

GUIDELINES: SELF-ACCREDITED COURSE PROVIDERS

Self-accredited course providers must comply with the current guidelines for single course accreditation.

Eligibility to become a self-accredited course provider

- **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
 - offer a minimum of 5 insurance related courses
 - provide a history and a code of ethics of their organization
 - appoint a person to liaise with the Alberta Accreditation Committee
 - **Eligible:** Educational Associations or Institutions that meet all of the above criteria
 - **Not Eligible:** Insurance Companies and Insurance Intermediaries will not be granted self-accreditation status

Definition of Continuing Education

- The curriculum must be directly related to:
 - knowledge relevant to giving advice about any insurance product or services, or
 - adjustment of claims, or
 - knowledge, relevant to the operation of an insurance business

Assigning Credit Hours and Classes

In Alberta, there are four main classes of insurance certificates that require Mandatory Continuing Education. Courses may qualify for more than one class of insurance, particularly if it is broad based knowledge relevant to the operation of an insurance business. Only courses with substantial material related directly to insurance or management of an insurance business can be accredited

- Determine which class(es) of insurance is relevant by content, not by the class(es) of license held by attendees
- The four classes of insurance are:
 - **General Insurance** – Products and services sold under the General Certificate of Authority as defined in Alberta Regulation 122/2001
 - **Life Insurance** - Products and services sold under Life Certificate of Authority as defined in Alberta Regulation 122/2001
 - **Accident and Sickness** - Products and services sold under Accident and Sickness Certificate of Authority as defined in Alberta Regulation 122/2001
 - **Adjusters** – Adjusting activities covered under the Adjusters Certificate of Authority as defined in Alberta Regulation 122/2001

Conditions to be met by self-accredited course providers

- Accredite all courses according to the most recent guidelines posted on the Alberta Insurance Council website
- Appoint a Continuing Education Liaison with the Alberta Accreditation Committee

- Submit application form and fees to become an approved self-accredited course provider
- Provide a detailed list of courses approved to the Alberta Accreditation Committee at least 15 working days prior to the date of presentation
- Provide a detailed list of courses that were previously approved as ongoing where changes have been made to the course at least 15 working days prior to the date the course is being offered. No amendments may be made to a submission less than 15 days prior to the course being offered

****The Alberta Accreditation Committee reserves the right to review any submissions from Self-Accredited Course Providers****