Insurance Council
BRITISH COLUMBIA

Accreditation Program Application Guide

V.1.6

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About the Insurance Council's Accreditation Program

The Insurance Council's Accreditation Program is an optional program for entities seeking accreditation for continuing education courses or education providers seeking accredited course provider status.

Our Accreditation Committees, composed of industry experts, are responsible for reviewing and approving continuing education providers, continuing education courses, and the hours and means of calculating the continuing education hours, for each course or seminar that can be used towards the continuing education requirements that licensees must satisfy each licensing year.

About this Guide:

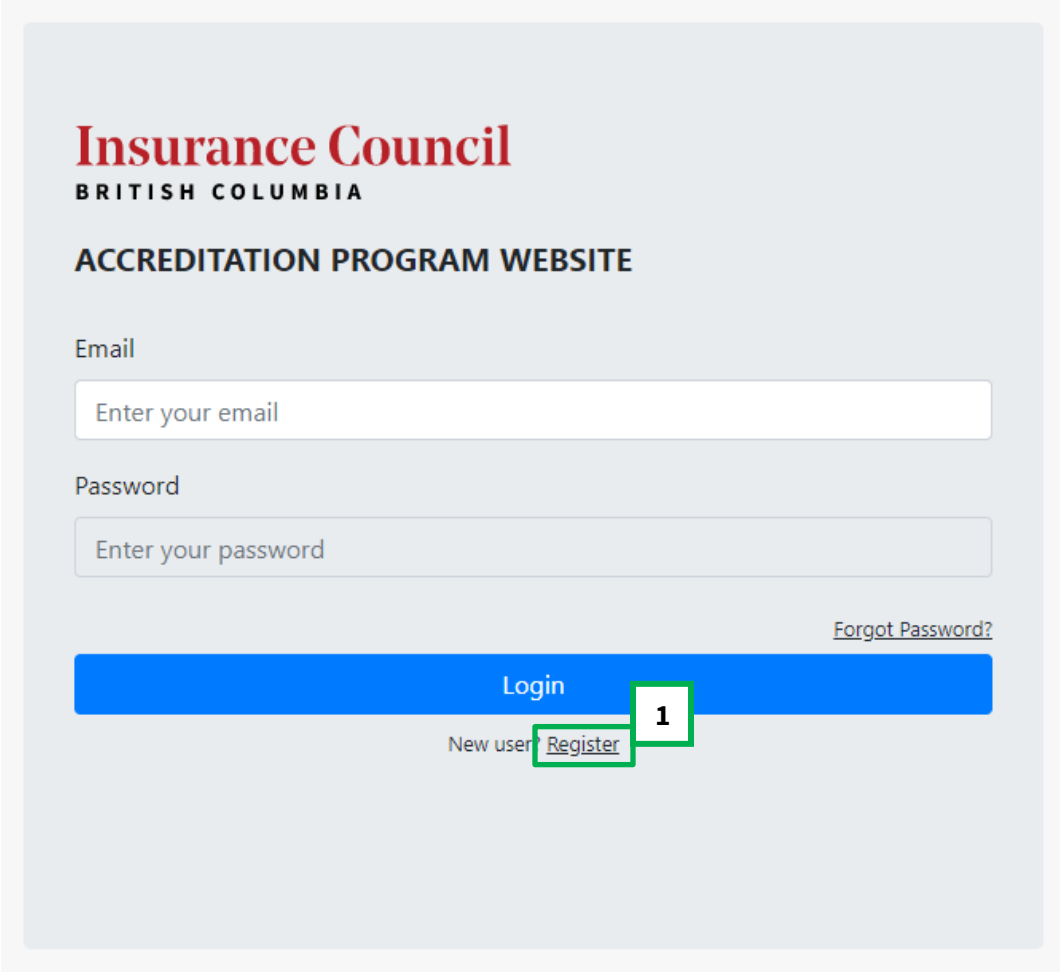
Please view this guide prior to applying to help you navigate the Insurance Council's Online Accreditation website.

This guide provides step-by-step instructions on how to complete and pay for an accreditation application. Screenshots are included **below** each step.

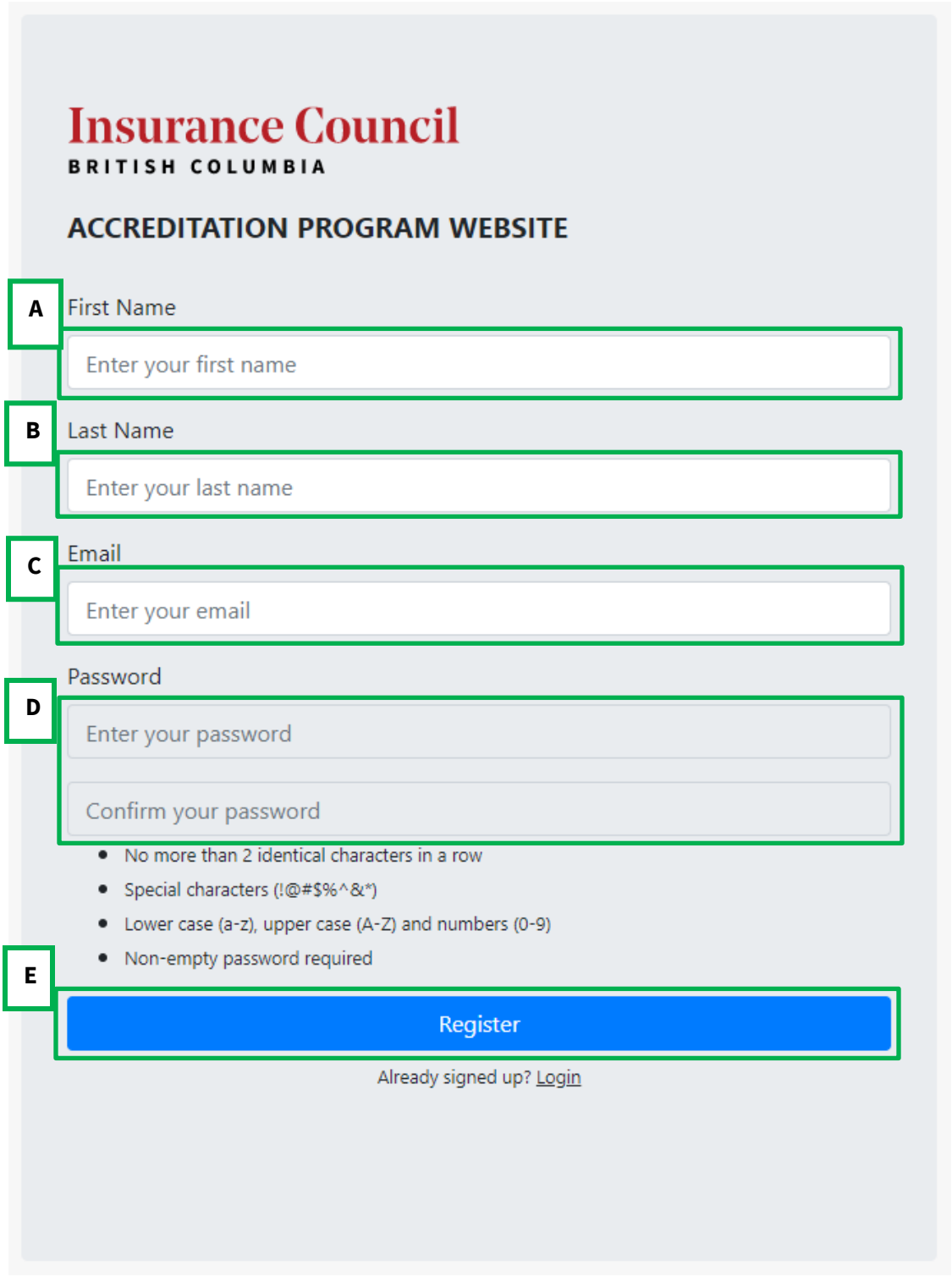
Registering for an Account

Step 1: When you first access the Online Accreditation website you will need to create an account. Start by clicking **"Register."**

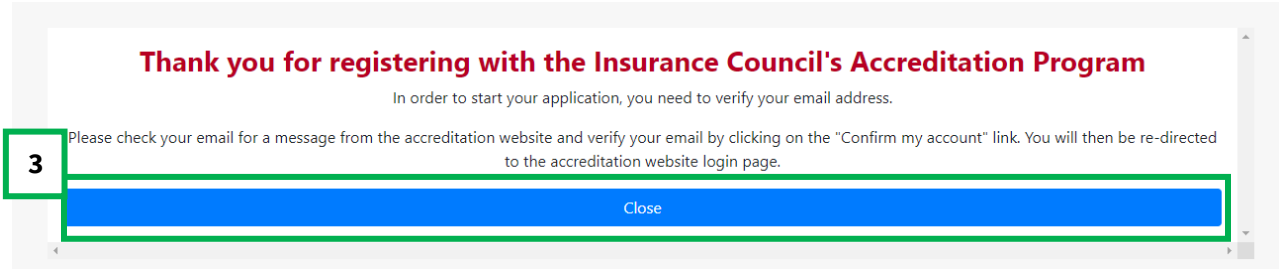
Please note: If you already have created an account, you can enter your email and your password and click **"Login."**



Step 2: Fill out the required information **(A-D)** and click **"Register" (E).**

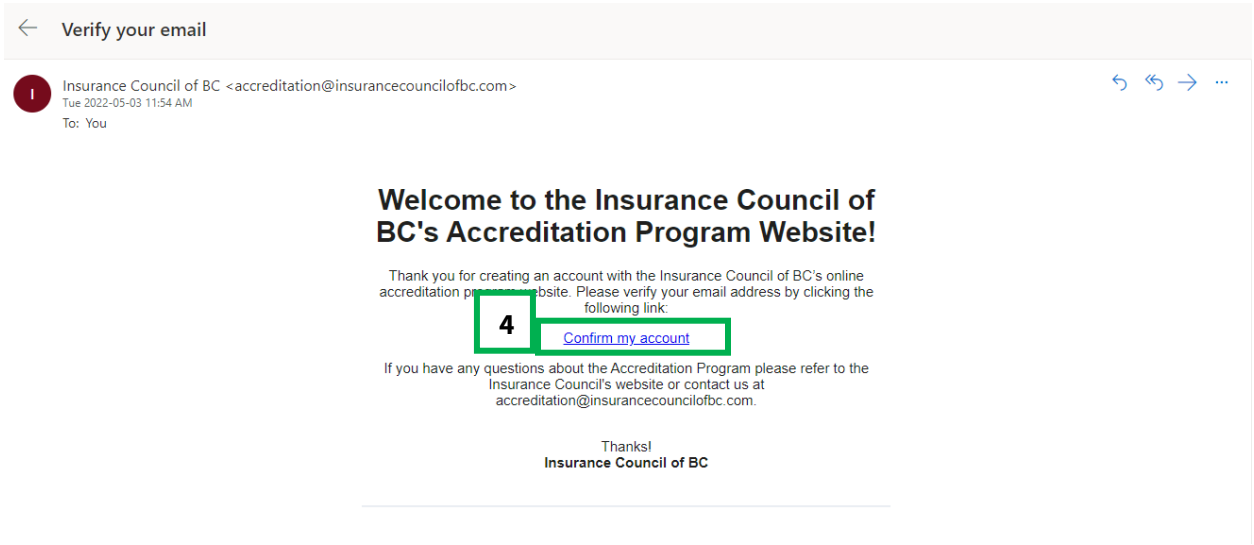


Step 3: You will then be prompted to check your email to verify your email address. Click the **"Close"** button after reading.

