



# Agent Licensing Requirements 2017

A National Survey prepared by the  
Canadian Life and Health Insurance Association





This National Survey summarizes the main licensing requirements of life agents in all the provinces and territories across Canada.

The Survey was completed in the summer of 2017 and reflects requirements in effect at that time. Where a requirement is expected to come into effect, this is clearly indicated.

CLHIA wishes to acknowledge the cooperation of provincial and territorial regulators in the preparation of this information.

79 Wellington St. West, Suite 2300  
P.O. Box 99, TD South Tower  
Toronto, Ontario M5K 1G8  
(416) 777-2221 Fax: (416) 777-1895 [www.clhia.ca](http://www.clhia.ca)

Toronto • Montréal • Ottawa

## Explanatory Notes

### Licence

This section identifies the licences that are required to sell life insurance and the fee for each licence.

### Errors & Omissions Insurance (E & O)

This section indicates whether or not E&O is required by the jurisdiction. Where it is mandatory, the required coverage is described. Note that life and A&S agents are strongly encouraged to carry E&O even where it is not mandatory. CLHIA suggests that failure to carry E&O is evidence that the agent may not be suitable.

### Continuing Education (CE)

This section indicates whether or not CE is required by the jurisdiction. Where it is mandatory, specific details about the requirements are described. Note that life and A&S agents are strongly encouraged to obtain CE even where it is not mandatory. CLHIA suggests that failure to obtain CE is evidence that the agent may not be suitable.

### Sponsorship/Supervision

This section indicates whether agents need a sponsor or a supervisor and describes who may act as a sponsor or supervisor.

### Conditions/Limitations

This section describes a number of restrictions that may apply. These include restrictions on other employment that may create a conflict of interest, background checks on individuals applying for a licence and limits on the length of time an agent may be inactive and apply for reinstatement.

### Information

This section identifies the website where the status of an agent's licence can be verified and appropriate contacts for additional licensing information.

### Examination

A harmonized Life Licence Qualification Program was implemented in all provinces and territories on January 1, 2016. This section reports on the examination fee and briefly describes key administrative procedures for individuals wishing to take the exam.

**Note: These charts are intended to provide a general summary of key requirements for comparison purposes. The information is updated as CLHIA becomes aware of changes. Persons using the charts for compliance purposes should consult the websites of individual regulators for additional details and possible updates.**



# Alberta

## Agent Licensing Requirements

### Licence

Name: Life Insurance Agent  
A&S Insurance Agent

Fee: \$95 for Life  
\$60 for A & S

Duration: 1 year

Expiry Date: June 30

Errors & Omissions Insurance

Mandatory: Yes

Exemptions: None

Coverage: \$500,000  
\$2 million aggregate

Deductible: None. Insurer pays first dollar and collects from insured

Fraud: Yes

Tail: 1 year

### Continuing Education

Mandatory: Yes, Life Insurance Agent

Credit hours/year: 15 per certificate

Restrictions on credits: Accreditation Committee approves courses and providers. All approved courses are posted on the AIC web site

Reporting period: Annual, no later than June 30, of each year

Reporting protocol: Agent must enter sufficient CE credit on-line to renew. Only valid courses may be entered. Agent may not access the renewal of his certificate unless it has been confirmed that his CE requirement has been satisfied. Subject to audit

Carry forwards: 7.5 hours from one certificate term to the next

Record retention period: 3 years following expiry of the certificate term

Non-resident licensee: Must comply with Alberta requirements or meet CE requirements in resident provinces that require CE as long as agent holds a valid license in his resident jurisdiction

### **Sponsorship/Supervision**

Mandatory: Sponsorship, continuous

Exemptions: None

Sponsor qualifications: Licensed life insurance company

Supervisor qualifications: N/A

### **Other Conditions/Limitations**

Part-time permitted: Yes

Other occupations, general: Agents may engage in another occupation provided no conflict of interest, or not in position of coercion or undue influence.

Other occupations, financial services: No prohibition on agents engaging in sale of other financial services but mortgage brokers must not be officers or employees of a lender

Service renewal commissions: May receive without licence

Insurance (other than E&O) or bond: None

Credit check: No, except for special investigations

Police check: All first-time applicants for a life and/or A&S licence and those seeking reinstatement after more than 6 months from the expiry of the certificate must submit a security clearance document that they obtain from their local RCMP detachment or municipal police force. Also accept criminal record checks provided by BackCheck

Reinstatement for inactive agents: Two (2) years – from date of suspension. Must satisfy CE requirements if re-applying within 6 months of expiry of certificate. If re-applying more than 6 months from the expiry of the certificate, must provide a new criminal record check

### **Information**

Licence Status: [www.abcouncil.ab.ca](http://www.abcouncil.ab.ca)

Contacts: Edmonton, Tel (780) 421-4148

Calgary, Tel (403) 233-2929

[licensing@abcouncil.ab.ca](mailto:licensing@abcouncil.ab.ca)

