

## GUIDELINES: SELF-ACCREDITED COURSE PROVIDER

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It is the course provider's responsibility to monitor the [Alberta Accreditation Committee website](#) for any changes to the Guidelines.

**\*\* Self-accredited course providers must also comply with the current [Single Course Guidelines](#) \*\***

*The Minister of Finance has delegated the responsibility to the Alberta Accreditation Committee ("the Committee") to approve continuing education course providers. The approved providers are authorized to provide courses and the hours of each course, pursuant to Section 29 of the Insurance Agents and Adjusters Regulation.*

The approval term expires each year on December 31<sup>st</sup>.

### 1. ELIGIBILITY TO BECOME A SELF-ACCREDITED COURSE PROVIDER

- a. **All the following conditions must be met** to become a self-accredited course provider:
  - offer insurance designation courses or courses which lead to a recognized insurance designation, such as CIP, CAIB, CPIB, CCIB, etc.
  - offer a minimum of 5 insurance related courses,
  - provide a history and a code of ethics of their organization, and
  - appoint a person to liaise with the Committee.
- b. **Eligible:** Educational Associations or Institutions that meet all of the above criteria.
- c. **Not Eligible:** Insurance Companies and Insurance Intermediaries.

### 2. DEFINITION OF CONTINUING EDUCATION

Course material must be directly related to:

- the insurance industry,
- the operation of an insurance office, or
- the career development of an insurance professional.

### 3. ASSIGNING CREDIT HOURS AND CLASSES

In Alberta, there are four main classes of insurance certificates that require mandatory continuing education. A course may qualify for more than one class of insurance, particularly if it is broad-based knowledge related to the insurance industry or the management of an insurance office. Only courses with substantial material related directly to the definition of continuing education can be accredited.

- a. Determine which class(es) of insurance are relevant by content, not by the class(es) of license held by participants. Material and examples should be relevant to the class of insurance being assigned.
- b. 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 and services sold under Accident and Sickness Certificate of Authority;
  - **General Insurance (P&C)** – Products and services sold under the General Certificate of Authority; and
  - **Adjusters** – Adjusting activities covered under the Adjusters Certificate of Authority.

#### **4. CONDITIONS TO BE MET BY SELF-ACCREDITED COURSE PROVIDERS**

- a. Submit the [Self Accredited Course Provider Application Form](#) and associated fees to become an approved self-accredited course provider.
- b. Accredit all courses according to the most recent [guidelines](#) posted on the [Committee's website](#).
- c. Appoint a Continuing Education Liaison for the Committee.
- d. Provide a detailed list of self-accredited courses to the Committee at least 15 days prior to the start date of the course.
  - No amendments may be made to a course less than 15 days prior to it being offered.

#### **5. AUDIT AND SUSPENSION**

- a. The Committee reserves the right to monitor, review or audit the content and delivery of course material at any time.
- b. Should the Committee decide that a course provider or course material does not meet the requirements set out in the [guidelines](#), the course provider will be suspended. Once suspended, the course provider must submit courses in accordance with the [single course provider guidelines](#) until self-accredited status is reinstated by the Committee.