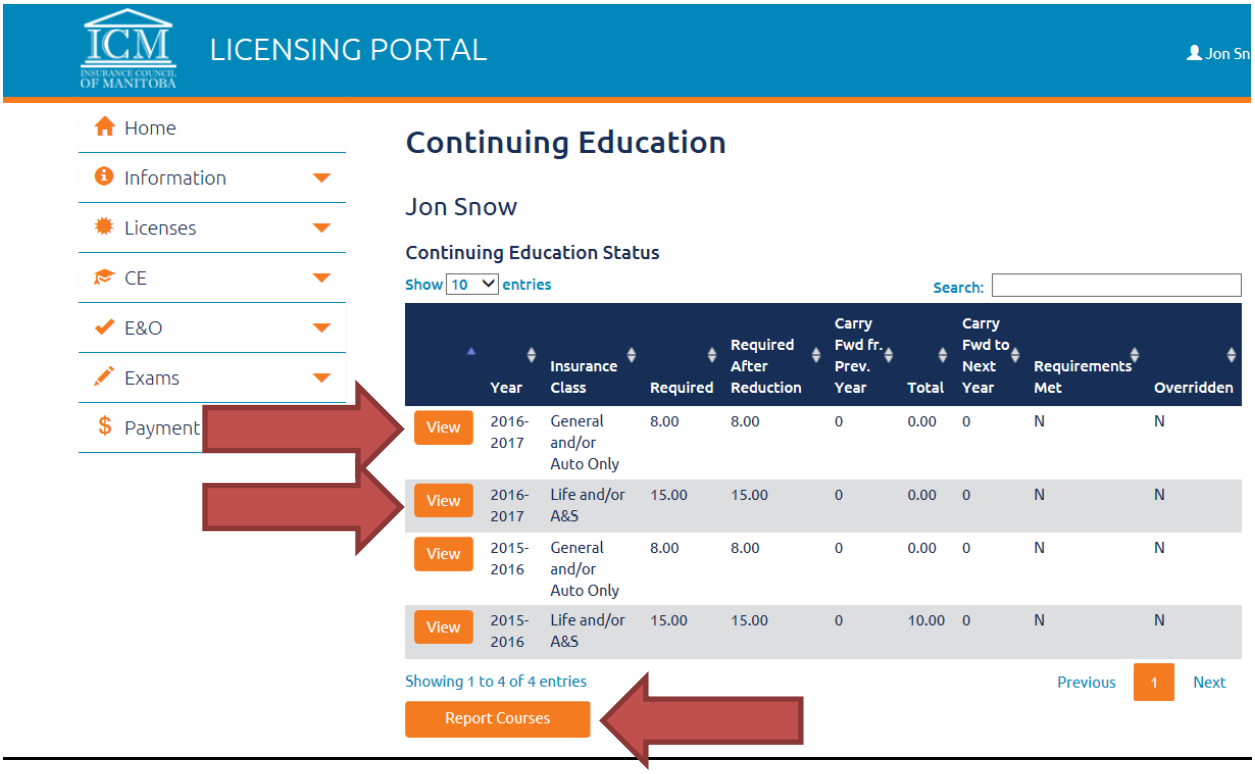
The system will immediately list your "***Continuing Education Status***".

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.