[exams@abcouncil.ab.ca](mailto:exams@abcouncil.ab.ca)



## Examination

### Fees:

Initial: Life \$100 per module  
A&S \$50 per module

Rewrites: Life \$100 per module  
A&S \$50 per module

### Sittings:

Location: Calgary and Edmonton. See website for additional sites

Frequency: Weekly (generally Monday and Tuesday). See website for additional information

### Procedures:

Registration: Online , 3 business days prior to exam

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: 15-45 minutes between modules



## Licence

Name: Life and A&S Insurance Agent  
A&S Insurance Agent

Fee: \$225

Duration: Continuous licence, annual filing June 1<sup>st</sup>

Expiry Date: None - annual filing requirements

## Errors & Omissions Insurance

Mandatory: Yes

Exemptions: None

Coverage: \$1 million  
\$2 million aggregate

Note: Separate and distinct policy required for agencies with more than one authorized representative; coverage must be dedicated to insurance business. See Council Notice ICN 15-006 for more details.

Deductible: None

Fraud: No

Tail: No

## Continuing Education

Mandatory: Yes

Credit hours/year: With an approved designation: 5 technical credits. If licensed for 5 of the last 7 years and without an approved designation 10 technical credits. If not licensed for 5 of the last 7 years and without an approved designation 15 technical credits.

If licensee holds an approved designation and is required to keep the designation in good standing by completing continuing education each year, he or she is exempt from Council's continuing education requirements. See Council website for details and list of approved designations

Restrictions on credits: New licensee's must complete Council Rules Course prior to first annual filing. See Council Notice ICN 16-001 for more details. Agent responsibility that course qualifies. Guidelines provided by Insurance Council. LLQP does not count as CE if used to obtain a first licence.

Reporting period: June 1 annually

Reporting protocol: Agent makes declaration on annual filing – audits conducted

Carry forwards: None

Record retention period: 5 years

Non-resident licensee: Non-residents whose home jurisdiction has a mandatory continuing education requirement will not be required to meet Council's requirements provided they keep their licence in good standing in their home jurisdiction

## Sponsorship/Supervision

Mandatory: Supervision, 2 years

Exemptions: Period of supervision may be reduced by up to 12 months if applicant holds CLU, CFP or RFP designation

Sponsor qualifications: N/A

Supervisor qualifications: Supervisor of applicant must have been actively licensed in Canadian jurisdiction for minimum of 5 of last 7 years, unless otherwise approved by Council

## Other Conditions/Limitations

Part-time permitted: Yes

Other occupations, general: Agents may engage in another occupation provided no conflict of interest or the possibility of undue influence arising. List of other occupations considered by Council is available on Council's website.

Other occupations, financial services: No prohibition on agents engaging in sale of other financial services (except if the licensee is operating from a savings institution and that position grants him/her decision-making authority where there is potential to exert undue influence)

Service Renewal Commissions: May receive without licence if not acting as an agent.

Insurance (other than E&O) or bond: None

Credit check: None

Police check: Candidate must obtain original criminal record check from local police detachment and submit along with application (some police detachments forward criminal record checks directly to Council's office). Candidate residing in another Canadian jurisdiction does not require a criminal record check if licensed in good standing in their home jurisdiction.

Reinstatement for inactive agents: Generally if licensed and active in industry for two (2) years immediately before licence termination and reinstate within two (2) years from date licence was terminated. Otherwise may have to demonstrate qualifications. See Council Rule 2(19) for specifics. Where licensees advise they no longer meet licensing requirements (i.e., loss of authority to represent) within 5 business days license status is changed to Inactive. No fee required to reactivate. Must continue to make annual filings

## Information

Licence Status: Yes, go to "Search Licensees" on home page at [www.insurancecouncilofbc.com](http://www.insurancecouncilofbc.com)

Contacts: Insurance Council of British Columbia  
Regulatory Services Department  
Tel (604) 688-0321 - Fax (604) 662-7767  
Toll-free within BC: 1-877-688-0321  
[info@insurancecouncilofbc.com](mailto:info@insurancecouncilofbc.com)

## Examination

### Fees:

Initial: Life \$125 (4 modules)  
A&S \$125 (2 modules)  
Rewrites: Life \$125 (4 modules)  
A&S \$125 (2 modules)

### Sittings:

Location: Vancouver, Vernon, Victoria, Nanaimo  
Creston, Terrace and Prince George upon request

Frequency: Bi-Weekly sittings; Vancouver - Thursday through Friday; Victoria: - Mondays; Vernon - Wednesday; Nanaimo - Fridays

### Procedures:

Registration: By mail or in person at Council's office - Vancouver: minimum of Wednesday of 1 week prior to exam date. Other locations: minimum of Wednesday of 2 weeks prior to exam date

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: Vancouver: 45 minutes breaks between modules. Outside of Vancouver 15 minute breaks between modules.



