

GUIDELINES: SINGLE COURSE ACCREDITATION

Course Content

- Course material must be directly related to the insurance industry or the management of an insurance office
- A submission **will not** be granted accreditation if:
 - it involves a meeting or conference call that deals with day to day operation of the business and/or company updates
 - the course material concerns products or services governed by some other regulatory body and does not have a significant overlap into the Alberta insurance regulatory environment
 - the Committee approved uniform certificate of completion will **not** be used
 - the course submission is retroactive, beyond 60 days of receipt by the Alberta Insurance Council office
 - the course name includes 'test' or 'exam' within the title
 - an instructor has less than twenty-four (24) months of experience relevant to the presentation
- If the course content, time or structure has changed, the course is considered a new course and requires a new submission
- The Committee reserves the right to end date a course, depending on the content

Number of Credit Hours

- The Committee **may** award:
 - half credits if the presentation promotes the sale of a product or services
 - 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 course submission (any session three hours or longer must include a 15 minute break)
 - no credit for exam time
 - no credit for course preparation outside of course instruction
- Accreditation per submission is:
 - a maximum of seven and a half (7.5) hours per day
 - a minimum of thirty (30) minutes in length
 - a maximum of thirty (30) hours
- The Committee rounds approved hours to the nearest quarter (1/4) hour
- Course providers **may not** award partial credits
- Instructors may receive double credits, once per licensing year, per course that has been accredited
- Instructors will not receive credits for multiple speaker conferences if the conference is reviewed as one course
- Board members of professional insurance associations, members of the government appointed councils, and committees may receive accreditation of 1.25 hours per meeting to a maximum of 5.0 hours per year, per individual
- 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
- If conference is offered over multiple dates, submit one (1) application (and associated fee). Note a fee per session is required to review sessions individually and allow individuals to earn credits for each session separately

- Separate applications (and associated fees) may be submitted for concurrent sessions if seeking individual accreditation for each session. When a conference is submitted as a single application, if approved, any breakout sessions will be approved for the lowest accredited amount for each time period of concurrent sessions

Records and Certificates

- A course provider must:
 - keep records of participant attendance for four certificate terms after the term it was earned-for audit verification if required
 - issue certificates to attendees within ninety (90) days of course completion or course approval date
 - issue certificates to attendees within seven (7) days if the individual is subject to an audit and sends a written request to the provider
 - **not** delegate the issuing of certificates to a 3rd 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
- It is the attendance which earns the certificate of completion for in-class courses and seminars. Attendance must be confirmed by sign in **and** sign out sheet, roll call, or scan badge, for example
- 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
- Courses which are given in less than a five (5) day format require 100% attendance to receive the completion certificate
- Correspondence or on line 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

Modifications to Existing Courses

- 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 60 days from the date of request
- Courses will be end dated the day the request to end date is made

Appeal Process

- Submissions for re-consideration 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
- Appeal requests for courses to be approved retroactively beyond 60 days from original date of receipt to the Alberta Insurance Council **will not** be considered
- Course providers have 60 days from approval date to request a change from a specific end date to "ongoing"

It is the course provider's responsibility to monitor the Alberta Insurance Council's website for any changes to the guidelines (http://www.abcouncil.ab.ca/publicationsforms/ce_forms.html)