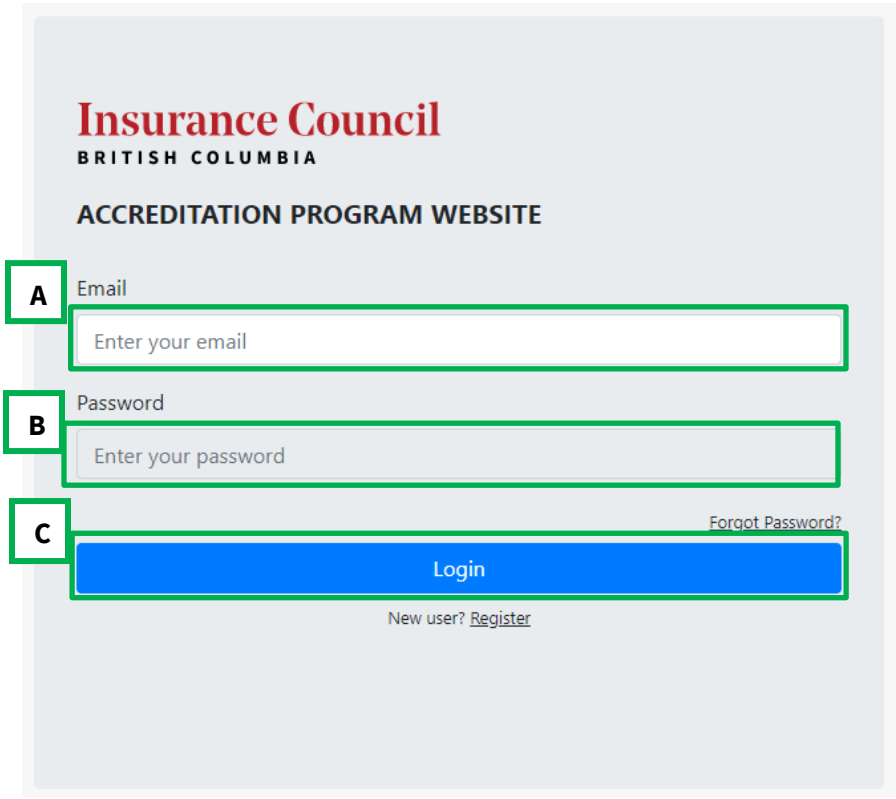


Step 4: You will receive a verification email. Go to your email inbox for the email address you used to register and click **"Confirm my account."** This will take you back to the login page.

Please note: If you do not see the email in your inbox, please check any junk/spam folders.

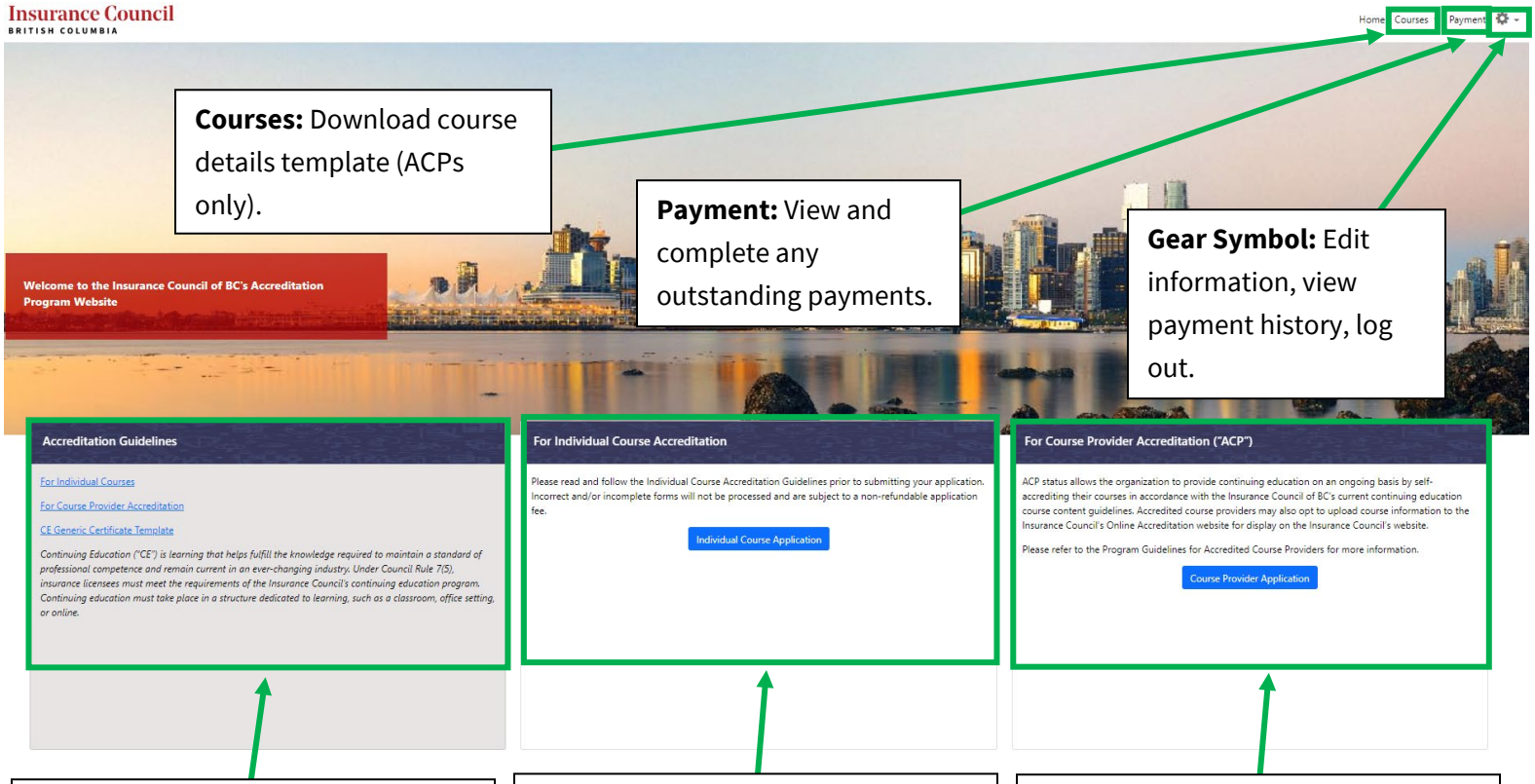


Step 5: Enter your email and password associated with your account and click **“Login” (A-C)**.



Insurance Council's Online Accreditation Website at a Glance

Below you will find tips and information to better help you navigate the Online Accreditation website once you have logged in.



Courses: Download course details template (ACPs only).

Payment: View and complete any outstanding payments.

Gear Symbol: Edit information, view payment history, log out.

Accreditation Guidelines: Links to both accreditation guidelines documents, as well as a sample CE Certificate template, for your reference.

Individual Course Accreditation: Links to the application for Individual Courses.

Course Provider Accreditation: Links to apply to become an Accredited Course Provider. Please review the Course Provider Accreditation Guidelines prior to applying.

Choosing an Application Stream

On the home page you will see two application options, Accredited Course Provider and Individual Course Accreditation.

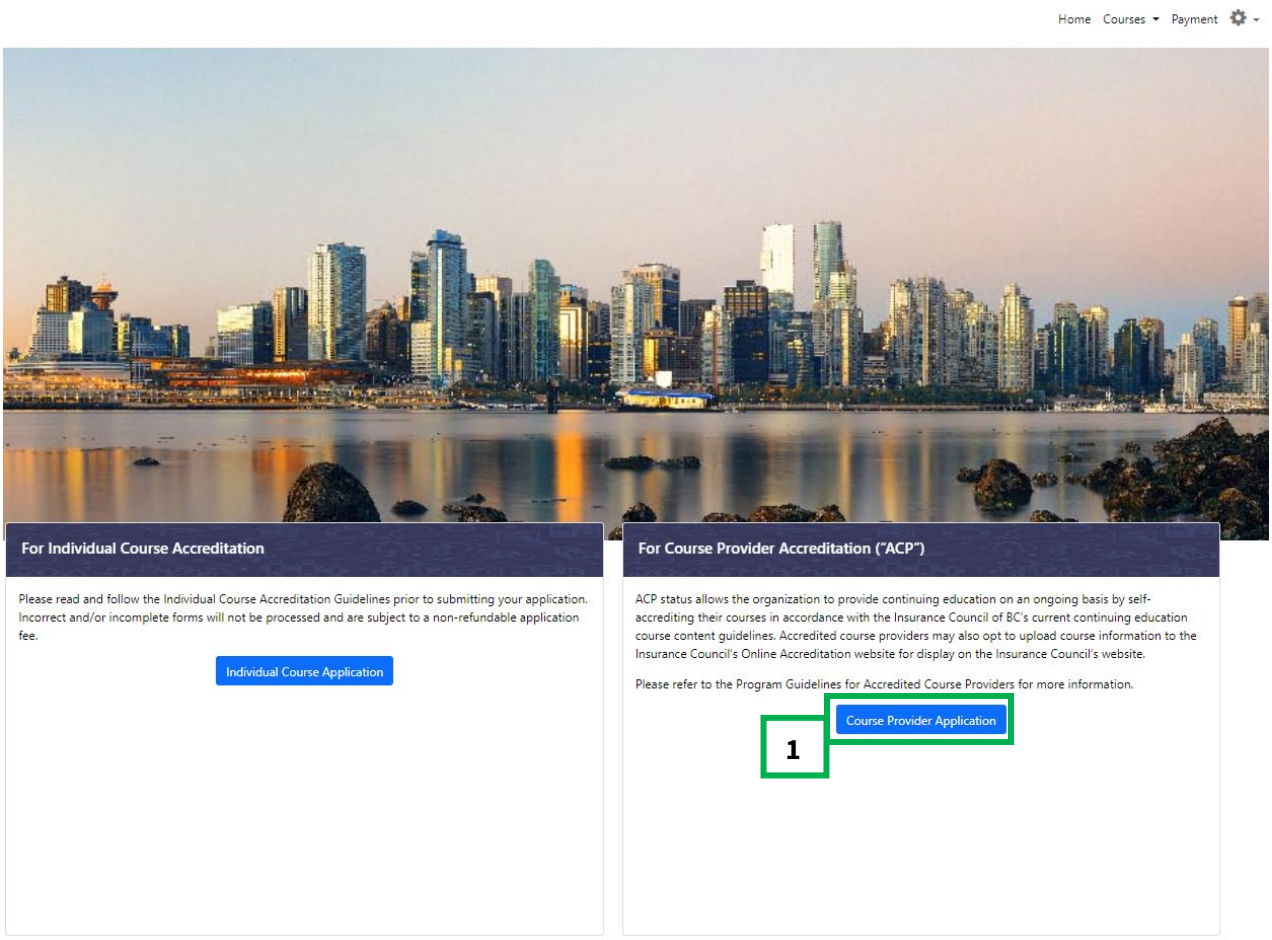
Applicants are responsible for reviewing and meeting the Program Guidelines: Continuing Education Accreditation for Course Providers and the Program Guidelines: Continuing Education Accreditation for Individual Courses prior to applying.

Once you have reviewed the Program Guidelines and decided which application stream you'd like to proceed with, go to the section of this guide for that application and follow the steps.

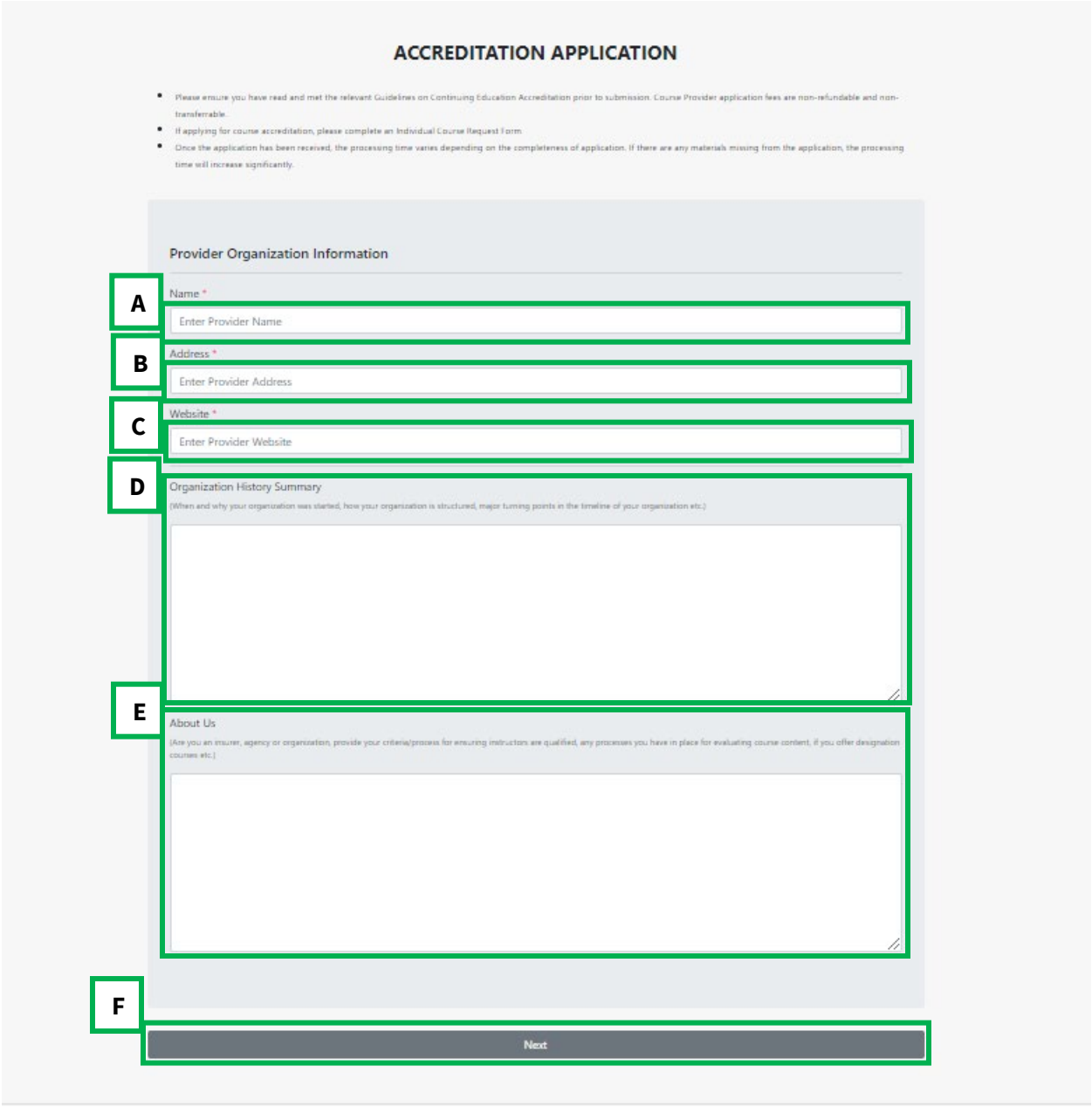
Course Provider Accreditation Application