## Licence

Name: Life Insurance Agent  
Accident & Sickness Agent

Fee: \$150 for Life  
\$90 for A & S

Duration: One (1) year

Expiry Date: May 31

## Errors & Omissions Insurance

Mandatory: Yes

Exemptions: None

Coverage: \$1 million  
\$5 million aggregate

Deductible: None

Fraud: Yes

Tail: Five (5) year

## Continuing Education

Mandatory: Yes

Exempt for the licensing year the agent completed the Provincial LLQP Examination

Credit hours/year: 15

Restrictions on credits: Must be directly related to life and accident & sickness insurance products or services, or the operation of an insurance business as per Council's definition. Must be obtained through a course provider accredited with ICM, or obtain individual credit hour approval. Maximum of 5 CE credits of the required 15 may be related to segregated funds

Reporting period: June 1st annually

Reporting protocol: Agent can enter CE credits in the online reporting module at anytime throughout the year. Must have the minimum requirement entered before proceeding with their online renewal.

Carry forwards: None

Record retention period: Two (2) years

Non-resident Licensee: Canadian non-residents residing in jurisdictions that have continuing education requirements will be deemed to have met the requirement in Manitoba. Agents/Brokers residing in a jurisdiction where continuing education is not mandatory, and U.S. residents, are required to comply with Manitoba's continuing education requirement.

### **Sponsorship/Supervision**

Mandatory: Sponsorship, continuous

Supervision: one year

Exemptions: None

Sponsor qualifications: Must be a licensed insurance company in the province of Manitoba

Supervisor qualifications: An active life insurance agent on a full-time basis with three (3) continuous years experience (the supervisor must consider the sale of life insurance as being their full-time primary occupation). Licensed in Manitoba

### **Other Conditions/Limitations**

Part-time permitted: Yes

Other occupations, general: Agent may engage in another occupation provided no conflict of interest or undue influence is evident (Letter of Undertaking may be required)

Other occupations, financial services: No prohibitions on engaging in sale of other financial services. Must operate and have an access separate and distinct from any financial institution other than a licensed insurance company.

Service renewal commissions: May receive without licence as long as they do not fall into the definition of an "agent" as outlined in The Insurance Act of Manitoba.

Insurance (other than E&O) or bond: None

Credit check: Agents subject to personal bankruptcy or engaged in any business which has been subject to bankruptcy proceedings must submit a copy of the bankruptcy discharge or a copy of the documents that were filed with the trustee including the list of creditors. The Insurance Council of Manitoba may not be able to proceed with the issue of a licence if bankruptcy proceedings are underway, until the applicant is fully discharged. Each case is reviewed individually in this instance.

Police check: First-time applicants for a Life and/or A&S licence and those seeking reinstatement after more than one year must submit an original criminal record check (completed within 6 months) obtained directly from their local RCMP detachment or local police. If search indicates a criminal record may exist, an original criminal record printout completed by fingerprints is required, with the exception of conviction for a single DUI. Background checks are currently not accepted when completed through a third party provider.

Reinstatement for Inactive Agents: Within one (1) year from date his or her last issued licence expired/cancelled. Must meet the requirements of the Licensing Rules, The Insurance Act and the Regulations under The Act

## Information

Licence Status: Yes, go to “ [Licence Search](#)” on home page at [www.icm.mb.ca](http://www.icm.mb.ca)

Contacts: Insurance Council of Manitoba

Web-site: [www.icm.mb.ca](http://www.icm.mb.ca)

Stacey Aubrey

Manager, Licensing & Administration

Email: [saubrey@icm.mb.ca](mailto:saubrey@icm.mb.ca)

or

Sandi Saluk

Senior Licensing Officer

Email: [ssaluk@icm.mb.ca](mailto:ssaluk@icm.mb.ca)

Tel (204) 988-6800

Fax (204) 988-6801

General Email: [contactus@icm.mb.ca](mailto:contactus@icm.mb.ca)

## Examination

Fees:

Initial: \$110 for full exam (all required modules)

Rewrites: \$110 per exam sitting (calendar day)

Sittings:

Location: Winnipeg, Brandon

Frequency: Winnipeg – weekly, Brandon – monthly

Procedures:

Registration:

Via paper:

1. Examination Registration Form
2. Original LLQP Certificate

3. Copy of photo ID

At least 48 hours in advance (2 business days)

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: 15 minutes between modules

## Licence

Name: Life Insurance Agent  
A&S Insurance Agent

Fee: \$35 for 1 year. Non-resident – Equal to fee in home jurisdiction

Duration: 1 year; potential eligibility for 2 years upon 5<sup>th</sup> renewal

Expiry Date: All licences expire on either March 31, June 30, September 30 or December 15

## Errors & Omissions Insurance

Mandatory: No

Exemptions: n/a

Coverage: n/a

Deductible: n/a

Fraud: n/a

Tail: n/a

## Continuing Education

Mandatory: No

Credit hours/year: n/a

Restrictions on credits: n/a

Reporting period: n/a

Reporting protocol: n/a

Carry forwards: n/a

Record retention period: n/a

Non-resident licensee: n/a

## Sponsorship/Supervision

Mandatory: Sponsorship, continuous

Exemptions: None

Sponsor qualifications: Licensed life insurance company

Supervisor qualifications: n/a

## Other Conditions/Limitations

Part-time permitted: Yes, however, agents are required to work a minimum of 20 hours per week  
Other occupations, general: Permitted, but the Superintendent must review to ensure that agent's integrity, independence or competence is not jeopardized

