

**DATE:** \_\_\_\_\_

**TO:** Insurance Councils of Saskatchewan  
310 – 2631 – 28<sup>th</sup> Avenue  
Regina SK S4S 6X3

**FROM:** \_\_\_\_\_  
APPLICANT NAME

**SUBJECT:** Application to Become an Accredited Course Provider - \$100

The applicant provides insurance related training opportunities for agents, brokers and adjusters and would like to apply for accredited course provider status. If approved we agree to:

1. Assign credit hours fairly and accurately in accordance with Accredited Course Provider Guidelines as attached.
2. Develop an appropriate certificate or letter of attendance/completion on company letterhead, which includes the following information:
  - a) Attendee name
  - b) Date of course
  - c) Name of Course
  - d) Course facilitator name
  - e) Number of credit hours obtained
3. Provide attendees with a certificate or letter of attendance and/or completion for each course/seminar attended. Course completion documents must be provided to each attendee within thirty working days of course completion.
4. The Certificate of Attendance Form must be signed by an instructor or course provider representative.
5. Maintain a record of attendance for audit verification for a period of no less than three years.
6. Ensure that the certificate(s) of attendance are factual and accurate.
7. Instructors and course providers must not allow a certificate of attendance to be signed or given to a licensee prior to course completion in order to ensure a complete record of attendance can be identified.

Council expects providers to verify the qualifications of individual instructors and to monitor the delivery of course material. A “qualified instructor” means a person who has a demonstrated competency in the subject matter of an approved course. The qualification will include one of the following:

1. A degree or designation from an accredited institution of higher learning with a major in insurance;
2. A professional insurance designation or similar designation from an industry association; or
3. Three or more years of practical experience with the specific subject matter of the course.

**Courses/seminars will be offered for the following classes of insurance**

- All Classes (P & C)                       Adjuster (P & C)                       Hail Adjuster  
 Life and Accident & Sickness                       Travel

**Delivery Methods**

- Distance Education                       Classroom                       Web Delivered  
 Other \_\_\_\_\_

**Declaration**

The applicant agrees that, if at any time, Council determines the undertaking contained in this agreement or the Accredited Course Provider Guidelines have not been complied with, Council may withdraw accredited course provider status and refuse to accept certificates of credit hours from the applicant.

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FULL COMPANY NAME

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ADDRESS

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WEB SITE ADDRESS

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NAME OF CONTINUING EDUCATION LIAISON/CONTACT

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SIGNATURE OF LIAISON/CONTACT

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TELEPHONE

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FAX

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E-MAIL ADDRESS

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, \_\_\_\_\_.  
(DAY) (MONTH) (YEAR)

DOCUMENTS PROVIDED TO PROVIDER  
Accredited Course Provider Guidelines  
Bylaws and Schedules

## **Definition of Continuing Education**

### **ALL CLASSES (P&C)**

- (1) Continuing education for an All Classes licensee must be directly related to general insurance products or services, or the management of a general insurance agency.
- (2) Courses, programs or meetings related to sales production, promotion, motivation or computer training do not qualify for credit hours.

### **ADJUSTER (P&C)**

- (1) Continuing education for an adjuster licensee must be directly related to claims handling, general insurance products or services, or the management of an adjusting firm.
- (2) Courses, programs or meetings related to sales production, promotion, motivation or computer training do not qualify for credit hours.

### **TRAVEL**

- (1) Continuing education for a Travel licensee must be directly related to travel insurance products or services, or the management of a travel insurance agency.
- (2) Courses, programs or meetings related to sales production, promotion, motivation or computer training do not qualify for credit hours.

### **HAIL ADJUSTER**

- (1) Continuing education for a Hail Adjuster licensee must be directly related to adjusting crop hail insurance or other crop hazards.
- (2) Courses, programs or meetings related to sales production, promotion, motivation or computer training do not qualify for credit hours.

### **LIFE AND ACCIDENT & SICKNESS**

- (1) Continuing education for a Life and/or Accident and Sickness licensee must be directly related to life and accident sickness insurance products or services, or the management of a financial services business.
- (2) Courses, programs or meetings related to sales production, promotion, motivation or computer training do not qualify for credit hours.

**Payment information** (Please choose a payment option below)

Make cheque or money order payable to the **Insurance Councils of Saskatchewan**. A NSF charge of \$25 will apply for returned cheques.

or

Charge my credit card for the full amount

VISA

MasterCard

\_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Card Number

\_\_\_\_\_ - \_\_\_\_\_

Expiry Date

Signature \_\_\_\_\_

Print name of applicant \_\_\_\_\_

Licensing Department  
Insurance Councils of Saskatchewan  
310 – 2631 – 28<sup>th</sup> Avenue  
Regina SK S4S 6X3

Tel: 306.347.0862  
Fax: 306.347.0525

[www.skcouncil.sk.ca](http://www.skcouncil.sk.ca)