Step 1: To apply to become an Accredited Course Provider **("ACP")**, click **"Course Provider Application."**

Note: If you wish to submit an Individual Course Accreditation application, please skip to that section of this guide.

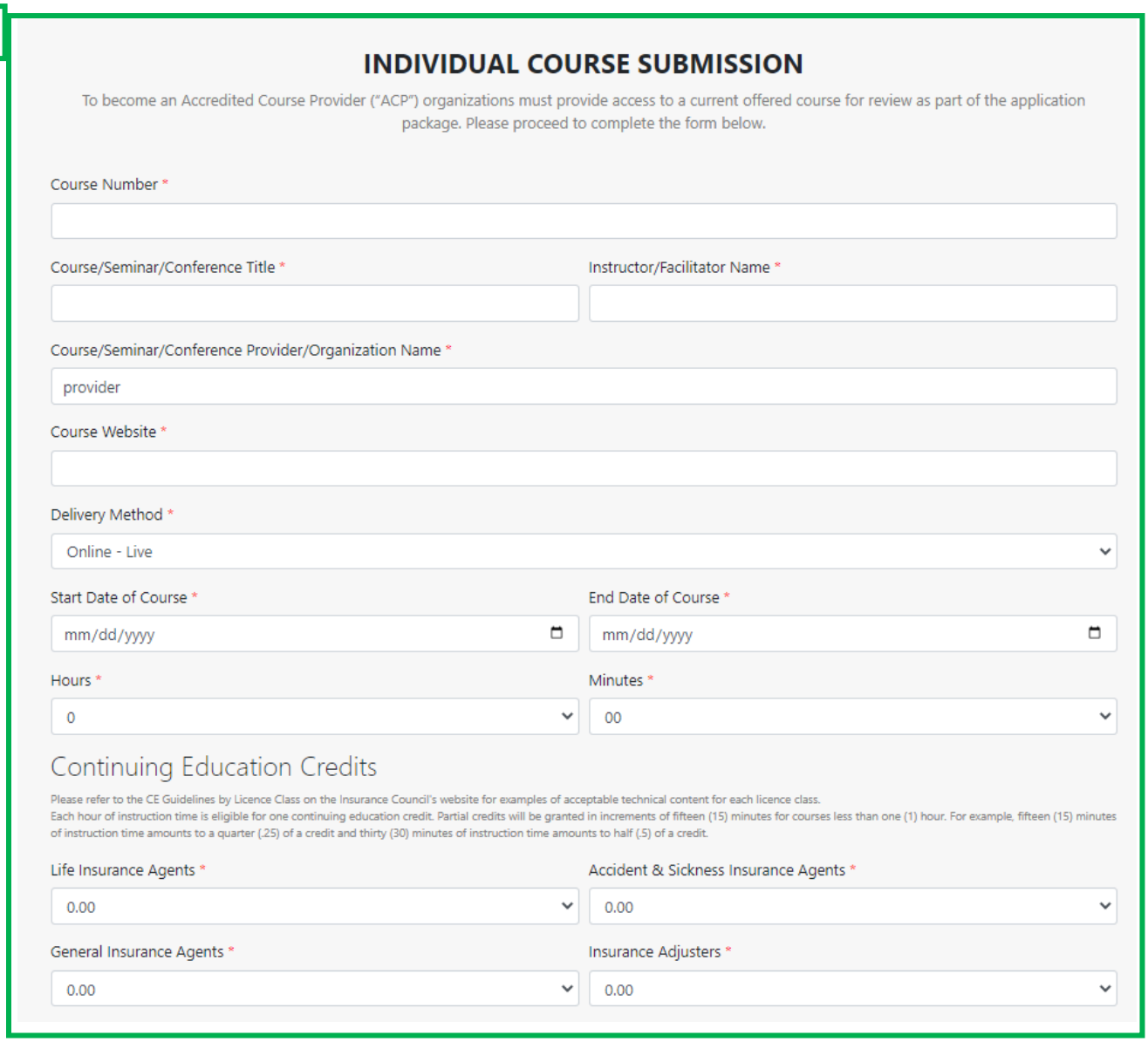


Step 2: Fill out all the required sections of the application and click **“Next” (A-F).**



Step 4: You will need to provide details of a current course offering as a sample for the Accreditation Committee to review. Please fill out the form and upload any applicable documents **(A).** Then click **"Submit" (B on next page).**

A



INDIVIDUAL COURSE SUBMISSION

To become an Accredited Course Provider ("ACP") organizations must provide access to a current offered course for review as part of the application package. Please proceed to complete the form below.

Course Number *

Course/Seminar/Conference Title *

Instructor/Facilitator Name *

Course/Seminar/Conference Provider/Organization Name *

provider

Course Website *

Delivery Method *

Online - Live

Start Date of Course *

mm/dd/yyyy

End Date of Course *

mm/dd/yyyy

Hours *

0

Minutes *

00

Continuing Education Credits

Please refer to the CE Guidelines by Licence Class on the Insurance Council's website for examples of acceptable technical content for each licence class.
Each hour of instruction time is eligible for one continuing education credit. Partial credits will be granted in increments of fifteen (15) minutes for courses less than one (1) hour. For example, fifteen (15) minutes of instruction time amounts to a quarter (.25) of a credit and thirty (30) minutes of instruction time amounts to half (.5) of a credit.

Life Insurance Agents *

0.00

Accident & Sickness Insurance Agents *

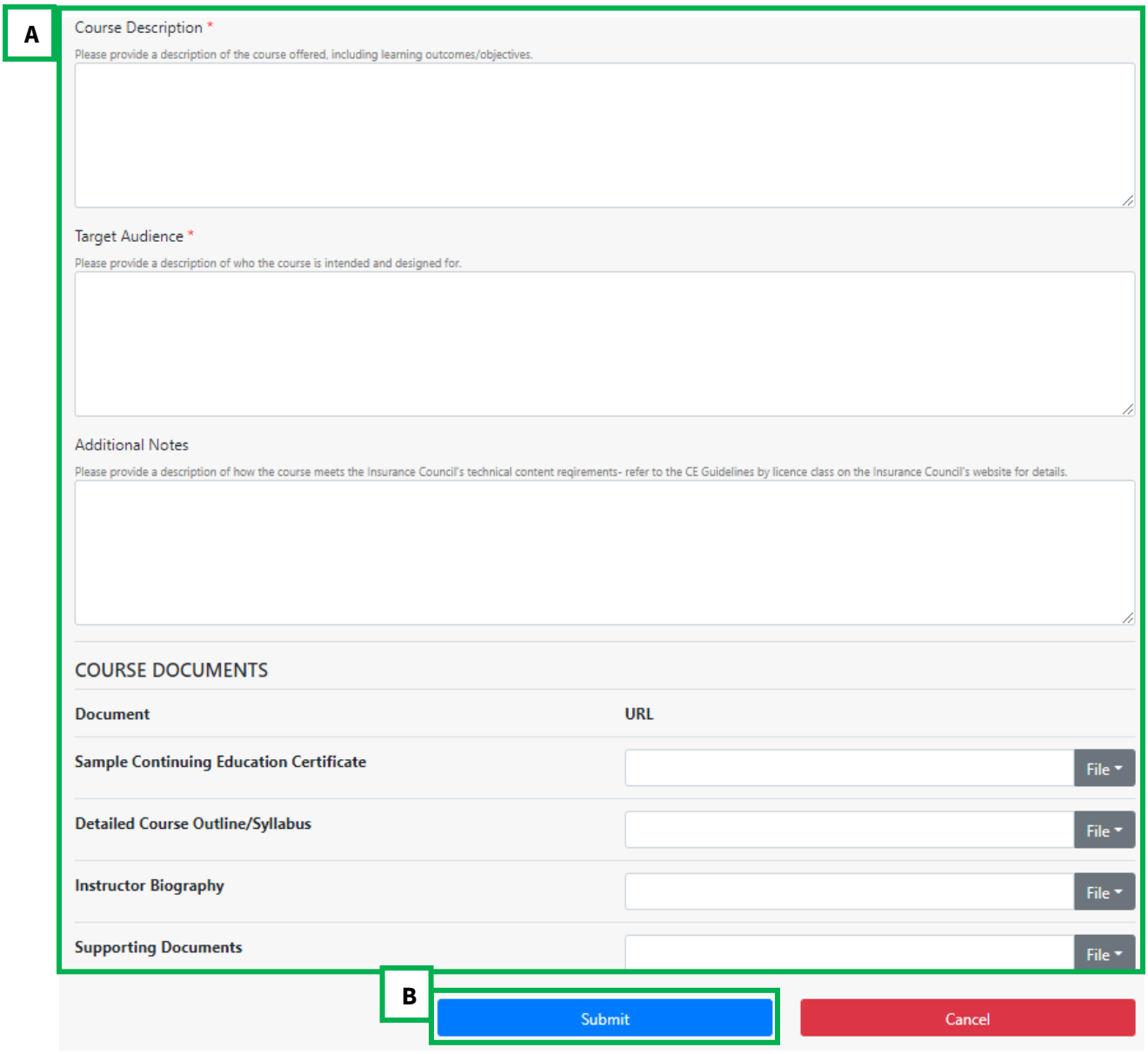
0.00

General Insurance Agents *

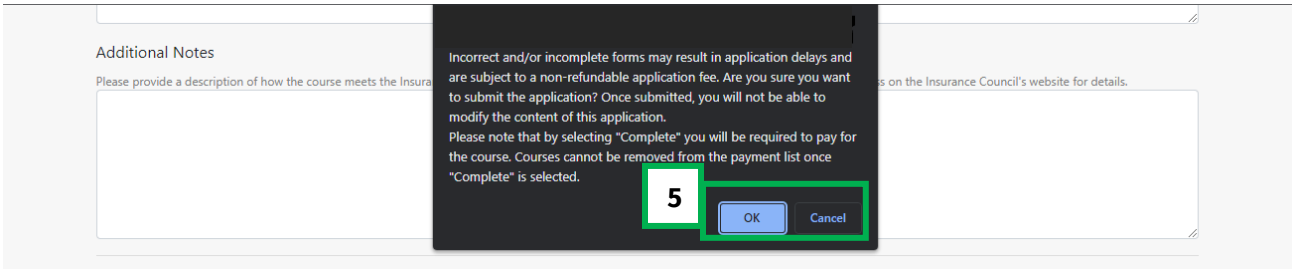
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Insurance Adjusters *