Other occupations, financial services: Permitted, but the Superintendent must review to ensure that agent's integrity, independence or competence is not jeopardized

Service renewal commissions: May receive without licence if not acting as an agent

Insurance (other than E&O) or bond: None

Credit check: No (however, bankruptcies are reviewed as part of suitability determination)

Police check: Routine for all new agents. Applicant is required to provide an RCMP or municipal/provincial police force check with their application

Reinstatement for inactive agents: Within 2 years from date at which the licence was last active. Subject to discretion of Superintendent

## Information

Licence Status: English – <http://www.fcnb.ca/search-the-insurance-licence-database.html>  
French – <http://fr.fcnb.ca/licences-assurances.html>

Contacts: Financial and Consumer Services Commission Insurance Division  
by email at [info@fcnb.ca](mailto:info@fcnb.ca)  
Tel (506) 453-2512, or 1-866-933-2222  
Fax (506) 453-7435

## Examination

### Fees:

Initial: Life- 4 required modules @\$35 per module. A&S – 2 required modules @ \$35 per module  
Rewrites: \$35 per module. A&S \$35 per module

### Sittings:

Location: Fredericton – Hugh John Flemming Forestry Centre

Frequency: Twice per month

### Procedures:

Registration: Online, fax, phone or mail, 7 days prior to exam

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: 15-20 minutes between morning and afternoon modules with a ½ hour lunch break in the middle.



## Licence

Name: Life Insurance Representative  
A&S Insurance Representative

Fee: \$125

Duration: 1 years

Expiry Date: No expiry date, annual filing due at the end of the month of the anniversary date of issue

## Errors & Omissions Insurance

Mandatory: Yes

Exemptions: None

Coverage: \$1 million

Deductible: \$10,000 (maximum, unless approved by Superintendent)

Fraud: Yes

Tail: None

## Continuing Education

Mandatory: No

Credit hours/year: n/a

Restrictions on credits: n/a

Reporting period: n/a

Reporting protocol: n/a

Carry forwards: n/a

Record retention period: n/a

Non-resident licensee: n/a

## Sponsorship/Supervision

Mandatory: Sponsorship, continuous

Exemptions: None

Sponsor qualifications: Licensed life insurance company

Supervisor qualifications: n/a

## Other Conditions/Limitations

Part-time permitted: Yes, but restricted, new licencees are required to work a minimum of 21 hrs. per week.

Other occupations, general: No conditions

Other occupations, financial services: No prohibitions on agents engaging in sale of other financial services

Service renewal commissions: May receive without licence provided not acting as a representative

Insurance (other than E&O) or bond: Fidelity Insurance for an amount of at least \$100,000 in respect of an occurrence. Policy shall not contain a deductible clause in an amount greater than \$10,000 unless approved by the Superintendent

Credit check: None

Police check: None

Reinstatement for inactive agents: 2 years from date at which the licence was last active

## Information

Licence Status: List of valid licences posted on website [http://www.servicenl.gov.nl.ca/insurance/licenses\\_valid.html](http://www.servicenl.gov.nl.ca/insurance/licenses_valid.html)

Contacts: Service NL  
Financial Services Regulation Division  
Tel (709) 729-2595  
Fax (709) 729-3205

## Examination

Fees:

Initial: Life \$35 per module, A&S \$35 per module

Rewrites: Life \$35 per module, A&S \$35 per module

Sittings:

Location: St. John's (College of the North Atlantic). Other locations as needed

Frequency: Bi-monthly in St. John's

Procedures:

Registration: In person by 3:30 pm on the Friday prior to the exam. May registers at local college

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: Maximum two modules per sitting; no breaks scheduled between modules



# Northwest Territories

Agent Licensing  
Requirements

## Licence

Name: Life Insurance Agent  
A&S Insurance Agent  
Life and A&S Insurance Agent Licence

Fee: \$107 for Life Licence, \$107 for A&S Licence, \$214 for Life and A&S Licence

Duration: 1 year

Expiry Date: September 30

## Errors & Omissions Insurance

Mandatory: No

Exemptions: n/a

Coverage: n/a

Deductible: n/a

Fraud: n/a

Tail: n/a

## Continuing Education

Mandatory: No

Credit hours/year: n/a

Restrictions on credits: n/a

Reporting period: n/a

Reporting protocol: n/a

Carry forwards: n/a

Record retention period: n/a

Non-resident licensee: n/a

# Northwest Territories

Agent Licensing Requirements

## Sponsorship/Supervision

Mandatory: Sponsorship, continuous

Exemptions: None

Sponsor qualifications: Licensed life insurance company

Supervisor qualifications: n/a

## Other Conditions/Limitations

Part-time permitted: Yes

Other occupations, general: Agents may engage in another occupation provided no conflict of interest

Other occupations, financial services: Life agents may not work as mortgage brokers. Mutual funds and Real Estate are regulated by other legislation

Service renewal commissions: A collector of insurance premiums who does not solicit application for or the renewal or continuance of insurance contracts or act or aid in negotiating such contracts or the renewal of them may carry on that business without a licence if his or her collection fee does not exceed 5% of any amount collected

Insurance (other than E&O) or bond: None

Credit check: None

Police check: None, other than question about criminal record on application

Reinstatement for inactive agents: 1 year from date when most recent licence expired

## Information

Licence Status: No

Contacts: Government of the Northwest Territories  
Alex Lambrecht  
Alex\_Lambrecht@gov.nt.ca  
Tel (867) 920-8056  
Fax (867) 837-0325

## Examination

Fees:

Initial: n/a

Rewrites: n/a

# Northwest Territories



Agent Licensing  
Requirements

## Sittings:

Location: Yellowknife

Frequency: As requested

## Procedures:

Registration: Online, 3 business days prior to exam

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: 15-45 minutes between modules



## Licence

Name: Life (including Accident and Sickness)  
Accident and Sickness

Fee: \$398.10

Duration: 3 years

Expiry Date: Last day of month issued

## Errors & Omissions Insurance

Mandatory: No

Exemptions: n/a

Coverage: n/a

Deductible: n/a

Fraud: n/a

Tail: n/a

## Continuing Education

Mandatory: No

Credit hours/year: n/a

Restrictions on credits: n/a

Reporting period: n/a

Reporting protocol: n/a

Carry forwards: n/a

Record retention period: n/a

Non-resident licensee: n/a

## Sponsorship/Supervision

Mandatory: Sponsorship; agent may only place business with sponsoring company during first 2 years or use single case agreement

Exemptions: None

Sponsor qualifications: Licensed Life or A&S insurance company

Supervisor qualifications: n/a

## Other Conditions/Limitations

Part-time permitted: Yes, with the approval of the Superintendent

Other occupations, general: Agents may engage in another occupation provided no undue influence or conflict, with the approval of the Superintendent

Other occupations, financial services: No prohibitions on agents engaging in sale of other financial services

Service renewal commissions: May receive without licence

Insurance (other than E&O) or bond: None

Credit check: None

Police check: Required with all new agent applications

Reinstatement for inactive agents: 2 years from date at which the licence was last active

## Information

Licence Status: Yes – [www.gov.ns.ca/finance](http://www.gov.ns.ca/finance) Note: click on “insurance” on home page tool bar then prompt drop-down list click on “Licensing” and then on “Insurance Agents” or “Insurance Agencies”

Contacts: N.S. Office of the Superintendent of Insurance, Department of Finance & Treasury Board, Financial Institutions Division

by email at [Lena.Soucy@novascotia.ca](mailto:Lena.Soucy@novascotia.ca) or [Sandi.Brufatto@novascotia.ca](mailto:Sandi.Brufatto@novascotia.ca)

Website: [www.gov.ns.ca/finance](http://www.gov.ns.ca/finance)

Tel (902) 424-5528, or (902) 424-7551

Fax (902) 424-1298

## Examination

Fees:

Initial: \$66.35 for first exam sitting

Rewrites: \$33.15 for follow-up exam sittings

**Sittings:**

Location: Halifax or alternate location as announce

Frequency: Every 2 weeks

**Procedures:**

Registration: Complete exam registration form available on website. 2 business days prior to exam

Certification: Must be CIPR certified prior to registration.

ID: Valid government-issued photo ID

Breaks: 15 minute break after 2 modules



# Nunavut



Agent Licensing  
Requirements

## Licence

Name: Life Licence  
A&S Licence

Fee: \$100

Duration: 1 year

Expiry Date: September 30

## Errors & Omissions Insurance

Mandatory: No

Exemptions: n/a

Coverage: n/a

Deductible: n/a

Fraud: n/a

Tail: n/a

## Continuing Education

Mandatory: No

Credit hours/year: n/a

Restrictions on credits: n/a

Reporting period: n/a

Reporting protocol: n/a

Carry forwards: n/a

Record retention period: n/a

Non-resident licensee: n/a

# Nunavut

Agent Licensing  
Requirements

## Sponsorship/Supervision

Mandatory: Sponsorship, continuous

Exemptions: None

Sponsor qualifications: Licensed life insurance company

Supervisor qualifications: n/a

## Other Conditions/Limitations

Part-time permitted: Yes

Other occupations, general: Agents may engage in another occupation provided no conflict of interest

Other occupations, financial services: Life agents may not work as mortgage brokers. Mutual funds and Real Estate are regulated by other legislation

Service renewal commissions: May receive without a licence if service renewal commission does not exceed 5% of premium and if not active in renewals process

