

GUIDELINES FOR APPROVAL OF CONTINUING EDUCATION COURSES and SEMINARS

Accredited Course Providers

Life Insurance Council Bylaw

Section 1. Continuing Education Requirements for a Life and/or Accident and Sickness Licensee

- (1) Licensees are required to earn a minimum of fifteen credit hours of continuing education in each annual reporting period. (REV. 11/12)
- (2) Only credit hours earned in a reporting period are eligible unless written consent is provided by Council. (REV. 11/12)
- (3) Failure to comply with the continuing education requirements shall result in a suspension of licence until the licensee has earned the required continuing education credit hours. (REV. 11/12)

Section 2. Definition of Continuing Education

- (1) Only courses that provide technical education are considered to qualify as continuing education including courses that directly relate to:
 - (a) Life or accident and sickness insurance products;
 - (b) Financial planning provided that:
 - (i) a minimum of ten of the fifteen hours required per year is related to life or accident and sickness insurance; and
 - (ii) a maximum of five of the fifteen hours required per year is related to non-insurance sectors such as securities and mutual funds;
 - (c) Compliance with insurance legislation and requirements such as Council's Code of Conduct, Act and bylaws made pursuant to that Act, privacy legislation and anti-money laundering and anti-terrorist financing legislation;
 - (d) Ethics;
 - (e) Errors and Omissions Insurance; and

- (f) Courses leading to an approved designation such as Chartered Life Underwriter (CLU), Certified Financial Planner (CFP), Registered Financial Planner (RFP), Certified Health Insurance Specialist (CHS), Certified Employee Benefit Specialist (CEBS), Personal Financial Planner (PFP), Certified International Wealth Manager (CIWM), Elder Planning Counselor (EPC) and such other designations as are approved by Council. (REV. 12/15)

(2) To receive credit for the purposes of continuing education, the licensee must successfully complete the course.

(3) Courses, programs or meetings related to sales promotion, promotion, motivation or computer training do not qualify for credit hours. (REV. 1/15)

Section 2.1 Structure

(1) The education must take place in a structure dedicated to learning which can include, but is not limited to, classroom, seminar, on-line and self-study.

Section 2.2 Time

(1) One hour of instruction is equal to one hour of continuing education credit.

(2) A maximum of 8 credit hours will be allowed in one calendar day.

Section 3. Reporting Requirement for Licensees

(1) Licensees must file an annual report stating the continuing education courses they have attended.

(2) Licensees must retain certificates issued by course provider(s) for inspection by council in the event of an audit of the licensee's records by council.

Section 4. Accredited Course Providers

(1) Council may grant, at its sole discretion, accredited course provider status to providers of insurance training.

(2) Council shall set guidelines to be used for obtaining accredited course provider status.

(3) Council may at any time withdraw accredited course provider status by providing notice of and reasons for withdrawal to the course provider.

Section 5. Conditions of Course Credit

- (1) Council reserves the right to audit any course for which credit has been approved and to withdraw approval of credit hours awarded.
- (2) Where council directs that approval of a course be withdrawn, council shall provide reasons for the withdrawal of accreditation noting the deficiencies to the person or firm having made the original application for accreditation.

Accredited Course Providers Guidelines

Accredited Course Providers are not required to submit a course outline or complete a course application each time a program is presented. A letter of approval from Council provides the authority needed to assign credit hours in accordance with these guidelines.

Accredited Course Provider's will receive a recertification form annually from Council requesting confirmation that the information on file is current and will be required to pay the \$100 recertification fee.

1. Eligibility for Accredited Course Provider status

Council will consider requests for accredited course provider status from insurers and education providers.

Council, generally, will not provide accredited course provider status to agencies. Requests for course approval must be submitted on a case-by-case basis for Council review.

2. Qualifications

"Qualified instructor" means a person who has demonstrated competency in the subject matter of an approved course through one of the following means:

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

3. Course Provider Agreements

- a. Council may issue approval to a course provider for a limited period.
- b. Council reserves the right to cancel accreditation of any provider and/or any course which does not meet required standards. Notice will be provided in writing.
- c. Council reserves the right to monitor the content and delivery of all courses.
- d. Council expects the provider to evaluate course content regularly to ensure it meets current industry standards.
- e. Council expects the provider to encourage the completion and return of a Seminar Evaluation Form for each course offered.
- f. Council reserves the right to obtain a copy of any course evaluation form completed by course/seminar participants.

- g. Council expects providers to verify the qualifications of individual instructors and to monitor the delivery of course material.
- h. Council expects the provider to make every reasonable effort to notify all attendees if a scheduled course is cancelled or rescheduled.
- i. Each provider will register the name of a contact person with Council.

4. Certificate of Attendance Forms

- a. A certificate or letter of attendance and/or completion must be issued to each attendee of a course/seminar indicating the licensee's name, the name and date of course, the course facilitator, and the hours of credit.
- b. Instructors and course providers must not allow a certificate of attendance to be signed or given to a licensee prior to course completion.
- c. Course completion documents must be provided to each licensee who successfully completes a course within thirty working days of course completion.

5. Record Keeping

- a. Adequate records to verify the attendance and successful course completion for all licensees attending courses/seminars must be maintained by the course provider.
- b. Attendance and completion records must be retained by the course provider for a three-year period following the date of course completion.

Guidelines for assigning credit hours by approved course providers

1. Duration of the course/seminar

- a. Assign one credit hour for each hour of actual time.
- b. All seminars/courses, home-study programs, including on-line courses, must be at least one hour or more in length and must fall within the definition of continuing education as provided.
- c. Fractional credit hours are not to be approved at less than one half hour.
- d. If a course ends a half-hour early, it is acceptable to grant full credit hours. If a course ends more than a half-hour earlier than scheduled the credit hours must be reduced to actual hours.
- e. Question and answer periods are included as part of the actual course time.
- f. Credit will not be awarded for a course that is repeated in any given reporting period.

What's not included?

a. All breaks are excluded.

2. Attendance at course/seminar

a. Credit hours may only be provided to licensees who attend the entire session/module.

3. Method of delivery**a. Self study and on-line courses**

- Where a program is not held in a face-to-face setting, the program provider will designate the time required for completion of the program.
- Self study courses including audio/video programs and on-line courses must include an exam or workbook component which is assessed by the provider prior to receiving a completion certificate.

b. In-class course/seminar

- In-class courses or seminars where attendance is taken do not require an exam/workbook component.

4. Assignments or examinations

Licensees must meet all minimum criteria for assignments and/or examinations as set by the course provider.

Course Leaders, Instructors and Moderators**1. Eligibility for Credit Hours**

Course leaders, instructors and moderators are eligible to receive double the number of credit hours approved for each accredited course. Credit hours may be earned only once per reporting period for the same course.

The total number of hours allowed for each course will be allocated among or between the instructor(s) as may mutually be agreed.