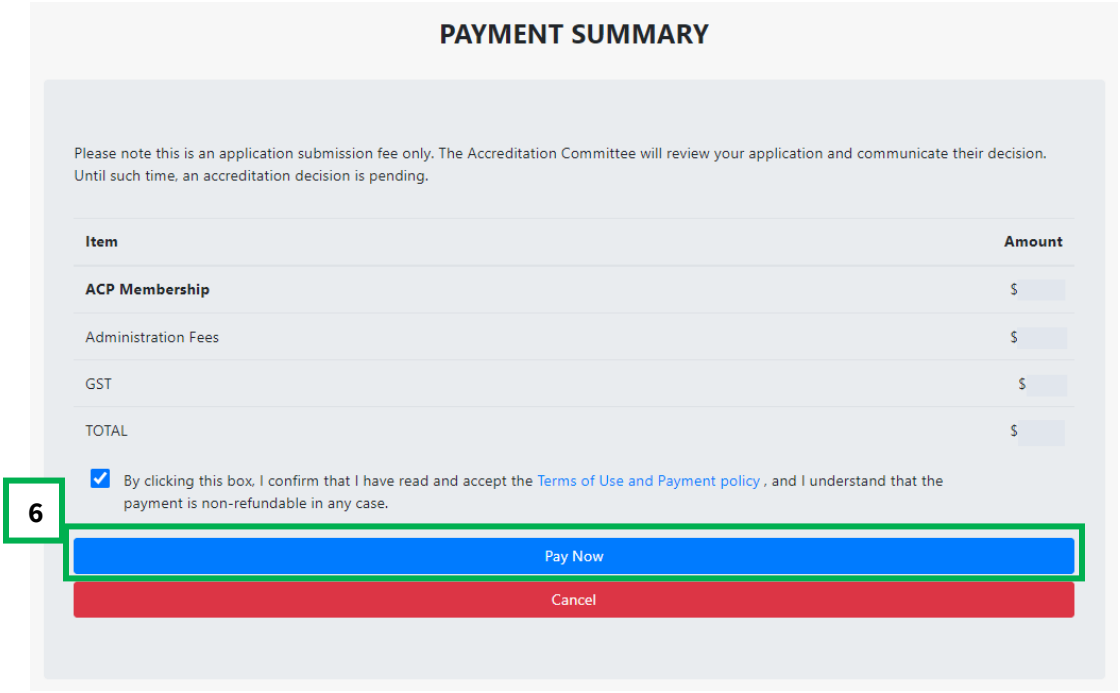
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A
Course Description *
Please provide a description of the course offered, including learning outcomes/objectives.
Target Audience *
Please provide a description of who the course is intended and designed for.
Additional Notes
Please provide a description of how the course meets the Insurance Council's technical content reqirements- refer to the CE Guidelines by licence class on the Insurance Council's website for details.
COURSE DOCUMENTS
Document
URL
Sample Continuing Education Certificate
File
Detailed Course Outline/Syllabus
File
Instructor Biography
File
Supporting Documents
File
B
Submit
Cancel

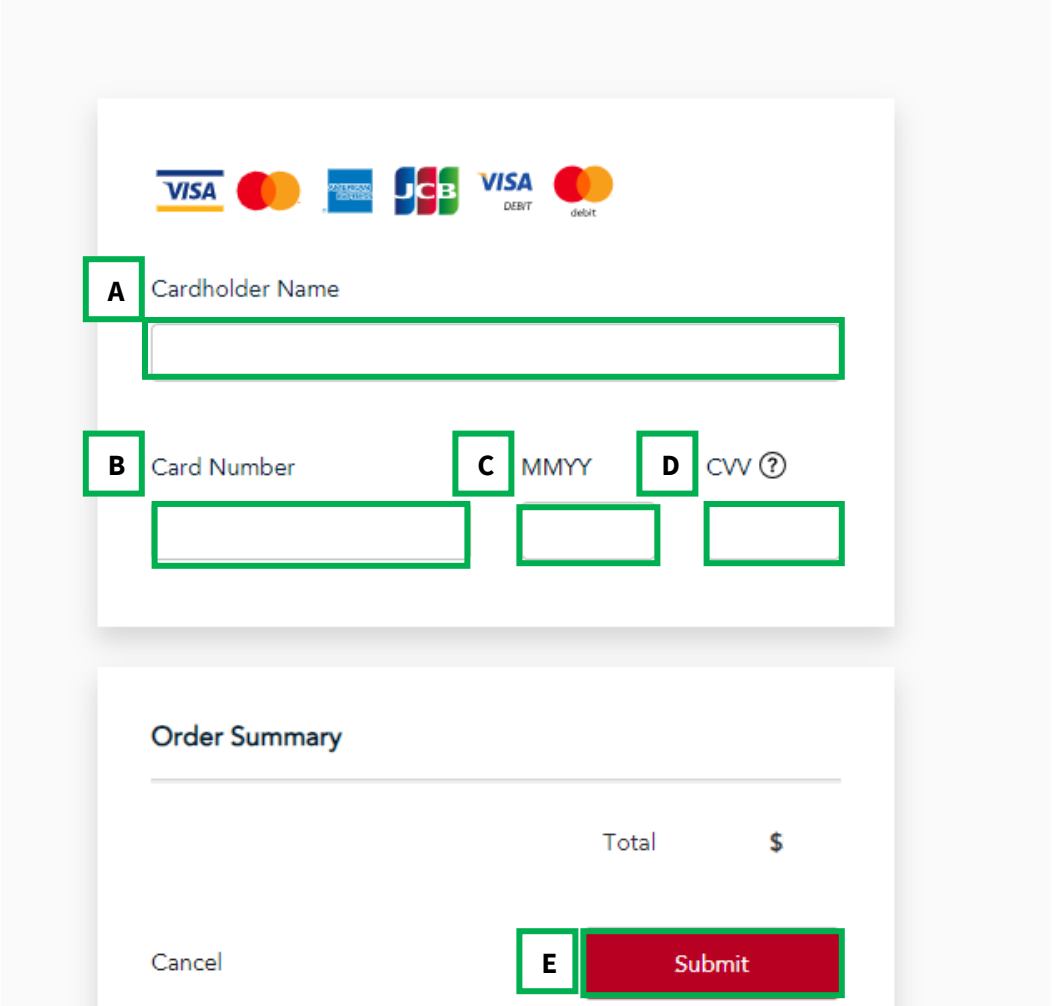
Step 5: Review the pop-up and click **"OK"** to proceed to payment, or **"Cancel"** to remain in the application.



Step 6: Review the payment information and click on **"Terms of Use and Payment policy"** to review**.** Once completed, click the box to confirm you have read and accept the Terms of Use and Payment policy and click **"Pay Now."**



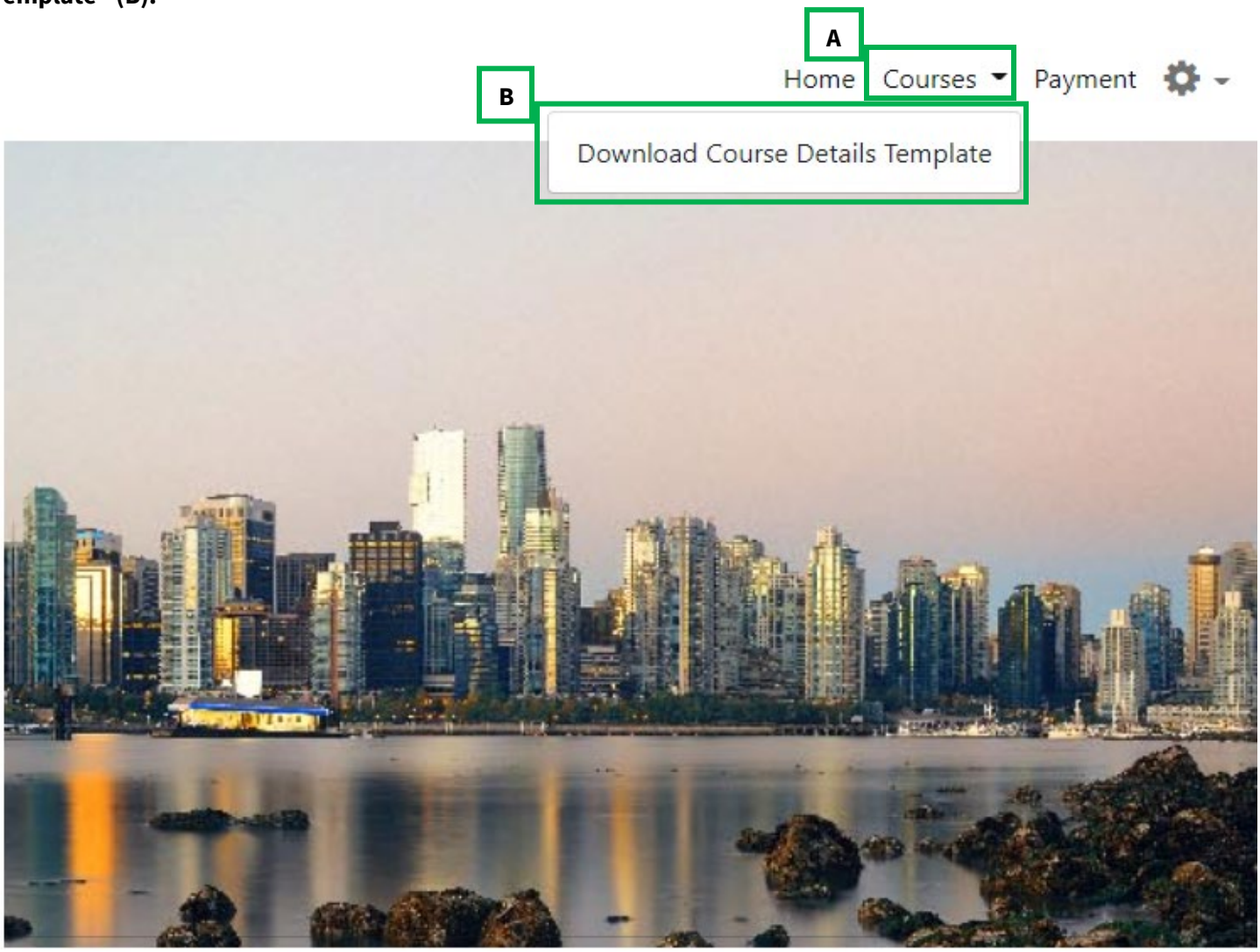
Step 7: Enter your credit card details and click **"Submit" (A-E)**. Once processed, you will see a confirmation page that your application has been submitted.



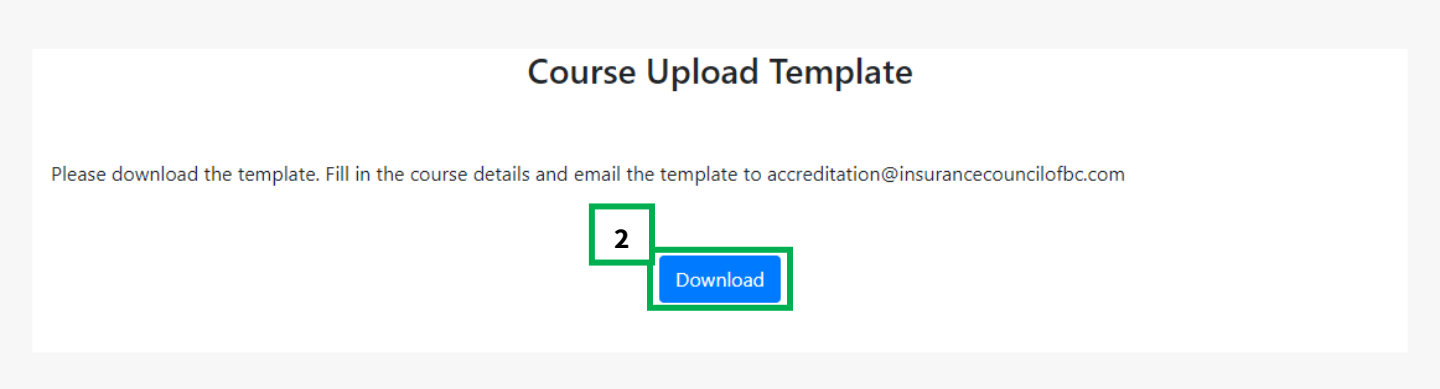
Submitting Your Course Catalogue

Once approved, all Accredited Course Providers are requested to submit their course catalogue for licensees to select in our CE Self-Tracker. To submit your course catalogue, use the following steps.