Insurance (other than E&O) or bond: None

Credit check: None

Police check: None

Reinstatement for inactive agents: 1 year from date when most recent licence expired

## Information

Licence Status: No

Contacts: Government of Nunavut, Office of the Superintendent of Insurance  
Shirley Flack  
sflack@gov.nu.ca  
Tel (867) 975-6852

## Examination

Fees:

Initial: Check with Durham College

Rewrites: Check with Durham College

Sittings:

Location: Iqaluit (arrangements can be made for exams in other communities)



# Nunavut

Agent Licensing  
Requirements

Frequency: As required

Procedures:

Registration: Contact office to state intent. Register with Durham College. Arrange exam time with office at least 2 weeks in advance

Certification: Must be certified prior to registration. Confirmation of registration from Durham College

ID: Valid government-issued photo ID

Breaks: 15-20 minutes between morning and afternoon modules with a ½ hour lunch break in the middle



### Licence

Name: Life Insurance Agent  
A&S Insurance Agent

Fee: \$150

Duration: 2 years

Expiry Date: Anniversary of date of issue

### Errors & Omissions Insurance

Mandatory: Yes

Exemptions: A&S Insurance Agent

Coverage: \$1 million every first occurrence (O. Reg. 347/04, s 13)  
\$2 million aggregate

Deductible: None specified. Insurer pays first dollar and collects from insured

Fraud: Yes (O. Reg. 347/04, s 13)

Tail: None specified

### Continuing Education

Mandatory: Yes, Life Insurance Agent  
No, A&S Insurance Agent

Credit hours/year: 30 credits every two year licensing cycle

Restrictions on credits: FSCO may review courses

Reporting period: 2 years, at licence renewal

Reporting protocol: Agent makes declaration on application. Subject to audit

Carry forwards: None

Record retention period: At least 4 years

Non-resident licensee: 30 credits every two year licensing cycle



### **Sponsorship/Supervision**

Mandatory: Sponsorship, first 2 years (Life Insurance Agents only)

Exemptions: Life Insurance Agents with more than 2 years experience

Sponsor qualifications: Licensed life insurance company

Supervisor qualifications: n/a

### **Other Conditions/Limitations**

Part-time permitted: Yes

Other occupations, general: Agent may not engage in occupations which would jeopardize the agent's integrity, independence or competence.

Other occupations, financial services: No prohibitions on agents engaging in sale of other financial services

Service renewal commissions: May receive without licence

Insurance (other than E&O) or bond: None

Credit check: No, except for special investigations

Police check: Yes

Reinstatement for inactive agents: Within 2 years from date at which the licence was last active

### **Information**

Licence Status: Yes, go to home page at [www.fsco.gov.on.ca](http://www.fsco.gov.on.ca) then go to "Licensing Link"

Contacts: Financial Services Commission of Ontario (FSCO)

by email at [ellicence@fsco.gov.on.ca](mailto:ellicence@fsco.gov.on.ca)

Website: [www.fsco.gov.on.ca](http://www.fsco.gov.on.ca)

Tel (416) 250-7250, or 1-800-668-0128

Fax (416) 226-7838

### **Examination**

Fees:

Initial: \$27.00

Rewrites: 27.00



**Sittings:**

Location: Most major centres. See Durham College website

[https://ssbp.mycampus.ca/apex/f?p=440:220#Exam\\_Schedules/Location](https://ssbp.mycampus.ca/apex/f?p=440:220#Exam_Schedules/Location) for exact locations

Frequency: Varies by centre, see Durham College website

**Procedures:**

Registration: Online (preferred), fax, phone or mail, 7 days prior to exam

Certification: Must be certified 7 days prior to exam. No refund given if candidate cannot write exam.  
CIPR

ID: Valid government-issued photo ID

Breaks: 15-20 minutes between sittings



# Prince Edward Island

Agent Licensing Requirements

## Licence

Name: Life & A&S  
A&S Licence

Fee: \$200

Duration: 2 year

Expiry Date: Anniversary of date of issue

## Errors & Omissions Insurance

Mandatory: No

Exemptions: n/a

Coverage: n/a

Deductible: n/a

Fraud: n/a

Tail: n/a

## Continuing Education

Mandatory: No

Credit hours/year: n/a

Restrictions on credits: n/a

Reporting period: n/a

Reporting protocol: n/a

Carry forwards: n/a

Record retention period: n/a

Non-resident licensee: n/a

# Prince Edward Island

Agent Licensing Requirements

## Sponsorship/Supervision

Mandatory: None

Exemptions: n/a

Sponsor qualifications: n/a

Supervisor qualifications: n/a

## Other Conditions/Limitations

Part-time permitted: No

Other occupations, general: Agents only permitted to engage in sale of financial services

Other occupations, financial services: Agents not permitted to sell real estate. No other prohibitions on agents engaging in sale of financial services

Service renewal commissions: May receive without a licence

Insurance (other than E&O) or bond: None

Credit check: None

Police check: Yes, discretionary

Reinstatement for inactive agents: 2 years from date at which licence would have expired

