

SELF-ACCREDITED COURSE PROVIDER GUIDELINES

In accordance with the [*Insurance Agents and Adjusters Regulation*](#), the Alberta Insurance Council (AIC) is authorized to approve Continuing Education course providers to deliver education.

It is the responsibility of the course provider to monitor the Alberta Insurance Council [website](#) for any changes to the Self-Accredited Course Provider Guidelines.

Self-Accredited Course Providers must also comply with the [Single Course Accreditation Guidelines](#).

Eligibility to become a Self-Accredited Course Provider

Self-Accredited Course Providers must:

- Be an insurance-related association offering education or, a post-secondary institution;
- Offer insurance designation courses, or a curriculum of courses, that lead to a recognized insurance designation (e.g. CIP, CAIB, CPIB, CCIB, etc.);
- Offer a minimum of five insurance-related courses;
- Have a course approval policy that identifies how courses are developed/delivered; and
- Appoint a person to liaise with the AIC.

Note: Insurance companies do not meet the requirements of a self-accredited course provider.

Conditions to be met by the course provider

- a. Submit the Self-Accredited Course Provider application form and associated fees to become an approved Self-Accredited Course Provider. Contact accreditation@abcouncil.ab.ca to request an application.
- b. Accredit all courses according to the most recent guidelines posted on the AIC website.
- c. Appoint a Continuing Education Liaison for the AIC.
- d. Provide a detailed list of self-accredited courses to the AIC at least 15 days prior to the start date of the course, and no later than 30 days after the course has started.

Audits

The AIC reserves the right to monitor, review, or audit the content and delivery of course material at any time.

Note: Course providers that meet the guidelines for accreditation and wishing to apply may do so at any time during the year. The accreditation term is from January 1 - December 31, and the annual fee is \$250 (fees are not pro-rated).