Step 1: On the homepage of the Accreditation website, click on **"Courses" (A)** and then **"Download Course Details Template" (B).**

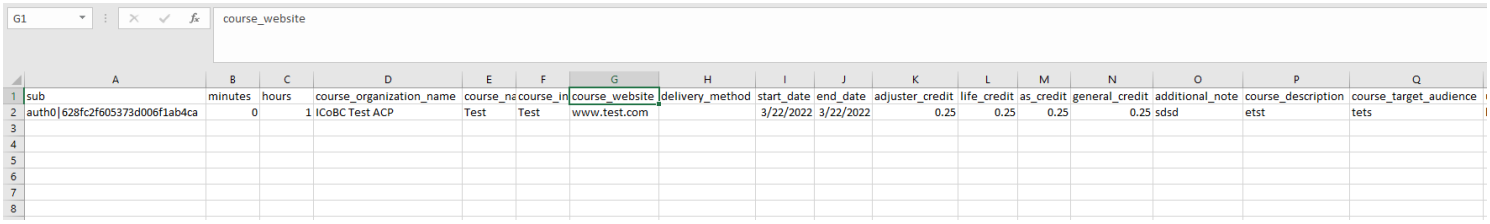


Step 2: Click **"Download."**



Step 3: Populate the excel workbook. If you are unsure how to populate certain fields, please review the instructions, found on the download page.

Please note: The first row will already be populated with the information from the sample course offering provided in your application. Do not delete this information, start populating the workbook from the second row.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	sub	minutes	hours	course_organization_name	course_na	course_in	course_website	delivery_method	start_date	end_date	adjuster_credit	life_credit	as_credit	general_credit	additional_note	course_description	course_target_audience
2	auth0|628fc2f605373d006f1ab4ca	0	1	ICoBC Test ACP	Test	Test	www.test.com		3/22/2022	3/22/2022	0.25	0.25	0.25	0.25	sdsd	etst	tets
3																	
4																	
5																	
6																	
7																	
8																	

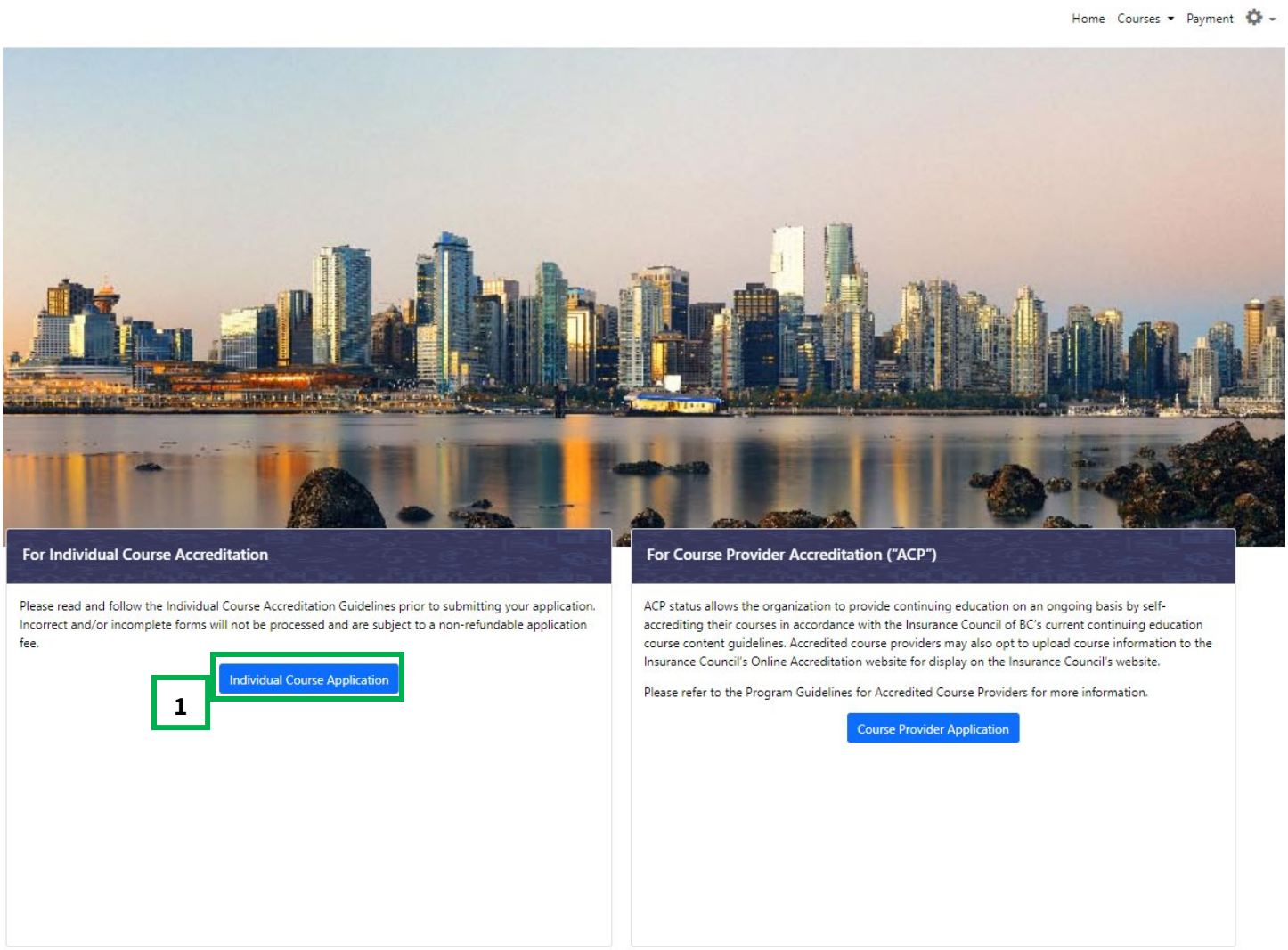
Step 4: Once you have fully populated the workbook with your course catalogue, email the workbook to accreditation@insurancecouncilofbc.com.

****Please note that there are limitations when completing the course details template.****

- There is a 100-course limit on the batch upload, if you have more than 100 courses please create separate forms and email them to accreditation@insurancecouncilofbc.com.
- Incorporating certain formatting elements like bullet points, special characters, spacing and empty fields might not work as expected due to potential compatibility issues. Avoid the following:
    - Bullet points
    - Special characters (i.e. ! & % #)
    - Spacing
    - Empty fields

Individual Course Accreditation

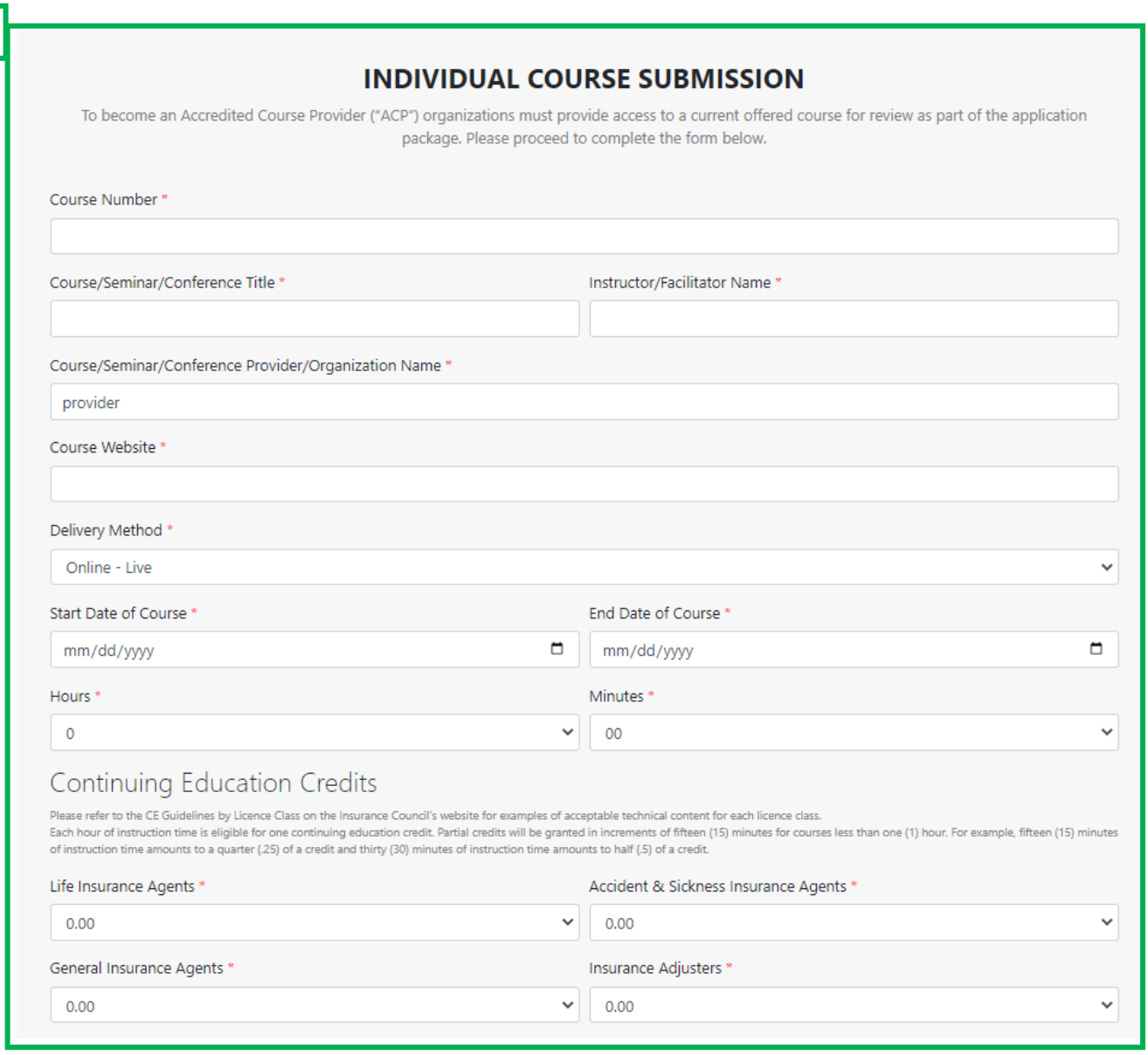
Step 1: To submit a course for accreditation, click **"Individual Course Application."**



Step 2: You will need to provide details of the course you are submitting for accreditation. Fill out all the required sections of the application and upload any applicable documents **(A).** Select the accreditation period you would like to apply for **(B on next page).** Example shown is for one-year, if you wish to apply for three-year accreditation select that option. Then click **"Submit" (C on next page).**

Note: If you would like to save the application to submit later, you can click **"Save as draft"** instead of **"Submit."** Once you submit, your application cannot be edited or removed from the payment list.

A



INDIVIDUAL COURSE SUBMISSION

To become an Accredited Course Provider ("ACP") organizations must provide access to a current offered course for review as part of the application package. Please proceed to complete the form below.

Course Number *

Course/Seminar/Conference Title *

Instructor/Facilitator Name *

Course/Seminar/Conference Provider/Organization Name *

provider

Course Website *

Delivery Method *

Online - Live

Start Date of Course *

mm/dd/yyyy

End Date of Course *

mm/dd/yyyy

Hours *

0

Minutes *

00

Continuing Education Credits

Please refer to the CE Guidelines by Licence Class on the Insurance Council's website for examples of acceptable technical content for each licence class.
Each hour of instruction time is eligible for one continuing education credit. Partial credits will be granted in increments of fifteen (15) minutes for courses less than one (1) hour. For example, fifteen (15) minutes of instruction time amounts to a quarter (.25) of a credit and thirty (30) minutes of instruction time amounts to half (.5) of a credit.