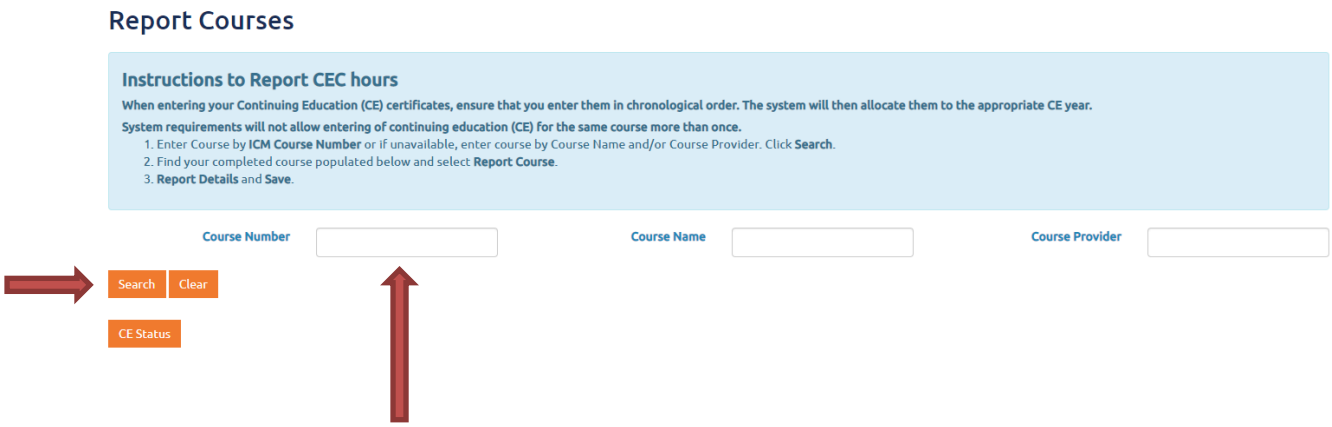


Instructions to Report CEC hours

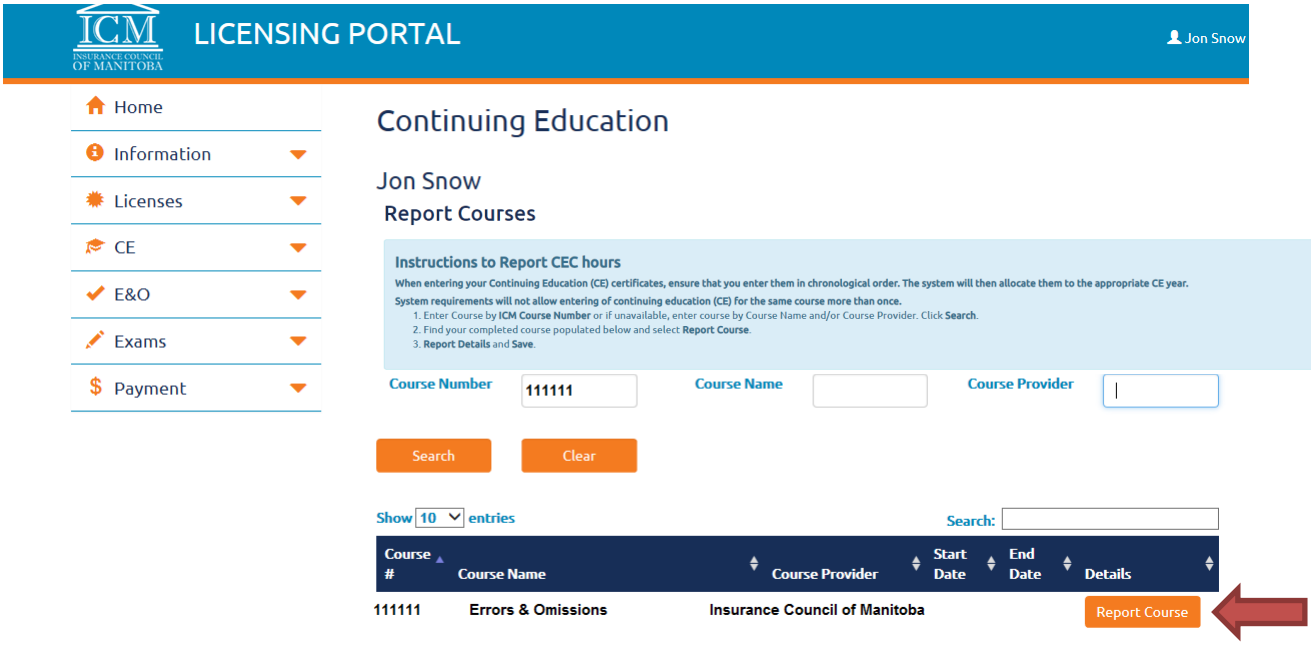
NOTE: System requirements will not allow entering of continuing education (CE) for the same course more than once.

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.

