> **It is the course provider's responsibility to monitor the** Alberta Accreditation Committee website
> **for the current *Request for Course Accreditation* form.**
>
> ***All fields on the form are mandatory. Incomplete applications will not be processed.***

Course Name:
- Indicate the **full course name** as it will appear on all continuing education certificates.
- Course name to reflect course content.

Name of Course Provider:
- Indicate **full name** of the course provider as it will appear on all continuing education certificates.
- Only the course provider may apply for accreditation. Third party submissions **will not** be accepted.

I**nstructors:**
- See Course Guidelines. Course Provider is responsible for ensuring qualifications and maintaining instructor list. Course provider is not required to provide instructor names or biographies.

Contact Person at Course Provider:
- The Alberta Accreditation Committee may contact the named person for subsequent information regarding the application.

Start Date / End date:
- Note the date this course is first offered and last date the course will be offered as (DD-MMM-YYYY).

Method of Delivery:
- Indicate **all** course delivery methods.

Verification of attendance:
- Indicate the method that will be used to verify attendance.
- Self-study or online courses must have an exam (or exercises) developed by the course provider, which must be successfully passed (minimum 60%) to receive a certificate of completion. If the course provider's pass rate standard is higher, then the course provider's pass rate will be adopted.

Target Audience:
- Indicate which group of professionals this presentation is directed towards.
  i.e. Brokers, Adjusters, Financial Planners, etc.

Question – regarding Course Content:
- Answer "yes/no" question regarding the content of the course relating to a new product.

Number of Hours and Class of insurance requested:
- Indicate the number of hours that are being requested and indicate the hours for each Alberta class of insurance.
- One (1) credit is equal to one (1) hour of instruction.
- Indicate the **Alberta class of insurance** that is being requested.

  The four classes of insurance are defined in the Insurance Agents and Adjusters Regulation:

- **Life Insurance** - Products and services sold under Life Certificate of Authority;
- **Accident and Sickness** – Products/services sold under Accident & Sickness Certificate of Authority;
- **General Insurance (P & C)** – Products and services sold under the General Certificate of Authority;
- **Adjusters** – Adjusting activities covered under the Adjusters Certificate of Authority.

Course Start and End Time *(for in-person or webinar delivery only)*:
- Indicate the actual start and end time of the course OR an example of the start and end time.

Duration of Lunch, number of breaks, duration of breaks:
- Indicate all breaks to be taken throughout the course, if there are none, indicate 0 or N/A.
- For in-person courses, a fifteen (15) minute break must be included for every three (3) hours of instruction.
- For full-day courses, lunch breaks are required.
- Lunch breaks and exam time are not included in accredited time.

Number of days in course:
- Indicate number of days in the course, indicate N/A for a course that is less than one day.

Date and Signature:
- Date the request.
- Sign the request OR type name (type name accepted as signature).

Processing Fee:
- Sign and date the Request Form (electronic signatures or typed name accepted) and include your $100 application fee payment. Payment can be made by Visa/MasterCard or cheque. Cheques should be made payable to the *Alberta Insurance Council*.

Technical Requirements for Submitting Electronic Course Requests:
- All course submissions must include the current Request for Course Accreditation Form, sample CE certificate (with licensee's CIPR#), and course material or a detailed course outline that explains the timing, purpose of the course/learning objectives, topics being covered, and how the content relates to the credits being requested.
- If submitting a transcript, you **must** include a detailed course outline that explains the timing, purpose of the course/learning objectives, topics being covered, and how the content relates to the credits being requested.
- The entire file must be a *single combined PDF* (Portable Document Format) document.
- The PDF document must be searchable, therefore should be created from original files.
- Scanned documents saved as a PDF file *will not* be accepted.
- The course submissions cannot exceed 100 pages in length (including the course outline) and should be in a minimum 11 font (including PowerPoint slides, etc.)
- The file size cannot exceed 10 MB (Megabytes).
- You can combine the document together by using *Windows Explorer*, (where you find all the files/documents on your computer), select all of the files to be combined and then right click on one of the documents, and then choose *Combine Files in Acrobat*.
- The **order of the documents** in the combined PDF file must be; Request Form, CE certificate, Agenda, Outline (Word or PowerPoint, etc.)
- If you are not creating your content with Adobe Acrobat Pro or similar, please note that most common applications such as Microsoft Word, Excel, PowerPoint, and Publisher have the ability to save your document to PDF format. If you are unsure how to do this, please contact your IT resources, or Google.