Life Insurance Agents *

0.00

Accident & Sickness Insurance Agents *

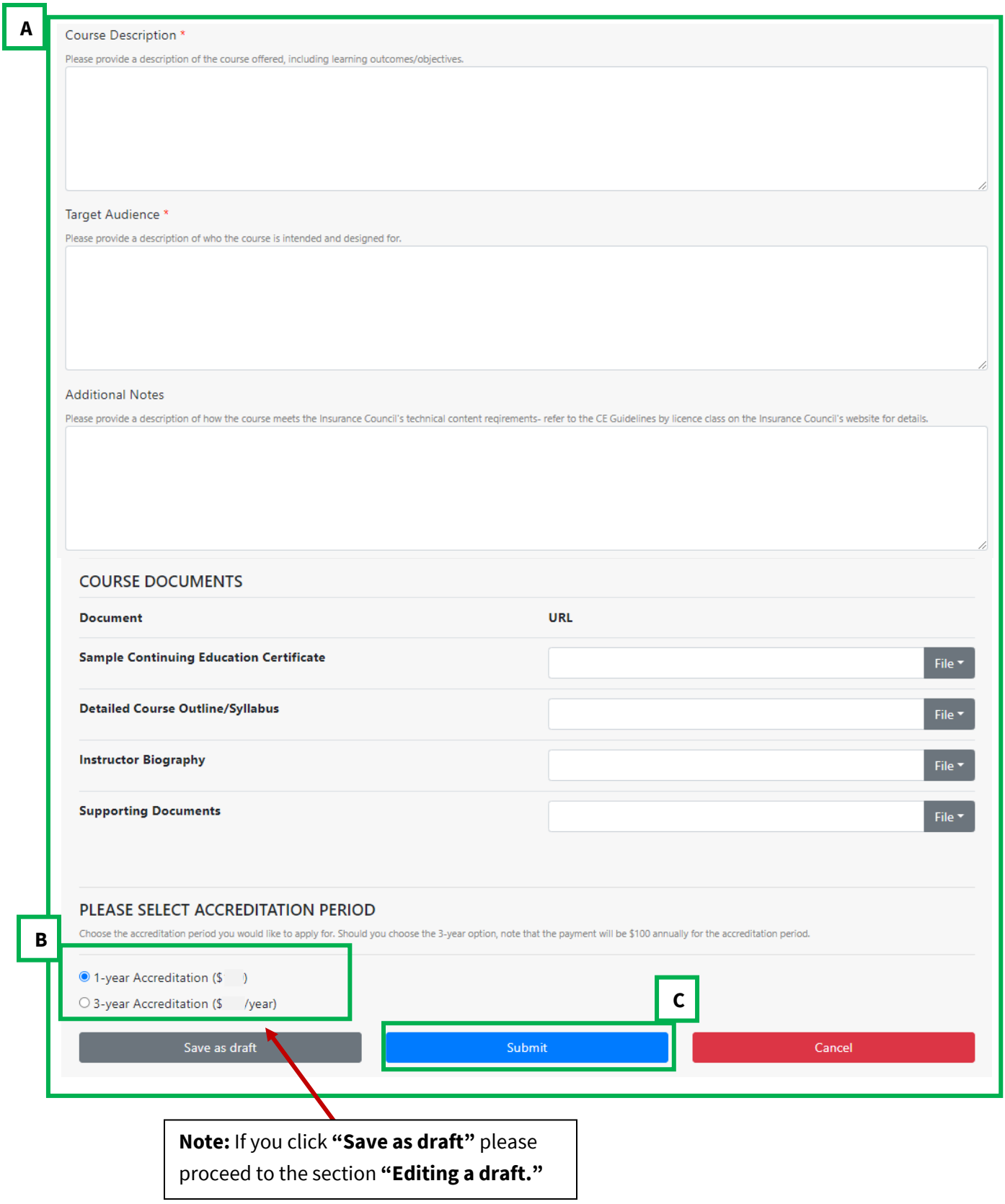
0.00

General Insurance Agents *

0.00

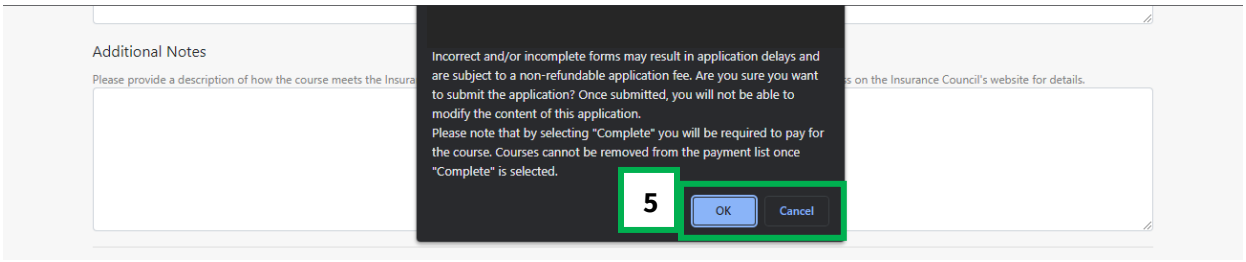
Insurance Adjusters *

0.00

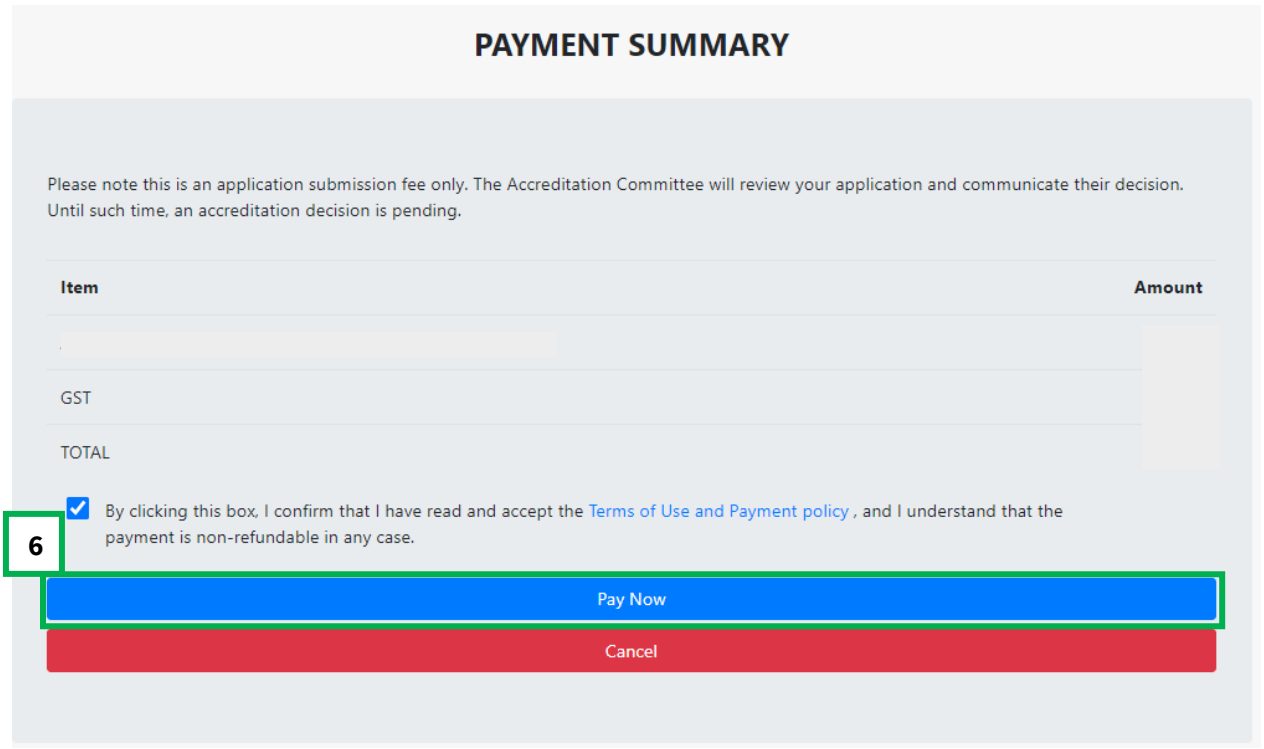


Note: If you click **"Save as draft"** please proceed to the section **"Editing a draft."**

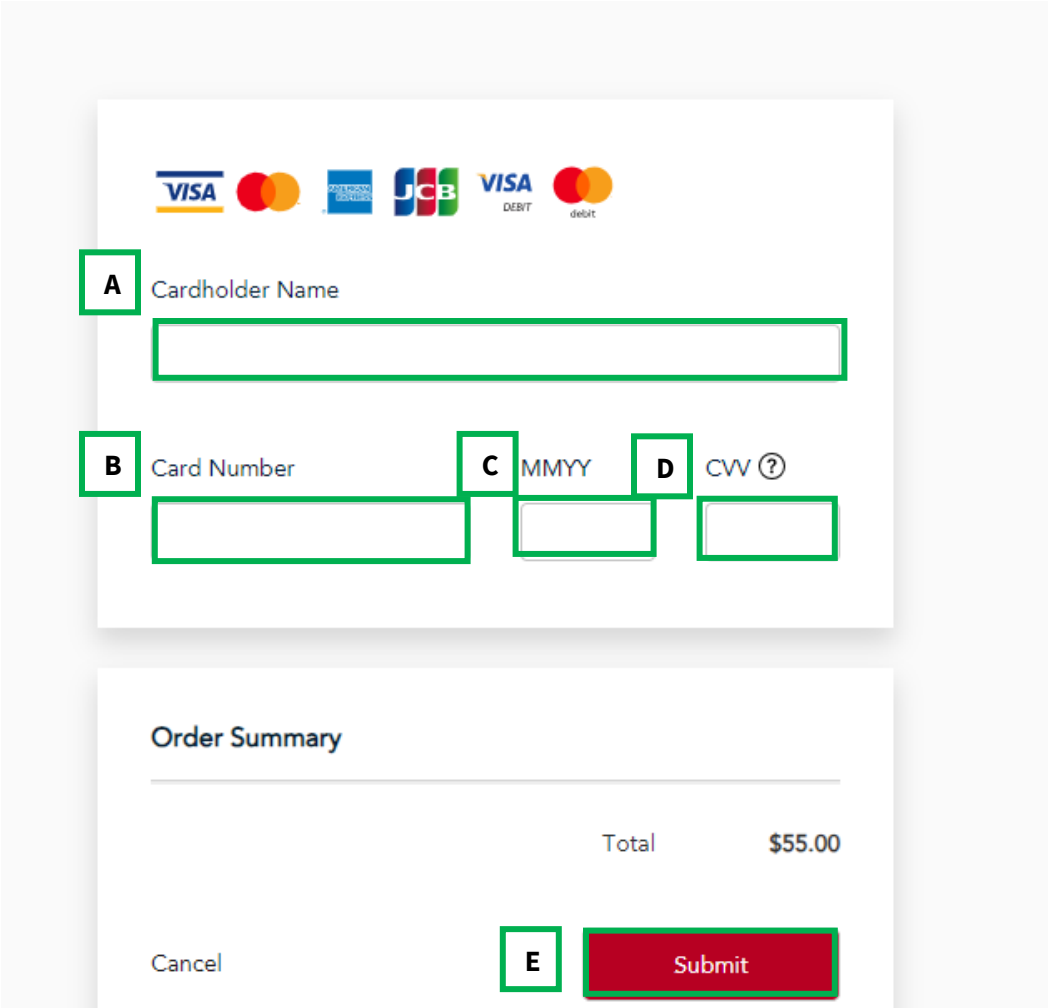
Step 5: Review the pop-up and click **"OK"** to proceed to payment, or **"Cancel"** to remain in the application.



Step 6: Review the payment information and click on **"Terms of Use and Payment policy"** to review. Once completed, click the box to confirm you have read and accept the Terms of Use and Payment policy and click **"Pay Now."**



Step 7: Enter your credit card details and click **"Submit" (A-E).** Once processed, you will see a confirmation page that your application has been submitted.



Once you have submitted and paid for your application it will be reviewed by Insurance Council staff and the appropriate Accreditation Review Committee.

All correspondence regarding your application will be via email to the email address associated with your account.

If you have any questions, please reach out to accreditation@insurancecouncilofbc.com.