## Information

Licence Status: [www.gov.pe.ca/insurance\\_agent\\_search](http://www.gov.pe.ca/insurance_agent_search)

Contacts: Prince Edward Island Superintendents Office

Janice Callbeck

Tel (902)368-6288

Fax (902) 368-5283

## Examination

Fees:

Initial: \$50 per sitting

Rewrites: \$50 per sitting

Sittings:

Location: Charlottetown

Frequency: Twice per month

# Prince Edward Island

Agent Licensing Requirements

Procedures:

Registration: Phone, e-mail, 1 business day prior to exam

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: Contact office for schedule



The logo features the word "Québec" in a large, bold, black sans-serif font. To its right, the words "Agent Licensing Requirements" are stacked in a smaller, black sans-serif font. A green graphic of a stylized maple leaf, composed of a grid of dots, is positioned behind the "Québec" text.

# Québec Agent Licensing Requirements

## Licence

Name: Financial Security Advisor  
Accident and Sickness Insurance Representative  
Group Insurance and Annuities Advisor  
Group Insurance Advisor  
Group Annuities Advisor

Fee: Paid to the Autorité des marchés financiers (AMF)  
\$91 per sector  
\$37 for the case study  
\$312 per year plus tax (\$358.72) for the subscription to the Chambre de la sécurité financière (CSF).  
Payment varies according to the moment of inscription

Duration: 1 year

Expiry Date: Last day of month as determined by certificate holders surname

## Errors & Omissions Insurance

Mandatory: Yes for the firm, independent partnership, or independent representative and for the representative who acts for a firm without being an employee

Exemptions: Not required for representatives employed or covered by the firm

Coverage: \$500,000  
\$1 million aggregate

Deductible: \$10,000

Fraud: Not required (damage funds)

Tail: 5 years from the date the representative ceases to pursue activities

## Continuing Education

Mandatory: Yes

Credit hours/2 years: Minimum of 30 professional development units (PDUs) depending of the sector; 10 in compliance with standards, ethics and business conduct, 10 in insurance of persons, 10 in general subjects

Restrictions on credits: CSF recognizes training activities that are valid for 2 year period but can be renewed by the CSF

Reporting period: 2 years starting December 1 of an odd-numbered year. PDUs have to be logged in the representative's file by November 30 of an odd numbered year

Reporting protocol: Representative must provide proof to CSF of participation in training activities. May be subject to audit by CSF

The logo features the word "Québec" in a large, bold, black sans-serif font. To its right, the words "Agent Licensing Requirements" are stacked in a smaller, black sans-serif font. A green, dotted graphic of a hand with fingers spread is positioned behind the "Québec" text, partially overlapping it.

# Québec Agent Licensing Requirements

Carry forwards: Upon application by a representative, a maximum of 5 units obtained between September 1<sup>st</sup> and November 30<sup>th</sup> of the previous reporting period

Record retention period: 2 years following end of reporting period

Non-resident licensee: Recognition of continuing education obtained in another province in Canada is possible, subject to conditions of the CSF

## Sponsorship/Supervision

Mandatory: Supervision

Insurance of persons: 12 weeks

A&S: 6 weeks

Exemptions: None

Sponsor qualifications: Not applicable

Supervisor qualifications: Must hold a current licence in the same sector or sector class as trainee. Must have been licensed for at least 24 of the last 36 months in the same sector or sector encompassing sector class of trainee

## Other Conditions/Limitations

Part-time permitted: Yes

Other occupations, general: There must be no conflicts of interest. Specifically incompatible occupations prescribed in regulation

Other occupations, financial services: There must be no conflicts of interest

Service renewal commissions: May receive without licence if representative is not providing services anymore

Insurance (other than E&O) or bond: None

Credit check: With initial application and each renewal after more than 6 months

Police check: No

Reinstatement for inactive agents: 3 years. Up to one year – pay applicable fees (\$91 for licence and \$37 for reinstatement) and meet continuing education requirements. One to three years – pay applicable fees and successfully write exam on ethics and professional practices

The logo features the word "Québec" in a large, bold, black sans-serif font. To its right, the words "Agent Licensing Requirements" are stacked in a smaller, black sans-serif font. A green graphic of a stylized maple leaf, composed of a grid of dots, is positioned behind the "Québec" text.

# Québec Agent Licensing Requirements

## Information

Licence Status: [www.lautorite.qc.ca](http://www.lautorite.qc.ca) : click on "Search in the Registers" and click on "Register of firms and individuals authorized to practice".

