

Broker/Agent Licensing Provincial Guide - Insurance Institute

Questions? Contact us at 1-866-362-8585 or get in touch with your local Institute or Chapter - www.insuranceinstitute.ca

Province	Restricted Auto	Level 1 Course Requirements	Level 2 Course Requirements	Level 3 Course Requirements	Licensing Body (Regulator)
British Columbia	N/A	OPTION 1: C81: General Insurance Essentials – Part 1 C82: General Insurance Essentials – Part 2 OPTION 2: C11: Principles and Practice of Insurance C130: Essential Skills for the Insurance Broker and Agent	OPTION 1: Level 1 – Option 1 requirements C130: Essential Skills for the Insurance Broker and Agent C131: Advanced Skills for the Insurance Broker and Agent OPTION 2: Level 1 - Option 2 requirements C131: Advanced Skills for the Insurance Broker and Agent	OPTION 1: Level 2 – Option 1 requirements C132: Practical Issues in Broker Management OPTION 2: Level 2 – Option 2 requirements C132: Practical Issues in Broker Management	Insurance Council of BC
Alberta Note: Northern & Southern have the same courses	N/A	Option 1: C11: Principles and Practice of Insurance C130: Essential Skills for the Insurance Broker and Agent OR Completed CIP designation (last exam must be within the last 12 months) Option 2: Level 1 manual (Customized for the exam) AIC Level 1 Exam	Option 1: Level 1 Requirements C131: Advanced Skills for the Insurance Broker and Agent OR Completed CIP Designation (last exam must be within the last 12 months) Option 2: Level 2 manual (Customized for the exam) AIC Level 2 Exam	Option 1: Level 2 Requirements C132: Practical Issues in Broker Management OR Completed CIP designation Option 2: Level 3 material (C132 text+1000 practice exam questions) AIC Level 3 Exam	Alberta Insurance Council

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Saskatchewan	RESTRICTED AUTO KIT: Saskatchewan Automobile Licensing – Restricted Agent Manual ICS Bylaws and Schedules Note: Students must obtain these from the ICS website.	OPTION 1: Restricted Auto kit Sask. Accident & Sickness and Travel Health Supplement kit C81: General Insurance Essentials – Part 1 C82: General Insurance Essentials – Part 2 OPTION 2: Restricted Auto kit Sask Accident & Sickness and Travel Health Supplement kit C11: Principles and Practice of Insurance C130: Essential Skills for the Insurance Broker and Agent	OPTION 1: Level 1 – Option 1 requirements C130: Essential Skills for the Insurance Broker and Agent C131: Advanced Skills for the Insurance Broker and Agent OPTION 2: Level 1 - Option 2 requirements C131: Advanced Skills for the Insurance Broker and Agent	Level 2 Requirements C132: Practical Issues in Broker Management OR Completed CIP Designation	Insurance Council of Saskatchewan
Manitoba	N/A	OPTION 1: C81: General Insurance Essentials – Part 1 C82: General Insurance Essentials – Part 2 OPTION 2: C11: Principles and Practice of Insurance C130: Essential Skills for the Insurance Broker and Agent	OPTION 1: Level 1 – Option 1 requirements C130: Essential Skills for the Insurance Broker and Agent C131: Advanced Skills for the Insurance Broker and Agent OPTION 2: Level 1 - Option 2 requirements C131: Advanced Skills for the Insurance Broker and Agent	OPTION 1: Level 2 – Option 1 requirements C132: Practical Issues in Broker Management OPTION 2: Level 2 – Option 2 requirements C132: Practical Issues in Broker Management	Insurance Council of Manitoba
Ontario - Brokers/RIBO	N/A	RIBO Level 1 - Entry Level C81: General Insurance Essentials – Part 1 C82: General Insurance Essentials – Part 2 Ontario Automobile Insurance Licensing Supplement Habitational Insurance Policy Wordings OAP 1 – Ontario Auto Insurance Wording Travel Health Insurance Manual (supplied by IBAO) RIBO exam	RIBO Level 2 - Technical/Commercial The following CIP textbooks included in the bundle C130: Essential Skills for the Insurance Broker and Agent C131: Advanced Skills for the Insurance Broker and Agent RIBO exam	RIBO Level 3 - MANAGEMENT The following CIP textbook included in the bundle C132: Practical Issues in Broker Management RIBO exam	Registered Insurance Brokers of Ontario

