INSTRUCTIONS: SINGLE COURSE – REQUEST FOR COURSE ACCREDITATION

**It is the course provider's responsibility to monitor the *Alberta Insurance Council* website
for the current *Request for Course Accreditation* form. Click to view Request Form**

All fields on the form are mandatory. Incomplete applications will not be processed

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

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.

Instructors:
- 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 with request.

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)
- If a course is being offered on an ongoing basis, check "Ongoing" and leave the End Date blank

Method of Delivery:
- Indicate all course delivery methods in detail ("Various" or "Multiple" is not acceptable)
  i.e. Seminar, In-class, Webinar, Online/Self Study, both in-person & online/correspondence, etc.

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

Location of Course:
- Indicate the course location, city and province. If taking place in multiple locations, note "various"

Questions – regarding Course Content:
- Answer "yes/no" questions regarding the content of the course, relating to personal growth, promotion of a product, service or company or 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 class of insurance
- One (1) credit is equal to one (1) hour of instruction
- Indicate the **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:
- 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

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

Verification of attendance:
- Indicate the method of attendance that will be used to verify attendance
- As outlined in the Guidelines, course providers must have a verifiable method of confirming attendance for duration of course. (e.g. sign in/out, roll call, scan badge, or other verifiable method).

Timeline for certificates be given to participants:
- Indicate the number of days following the course the certificate will issued to the participants.
- Refer to Guidelines (Maximum sixty (60) days)

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

Processing Fee:
- Application forms submitted must be signed and dated (electronic signatures or type name accepted), along with a $100 application fee payment. Payment can be made by Visa/MasterCard or Cheque. (cheque 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 CIPR#) and Course Outline that also includes the purpose of the course
- The course outline must sufficiently detail the course content
- 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.