

GUIDELINES: SINGLE COURSE ACCREDITATION

It is the course provider's responsibility to monitor the [Alberta Insurance Council](#) website for any changes to the Course Guidelines. [Click to view 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 submission is retroactive sixty (60) days from receipt by the Alberta Insurance Council office; or
 - the course name includes 'test' or 'exam' within the title.
- c. If the course provider name, title of course, content, time, structure, or method of delivery has changed, the course is considered a new course and requires a new completed [Request for Course Accreditation](#).
- d. The Committee reserves the right to end date a course, depending on the content and course title.

2. Number of Credit Hours

- a. The Committee **may** award:
 - half credits if the presentation promotes the sale of a product or service(s);
 - half 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.
- b. 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.

- 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, as posted on the website;
 - keep records of participant attendance for four certificate terms after the term it was earned (for audit purposes);
 - 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; and
 - send the certificate as a protected 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 50%) 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 to existing courses must be approved. The Committee will only backdate requests to add a method of delivery to an existing course to a maximum of sixty (60) days from the date of request. 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 website within seven (7) days following the Accreditation Meeting.
- b. Course Providers are required to review all approved course results on the *Alberta Insurance Council* website. No other notification will be provided. To view the results, select "Other Resources", "Popular Lookups", "Continuing Education Course Lookup".
- c. Letters will only be sent for declined courses or those requiring follow up and will come via email within one week following the meeting.

7. **Appeal Process**

- a. Appeals must be submitted by e-mail correspondence to the Alberta Insurance Council at 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 approved retroactively 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 change from a specific end date to "ongoing".