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Ontario - Agents/OTL	N/A	C81: General Insurance Essentials - Part 1 C82: General Insurance Essentials - Part 2 Ontario Automobile Insurance Licensing Supplement Ontario Automobile Policy (OAP1) Owner's Policy	N/A	N/A	Financial Services Regulatory Authority of Ontario
Nova Scotia	N/A	OPTION 1: C81: General Insurance Essentials – Part 1 C82: General Insurance Essentials – Part 2 OPTION 2: C11: Principles and Practice of Insurance C130: Essential Skills for the Insurance Broker and Agent	OPTION 1: Level 1 – Option 1 requirements C130: Essential Skills for the Insurance Broker and Agent C131: Advanced Skills for the Insurance Broker and Agent OPTION 2: Level 1 - Option 2 requirements C131: Advanced Skills for the Insurance Broker and Agent	OPTION 1: Level 2 – Option 1 requirements C132: Practical Issues in Broker Management OPTION 2: Level 2 – Option 2 requirements C132: Practical Issues in Broker Management	Superintendent of Insurance
Newfoundland & Labrador (Changing soon)	N/A	OPTION 1: C81: General Insurance Essentials – Part 1 C82: General Insurance Essentials – Part 2 OPTION 2: C11: Principles and Practice of Insurance	Requirement of Level 1 C12 - Insurance on Property C14 - Automobile Insurance C17 - Claims C72 - Introduction to Risk Management and Commercial Lines C110 - Essentials of Loss Adjusting	Completed CIP Designation	Superintendent of Insurance
New Brunswick	N/A	OPTION 1: C81: General Insurance Essentials – Part 1 C82: General Insurance Essentials – Part 2 OPTION 2: C11: Principles and Practice of Insurance C130: Essential Skills for the Insurance Broker and Agent	OPTION 1: Level 1 – Option 1 requirements C130: Essential Skills for the Insurance Broker and Agent C131: Advanced Skills for the Insurance Broker and Agent OPTION 2: Level 1 - Option 2 requirements C131: Advanced Skills for the Insurance Broker and Agent	OPTION 1: Level 2 – Option 1 requirements C132: Practical Issues in Broker Management OPTION 2: Level 2 – Option 2 requirements C132: Practical Issues in Broker Management	Superintendent of Insurance

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Prince Edward Island	N/A	OPTION 1: C81: General Insurance Essentials – Part 1 C82: General Insurance Essentials – Part 2 OPTION 2: C11: Principles and Practice of Insurance	N/A	N/A	Superintendent of Insurance

Québec Requirements

Minimum Qualifications

- Diploma of Collegial Studies from Québec (DCS);
- Diploma of Collegial Studies (DCS) Insurance and Financial Advisory Services;
- Attestation of collegial studies in damage insurance recognized in an agreement entered into for that purpose between the AMF and a Québec college-level institution;
- Two university certificates of 30 credits each from a Canadian university;
- Bachelor's degree, specialized graduate diploma (D.E.S.S.), Master's degree or doctoral degree from a Canadian university;
- Decision issued by the AMF recognizing a level of education equivalent to the Diploma of Collegial Studies;
- Comparative evaluation for studies done outside Québec issued by the ministère de l'Immigration et des Communautés culturelles du Québec, indicating a minimum of 13 years of studies;
- Secondary school diploma or equivalent level of education and a decision issued by the AMF recognizing at least 3 years of full-time work experience.

AMF Examinations

The AMF requires future professionals to pass the following examinations, based on the sector or sector class in which they plan to practice, in order to ensure they have the necessary skills to properly advise clients.

For personal lines damage insurance:

05-105
05-401
05-402
05-501

For commercial lines damage insurance:

05-105
05-403
05-406
05-409
05-502

An examination is valid for two years from the date passed. A failed exam may be rewritten three times.

Probationary Period

Once all examinations are passed, a probationary period must be completed. During this time, at least 28 hours of work a week must be completed, under supervision.

All examinations must be valid when beginning the probationary period, which extends for:

- 12 weeks for the claims adjustment sector;
- 6 weeks for the claims adjustment in personal lines damage insurance sector class; and

- 6 weeks for the claims adjustment in commercial lines damage insurance sector class.

Certification

- Must submit an application to the AMF before the examinations expire.
- If the examinations expire during the probationary period, the applicant has 30 days from the end of this period to apply.
- While the application is being processed and on receipt of a notice to this effect from the AMF, the probationary certificate will remain in effect for a maximum of 45 days as of the end of the probationary period.