Contacts: Autorité des marchés financiers

Website: [www.lautorite.qc.ca](http://www.lautorite.qc.ca)

Tel (418) 525-0337, (514) 395-0337 or 1 877-525-0337

Fax (418) 525-9512

or

Chambre de la sécurité financière

Website: [www.chambresf.com](http://www.chambresf.com)

Tel (514) 282-5777 or 1-800-361-9989

Fax (514) 282-2225

or

Centre d'appel de la formation

Tel: (514) 380-3011 or 1-888-380-3011

## Examination

Fees:

Initial: \$70 (authorization) + \$141 (registration)

Rewrites: \$141 per registration (no matter the number of modules)

Sittings:

Location: AMF offices (Montreal and Quebec City) and regional offices

Frequency: Once a week on Wednesdays and every second Monday in Montreal and Quebec City (LLQP only). Once a month in regional centres

Procedures:

Registration: Online (paper for exceptional cases). About 3 weeks for the 2-step process (authorization then registration)

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: Montreal/Quebec: 45 minute breaks (morning and afternoon) and 90 minutes for lunch

Regions: 30 minute breaks and 90 minutes for lunch



## Licence

Name: Life and Accident and Sickness  
A&S Agent

Fee: \$100

Duration: 1 year

Expiry Date: Anniversary of date of issue

## Errors & Omissions Insurance

Mandatory: Yes

Exemptions: None

Coverage: \$1 million

Deductible: None

Fraud: \$1 million

Tail: None

## Continuing Education

Mandatory: Yes

Credit hours/year: 15

Restrictions on credits: Definition of CE included in the Council Bylaws, Schedule B, Section 2

Reporting period: Annually

Reporting protocol: Agent lists credit hours and makes a declaration on the annual reporting form

Carry forwards: None

Record retention period: 3 years

Non-resident licensee: Non-residents must comply with Saskatchewan CE requirements or provide evidence of compliance in their resident jurisdiction

## Sponsorship/Supervision

Mandatory: Supervision

Exemptions: Agents with more than 2 years experience

Sponsor qualifications: n/a

Supervisor qualifications: Life including A&S agent with 3 years licensed experience. Must be licensed in Saskatchewan

## Other Conditions/Limitations

Part-time permitted: Yes

Other occupations, general: Agents may engage in another occupation provided no coercion or undue influence

Other occupations, financial services: No prohibition on agents engaging in sale of other financial services

Service renewal commissions: May receive compensation without licence, providing not acting as an agent as defined by The Saskatchewan Insurance Act

Insurance (other than E&O) or bond: None

Credit check: None

Police check: Criminal record check must be submitted with initial licence application or when requested by Council

Reinstatement for inactive agents: 2 years

## Information

Licence Status: Yes, go to "[Licensee Search](#)" on home page at [www.skcouncil.sk.ca](http://www.skcouncil.sk.ca)

Contacts: Life Insurance Council of Saskatchewan

Ron Fullan, Executive Director or Annette Graff, Manager of Licensing

Tel (306) 347-0862

Fax (306) 347-0525

[Ron.fullan@skcouncil.sk.ca](mailto:Ron.fullan@skcouncil.sk.ca)

[Annette.graff@skcouncil.sk.ca](mailto:Annette.graff@skcouncil.sk.ca)

## Examination

### Fees:

Initial: \$25 per module

Rewrites: \$25 per module

### Sittings:

Location: Regina and Saskatoon

Frequency: Monday/Friday in Regina; Thursday/Friday in Saskatoon

### Procedures:

Registration: Fax/Mail/e-mail to Council. Regina 1 day before exam sitting, Saskatoon, 2 days before exam sitting

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: 15 minutes between modules





## Licence

Name: Life including A&S  
A&S

Fee: \$100

Duration: 1 year

Expiry Date: September 30

## Errors & Omissions Insurance

Mandatory: No

Exemptions: n/a

Coverage: n/a

Deductible: n/a

Fraud: n/a

Tail: n/a

## Continuing Education

Mandatory: No

Credit hours/year: n/a

Restrictions on credits: n/a

Reporting period: n/a

Reporting protocol: n/a

Carry forwards: n/a

Record retention period: n/a

Non-resident licensee: n/a



### **Sponsorship/Supervision**

Mandatory: Sponsorship, continuous

Exemptions: n/a

Sponsor qualifications: Licensed life insurance company

Supervisor qualifications: n/a

### **Other Conditions/Limitations**

Part-time permitted: Yes

Other occupations, general: No conditions

Other occupations, financial services: No prohibitions on agents engaging in sale of other financial services

Service renewal commissions: May receive without a licence

Insurance (other than E&O) or bond: None

Credit check: None

Police check: None

Reinstatement for inactive agents: No reinstatement

### **Information**

Licence Status: No

Contacts: Yukon Government, Office of the Superintendent of Insurance

Forms, fees and information available on Department of Community Services website:

[www.community.gov.yk.ca/consumer/insuranceact.html](http://www.community.gov.yk.ca/consumer/insuranceact.html)

Licensing Officer

Tel (867) 667-5111

Fax (867) 667-3609

### **Examination**

Fees:

Initial: Contact Office

Rewrites: Contact Office



**Sittings:**

Location: Whitehouse

Frequency: As requested

**Procedures:**

Registration: E-mail, Phone, Contact office

Certification: Must be certified prior to registration. CIPR

ID: Valid government-issued photo ID

Breaks: Contact office for schedule