

SINGLE COURSE ACCREDITATION GUIDELINES

The Alberta Insurance Council (AIC) is authorized to approve Continuing Education (CE) courses offered by course providers for the purpose of agents and adjusters using the courses to meet requirements for Continuing Education.

Note: Course providers must apply to the AIC directly for course accreditation, no third-party submissions will be accepted.

Course content

- a. Course material must be directly related to:
 - The insurance industry,
 - The operation of an insurance office, or
 - The training and career development of an insurance professional.
- b. A course may not meet requirements for accreditation if it involves a meeting or conference call that deals with day-to-day management of a specific business or company.
- c. If the title of the course, content, or structure has changed, the course is considered a new course and requires a new completed [Single Course Accreditation application form](#). New methods of delivery of existing courses must be approved (see records and certificates below).
- d. The course application must include the start and end dates of the course, and the end date must not be more than three years from the start date.
- e. The AIC may change the application request regarding class of insurance requesting accreditation, or the length of time in which a course is approved. The length of time in which a course is approved may be reduced due to any, or all, of the following reasons:
 - The course has a focus on an investment fund that is anticipated to change within a year,
 - The course is current and subject to rapid change. (e.g. topics relating to the economy, politics, taxes, cybersecurity, Artificial Intelligence, etc.), or
 - The course may require a review before the timeframe requested.
- f. The AIC will retroactively approve a course to a maximum of 60 days from receipt.

Class of insurance 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 and 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.

Number of hours

- Indicate the number of hours that are being requested and indicate the hours for each Alberta class of insurance.
- Accreditation per submission is:
 - A maximum length of delivery for all types of courses is 7.5 hours per day.
 - A minimum of 30 minutes in length.
 - A maximum of 30 hours.
- The AIC rounds approved hours to the nearest quarter (0.25 hours = 15 minutes).
- Course providers must provide the full hours accredited. Once a course is accredited, participants must attend the full course to be awarded the hours.
- Board members of professional insurance associations, members of government-appointed councils, and agencies and committees may receive accreditation of 1.25 hours per meeting.
- Course providers may submit one application (and the associated fee) if a conference is offered over multiple dates.

Instructors

- The course provider is responsible for verifying the qualifications of course instructors/leaders, and all courses should be delivered by qualified instructors.
- Instructors may receive double hours, once per licensing year, per course that has been accredited.
- Instructors cannot receive hours for multiple speaker sessions if accredited as one course.
- Instructor hours cannot be earned for correspondence or online self-study courses.

Records and certificates

- A course provider must:
 - Include the following information on the certificate of completion:
 - Participant's full name
 - Course name
 - Course provider name
 - Course completion date
 - Number of CE hours & class of insurance
 - Course ID number
 - Signature of course provider
 - Keep records of participant attendance for four certificate terms after the term it was earned (for audit purposes). Certificate term refers to the period from July 1 to June 30 of the following year;
 - Issue certificates to participants within 30 days of course completion or course approval date;
 - Not delegate the issuing of certificates to a third party;

- Ensure all in-person courses and live webinars have a verifiable method of confirming attendance for the entire presentation;
 - Issue certificates with the full course name (as it appears on the application) and course provider name;
 - Ensure that all certificates are signed by the authorized individual at the course provider; and
 - Send the certificate as a protected document, if emailing to a participant.
- b. It is full attendance which earns the certificate of completion for in-person courses and live webinars. Attendance must be confirmed by sign in/out, scan badge, or other verifiable methods.
 - c. For multiple day (five 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 of less than five days duration require 100% attendance to receive the completion certificate.
 - e. Self-study courses must have an exam 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 included in accredited time. Length of exam is to be at the discretion of the course provider, but should reflect the breadth of content covered, academic rigor, and total instruction time.

Submission requirements

- a. Complete the [Single Course Accreditation application form](#).
- b. Attach a sample CE certificate reflecting the course for which accreditation is requested for.
- c. Attach a course outline (if available) with course objectives, learning outcomes, and method(s) of assessment (if applicable).
- d. Provide a sample of course content (maximum of 10 pages).
- e. Provide a clear and concise description of how the course content relates to the class(es) of insurance being requested (maximum of 500 words).

Modifications to existing courses

- a. New methods of delivery for existing courses must be approved. The AIC will approve new methods of delivery for an existing course to a maximum of 60 days from the original date of submission. Otherwise, a new completed Single Course Accreditation application form is required.
- b. Courses will be end dated the day the request to end date is made.

Approved course results

- a. Course approval letters will be issued, and results will be posted to the [Course Lookup page](#) within 20-30 business days from the time of submission including payment.
- b. Notices for declined courses or those requiring follow-up will be emailed within 20-30 days from the time of submission.

Review process

- a. Requests for review must be submitted by email correspondence to the AIC at accreditation@abcouncil.ab.ca.
- b. Requests for review must be submitted to the AIC within 30 days of the course approval date.