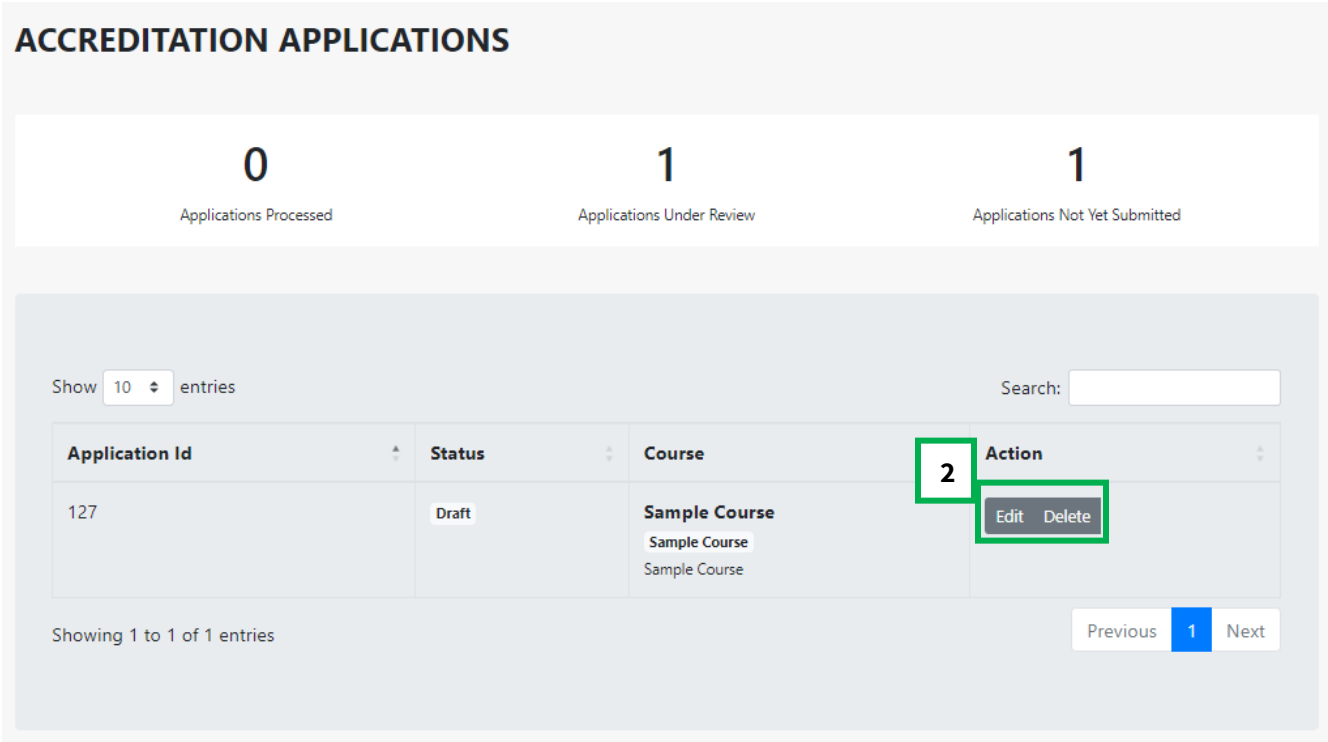
Editing and Submitting a Draft Application

Once you have saved your application as a draft you can edit, submit, or delete any draft individual course application. Please note this option is only available for individual course applications.

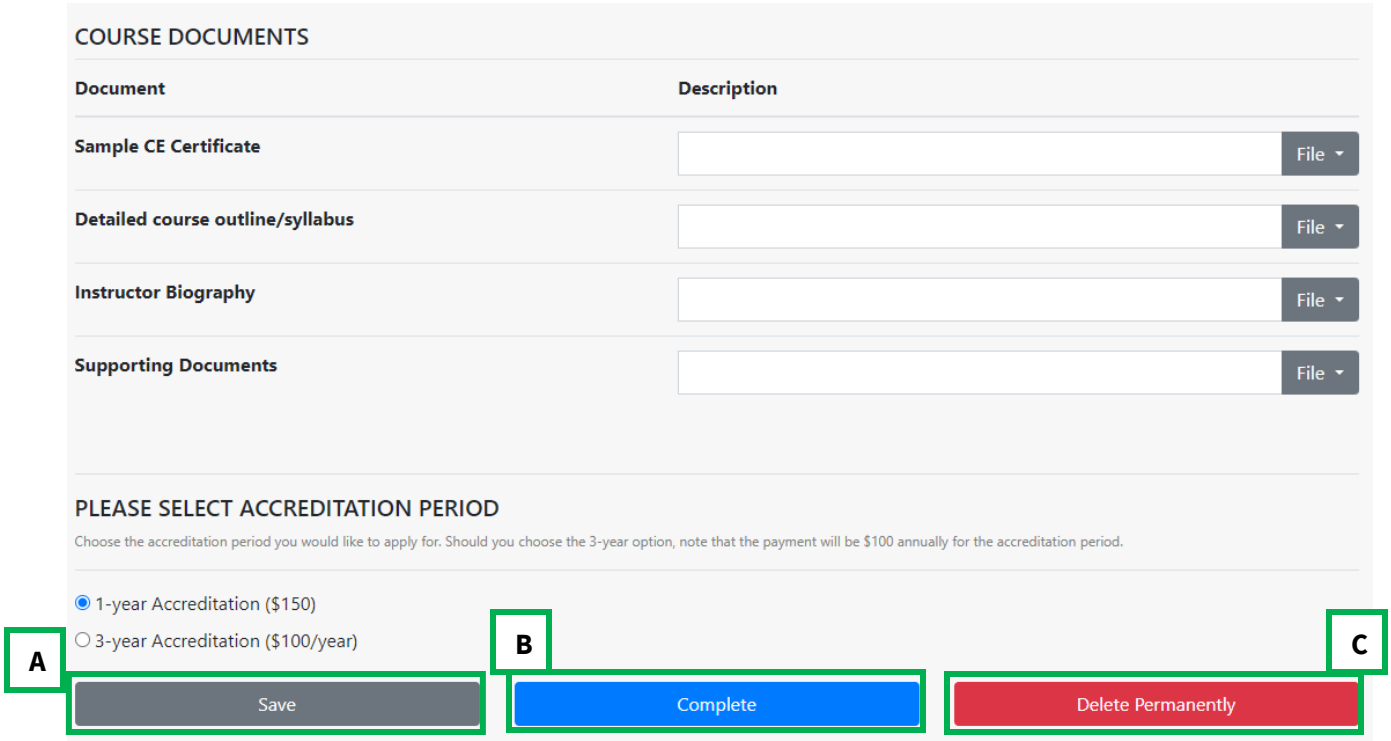
Step 1: On the homepage of the accreditation website, click on **"Courses"** and then select **"Draft Applications."**



Step 2: Find the course you would like to edit and click **"Edit."** If you wish to delete this draft, click **"Delete."**



Step 3: Here you can edit your application and either click **"Save" (A) to save the application as a draft, "Complete" (B) to submit the application and move on to payment or "Delete Permanently" (C).**

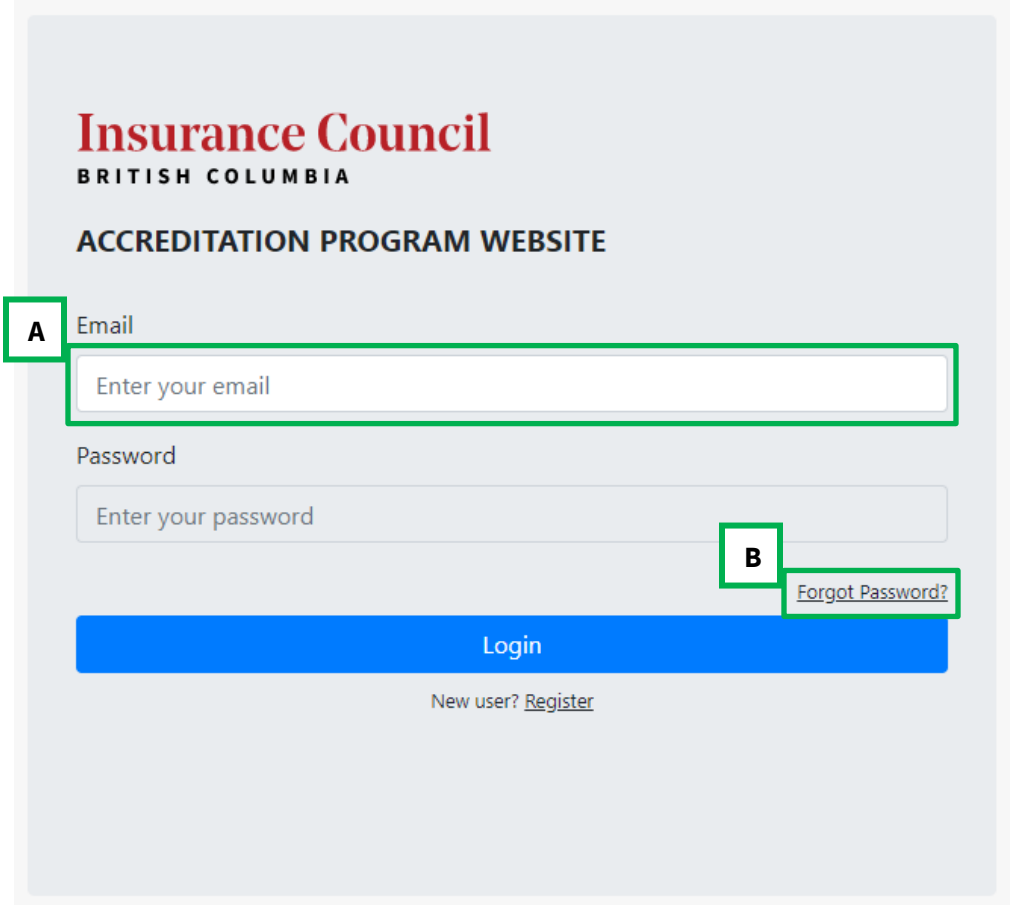


If you select **"Complete"** to submit your application, proceed to step 5 on page 20 of this guide for the payment process.

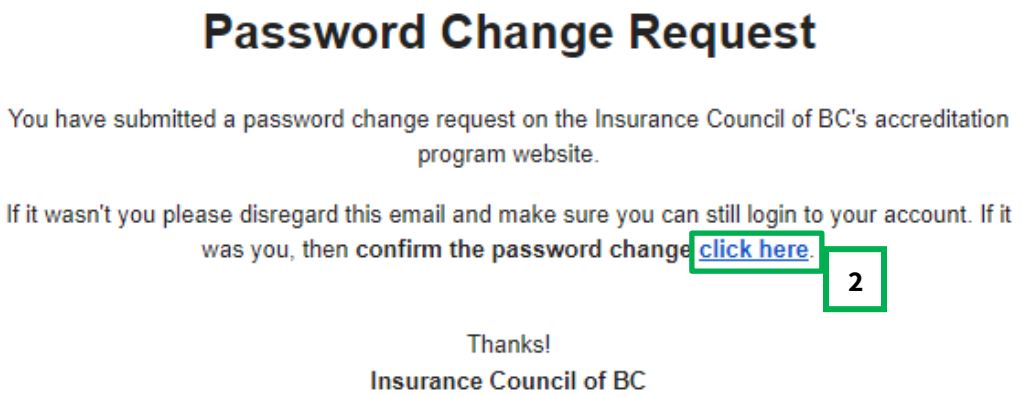
Resetting Your Password

Should you forget your password for the Online Accreditation Website you can reset your password using the following steps.

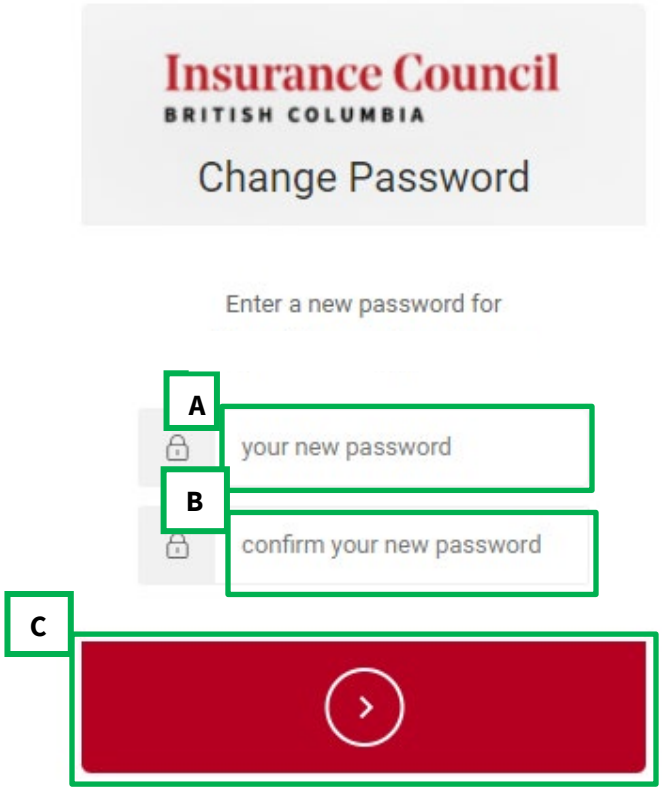
Step 1: Enter your email address and click on **"Forgot Password"** on the sign in page of the Online Accreditation website **(A-B).**



Step 2: You will receive an email to the email address associated with your account. Click the link within the email.



