

Care-First Single Course Accreditation application form

Contact information

Name of course provider: _____

Contact person at course provider: _____

Phone number: _____

Email address: _____

Course information

Name of course: Care-First for Brokers & Agents

Start date of course (mm/dd/yyyy): _____

End date of course (mm/dd/yyyy) (maximum three years): _____

Method of course delivery

☐ Instructor-led in-person training

☐ Virtual instructor-led training

☐ Self-paced online learning

Attendance verified by (check all that apply):

☐ Sign-in & sign-out sheets

☐ Electronic attendance tracking

☐ Successful completion of assessment

Course time

Indicate example of course start/end time; applies only for in-person and/or live webinar delivery.

Start time: _____ End time: _____

Number of days in course: _____

Course content format

Specify the requested format for receipt of the course content:

☐ HTML

☐ SCORM 1.2

☐ SCORM 2004 3rd Edition

☐ SCORM 2004 4th Edition

Acknowledgement

- ☐ I have read and agree to the Government of Alberta Terms and Conditions of Use.
- ☐ I acknowledge that the Alberta Insurance Council reserves the right to monitor, review, and audit course materials.
- ☐ I have included the non-refundable fee of \$100 payable to the Alberta Insurance Council via cheque, VISA/Mastercard, Money on Account.

Submitted by (electronic signature or typed full name is acceptable):

(Type full name)

Date of submission (mm/dd/yyyy): _____

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OVERVIEW

The Materials consist of technical product education and case-management education. The technical product education will provide case managers, brokers and agents with an understanding of the technical product components of Care-First relevant to their role, while the case-management education will provide case managers with an evidence-based case management training program, covering principles of case-management in a care model.

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- Providing a separate segment or module that outlines agent-specific expectations or broker-specific expectations under Care-First, such as client guidance or documentation processes, after completion of a module.
- Offering operational examples or case studies that reference or expand on the Care-First concepts covered by the EM and do not revise or contradict the EM.
- Delivering a module, followed immediately by an Authorized User's own content that addresses internal policies or supplemental information on the same topic, before moving on to the next module.

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If you have any questions about the Materials or these Terms of Use, please contact tbf.carefirst@gov.ab.ca