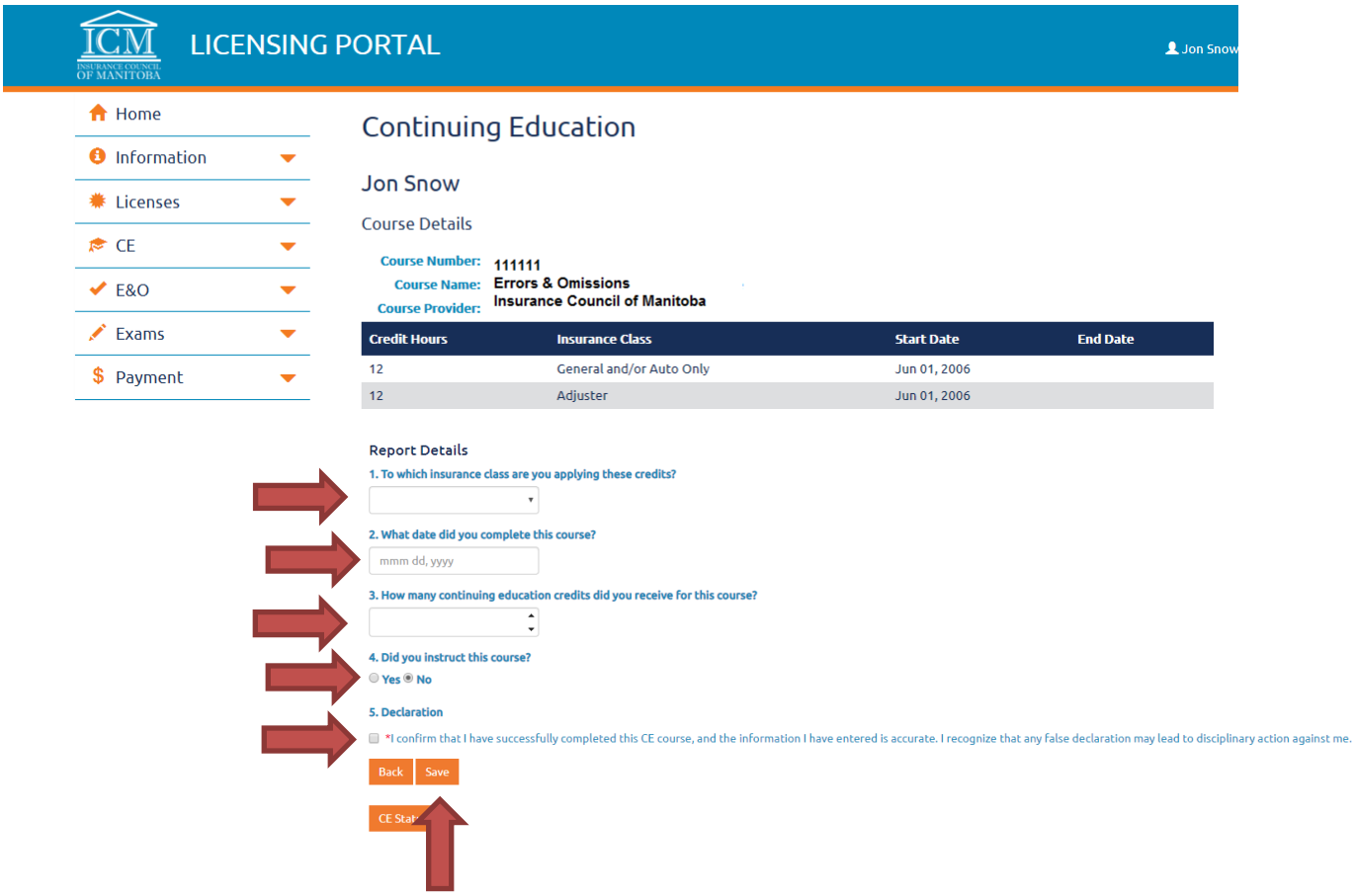
1. Enter Course by **ICM Course Number** **or** if unavailable, enter course by Course Name and/or Course Provider. Click **Search**.

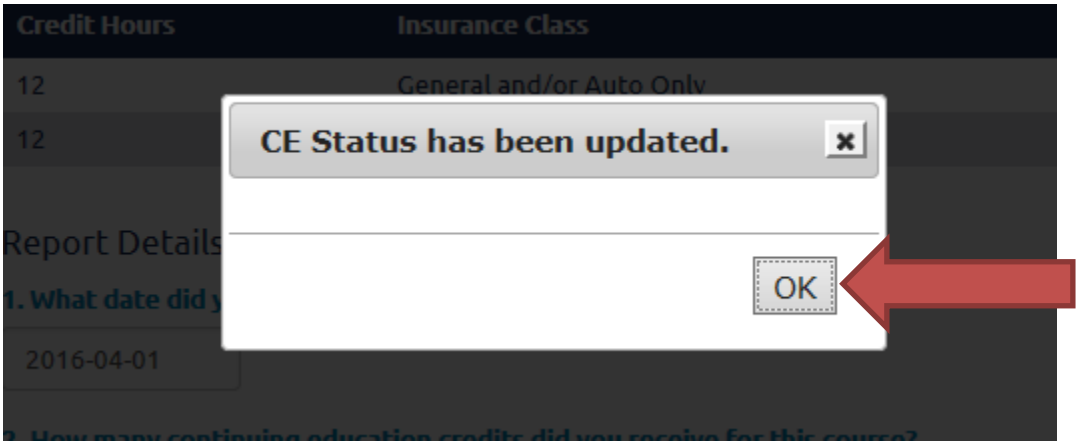


2. Find your completed course populated below and select **Report Course**.



3. **Report Details** and **Save**.



You **<u>may</u>** 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 **<u>or</u>** A&S licence, you could choose either option and click ***OK***.

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: