

## GUIDELINES: SINGLE COURSE ACCREDITATION

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

**Failure to comply with these guidelines may result in the cancellation of courses.**

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

### 1. Course Content

- a. Course material must be directly related to:
  - the insurance industry,
  - the operation of an insurance office, or
  - the career development of an insurance professional.
- b. A submission **will not** be granted accreditation if:
  - it involves a meeting or conference call that deals with day-to-day management of a specific business or company;
  - the course material concerns products or services governed by some other regulatory body and does not have a significant overlap with the Alberta insurance regulatory environment;
  - the course name includes 'test' or 'exam' within the title.
- c. If the course provider name, title of course, content, time, or structure has changed, the course is considered a new course and requires a new completed [Request for Course Accreditation](#). New methods of delivery to existing courses must be approved (see Section 5).
- d. The Committee reserves the right to end date a course, depending on the content and course title.
  - Courses that have a focus on an investment fund will have a maximum end date of 1 year. For example, the material is directly related to the details of the investment fund.
  - Courses that are current and subject to rapid change will have a maximum end date of 1 year. For example, topics relating to the economy, politics, taxes, etc. are subject to rapid change and the information presented may be outdated in one year's time.
  - All other courses will have an end date of a maximum of 3 years.
- e. The Committee will retroactively approve a course to a maximum of sixty (60) days from receipt by the AIC office.

### 2. Number of Credit Hours

- a. Accreditation per submission is:
  - a maximum length of delivery for all types of courses is seven and a half (7.5) hours per day;
  - a minimum of thirty (30) minutes in length;
  - a maximum of thirty (30) hours; and
  - a session must include a fifteen (15) minute break every three hours.

- b. The Committee **may** award:
  - half or no credits if the presentation promotes the sale of a product or service(s);
  - half or no credits if the presentation includes motivational, inspirational and/or personal growth material;
  - reduced credits for breaks and/or lunch, if not accounted for in a course submission;
  - no credit for test or exam time; and
  - no credit for course preparation outside of course instruction.
- c. The Committee rounds approved hours to the nearest quarter (0.25) hour (0.25 hour = 15 minutes).
- d. Course providers may not award partial credits. Once a course is accredited, participants must attend the full course to be awarded the credits.
- e. Board members of professional insurance associations, members of government-appointed councils, agencies and committees may receive accreditation of 1.25 hours per meeting to a maximum of 5.0 hours per year, per individual.
- f. Authors of technical industry articles may receive accreditation of 1.25 hours per article to a maximum of 5.0 hours per certificate term, per individual.
- g. Course Providers may submit one (1) application (and the associated fee) if a conference is offered over multiple dates.
- h. When a conference is submitted as a single application, any breakout sessions will be approved for the lowest accredited amount for each time period of concurrent sessions. Note: an application (and associated fees) are required per session to review sessions individually and allow individuals to earn credits for each session separately.

### **3. Instructors**

- a. It is the responsibility of the course provider to ensure each instructor has at least twenty-four (24) months of experience relevant to the presentation. An approved instructor list must be maintained by the course provider.
- b. Instructors may receive double credits, once per licensing year, per course that has been accredited.
- c. Instructors will not receive credits for multiple speaker conferences if the conference is reviewed as one course.

### **4. Records and Certificates**

- a. A course provider must:
  - use the approved and current certificate of completion template (including licensee's CIPR #), as posted on the website;
  - keep records of participant attendance for four certificate terms after the term it was earned (for audit purposes). A "certificate term" means the period beginning on July 1 and ending on the next June 30;
  - issue certificates to participants within sixty (60) days of course completion or course approval date;

- issue certificates to participants within seven (7) days, if the individual is subject to an audit and sends a written request to the provider. Failure to comply may result in the cancellation of a course;
  - not delegate the issuing of certificates to a third party;
  - ensure all courses including online seminars, webcasts or conferences have a verifiable method of confirming attendance for the entire presentation;
  - issue certificates with the full course name (as it appears on the application);
  - sign a certificate with an original signature, if a participant's name is not type set in the certificate;
  - send the certificate as a protected (non-editable) document, if e-mailing to a participant.
- b. It is attendance which earns the certificate of completion for in-class courses and seminars. Attendance must be confirmed by sign in /out, roll call, scan badge, or other verifiable methods.
- c. For multiple day (5 or more) courses, conferences and seminars, the individual must attend at least 75% of the total approved instructional time to earn a certificate.
- d. Courses which are given in less than a five (5) day format require 100% attendance to receive the completion certificate.
- e. Correspondence or online courses must have an exam (or exercises), developed by the course provider, which must be 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. Exam time is not included in accredited time.

## 5. **Modifications to Existing Courses**

- a. New methods of delivery for existing courses must be approved. The Committee will approve new methods of delivery for an existing course to a maximum of sixty (60) days from the original date of submission. Otherwise, a new completed [Request for Course Accreditation](#) is required.
- b. A course provider can apply to the Alberta Accreditation Committee a maximum of two times to revise the course from its original submission.
- c. Courses will be end dated the day the request to end date is made.

## 6. **Approved Course Results**

- a. Course results will be posted to [the Course Lookup page](#) within seven (7) days following a meeting.
- b. Course Providers are required to review all approved course results on the [Course Lookup page](#). No other notification of course approval will be provided.
- c. Notice for declined courses or those requiring follow up will come via e-mail within one week following the meeting.

## 7. **Appeal Process**

- a. Appeals must be submitted by e-mail correspondence to the Alberta Accreditation Committee at [accreditation@abcouncil.ab.ca](mailto:accreditation@abcouncil.ab.ca).

- b. Appeals will only be reviewed if received within thirty (30) days of the initial committee review. No consideration will be given for time change requests of less than thirty (30) minutes.
- c. Appeal requests for courses to be retroactively approved beyond sixty (60) days from original date of receipt to the Alberta Insurance Council will not be considered.
- d. Course providers have sixty (60) days from approval date to request a date change.