Step 3: You will then be taken to a new webpage where you can enter and confirm your new password, then click the arrow button to continue **(A-C).**



Step 4: You will then see a screen stating your password has been reset successfully. You can now proceed back to the login page.



Your password has been reset successfully.

How to Pay Annual Accreditation Administrative Fee

If you are an Accredited Course Provider or have an approved individual course with a three-year term you are required to pay an annual fee of $100 plus GST for the duration of your accreditation term. Below we have outlined the steps you can take to pay your annual administrative fee.

Accredited Course Providers

Please note: If you have an approved course with a three-year term and are seeking guidance on how to pay your annual accreditation administrative fee for, please skip to **"Individual Course (three-year term)"** below.

Step 1: You will receive an email from accreditation@insurancecouncilofbc.com on the date that your annual administrative fee is due. Once you receive this email you will have 30 days to pay the administrative fee in your account on the online accreditation website.

Dear

Your annual accreditation administrative fee is due. **You have 30 days to pay this fee.**

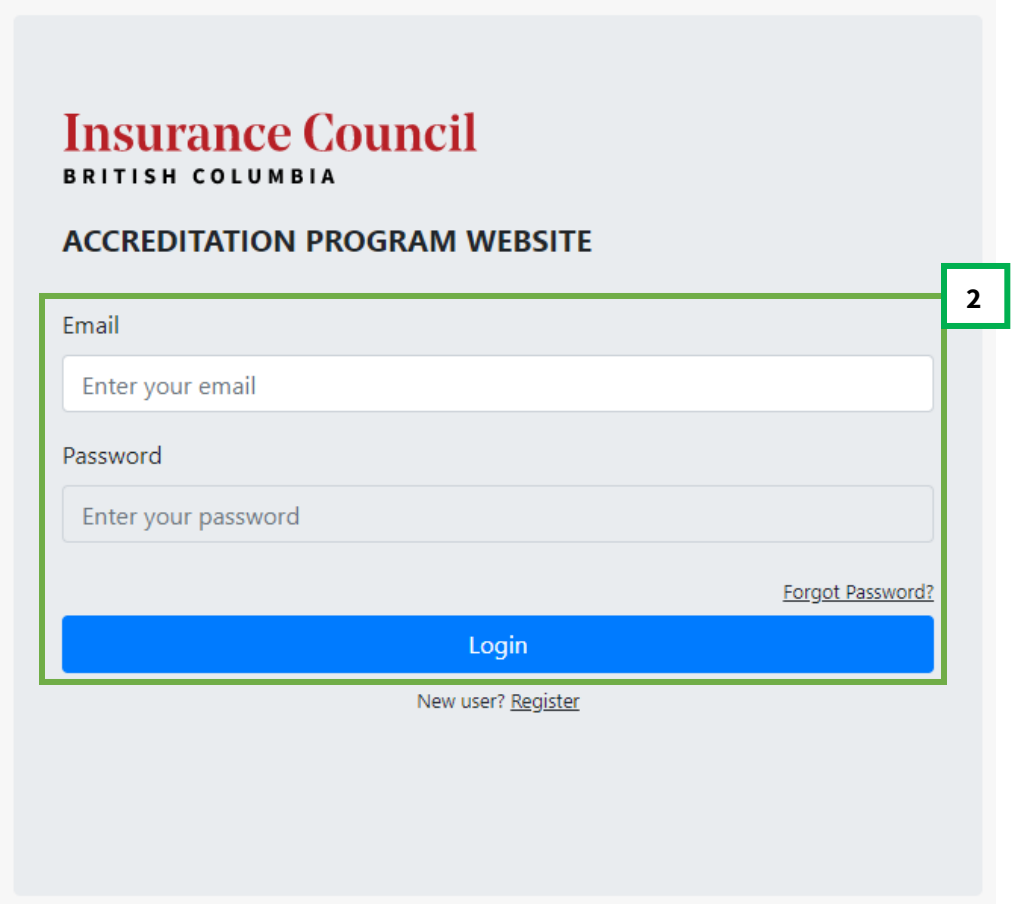
You can pay the fee now by logging into
your account on the Insurance Council's Online Accreditation Website and depending on your accreditation type:

- If you are currently an Accredited Course Provider, please go to the "Payment" tab to proceed to payment.
- If you have individual courses that are accredited (3-year accreditation period) please go to the "Courses" tab, then "My Courses" and select "Renew" under "Action" to proceed to payment. Please note that you can only make payment for one course at a time, repeat these steps for each course that has the administrative fee due.

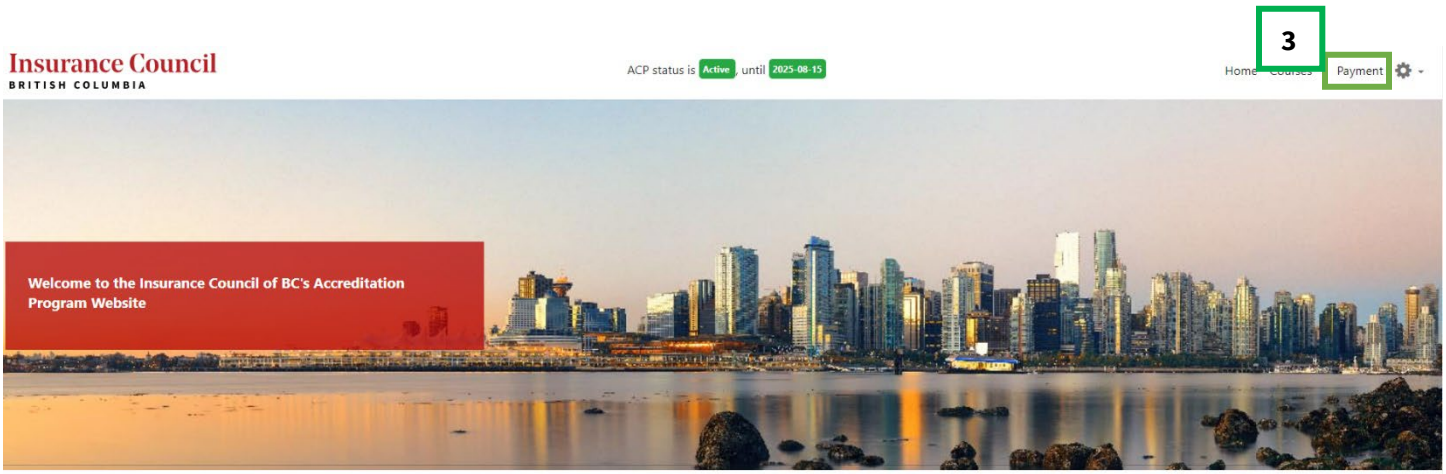
If the administrative fee is not paid within 30 days, your accreditation status will be inactivated, and you will need to re-apply.

If you have questions, please contact Education Team staff at
accreditation@insurancecouncilofbc.com.

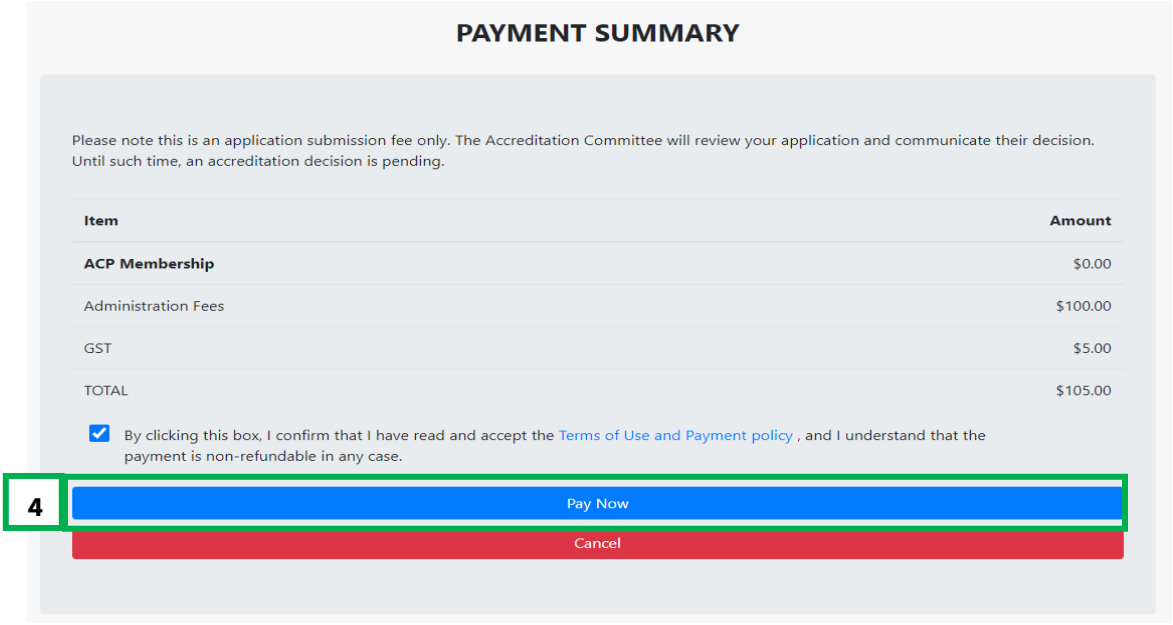
Step 2: Log into your account on the online accreditation website.



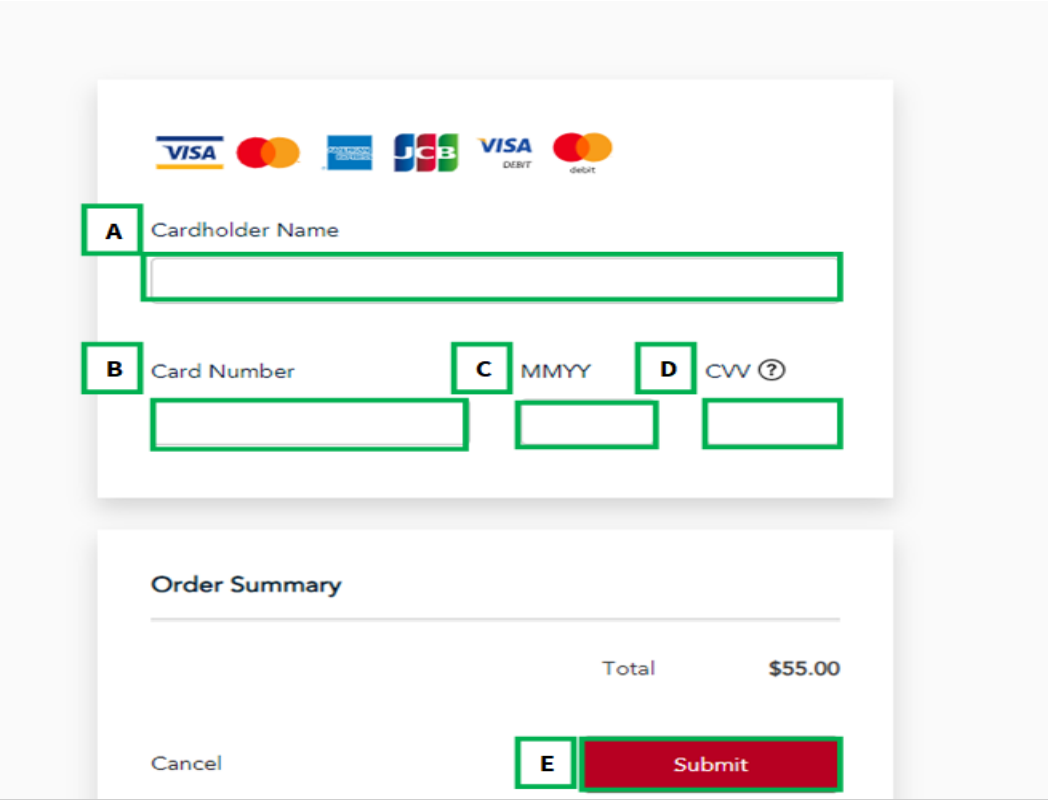
Step 3: Click on the "Payment" tab to proceed to payment.



Step 4: Review the payment information and click on **"Terms of Use and Payment policy"** to review. Once completed, click the box to confirm you have read and accept the Terms of Use and Payment policy and click **"Pay Now."**



Step 5: Enter your credit card details and click **"Submit" (A-E).** Once processed, you will see a confirmation page that your application has been submitted.



Individual Course (three-year term)

Please note: If you are an accredited course provider and are seeking guidance on how to pay your annual accreditation administrative fee for, please skip to **"Accredited Course Providers"** above.

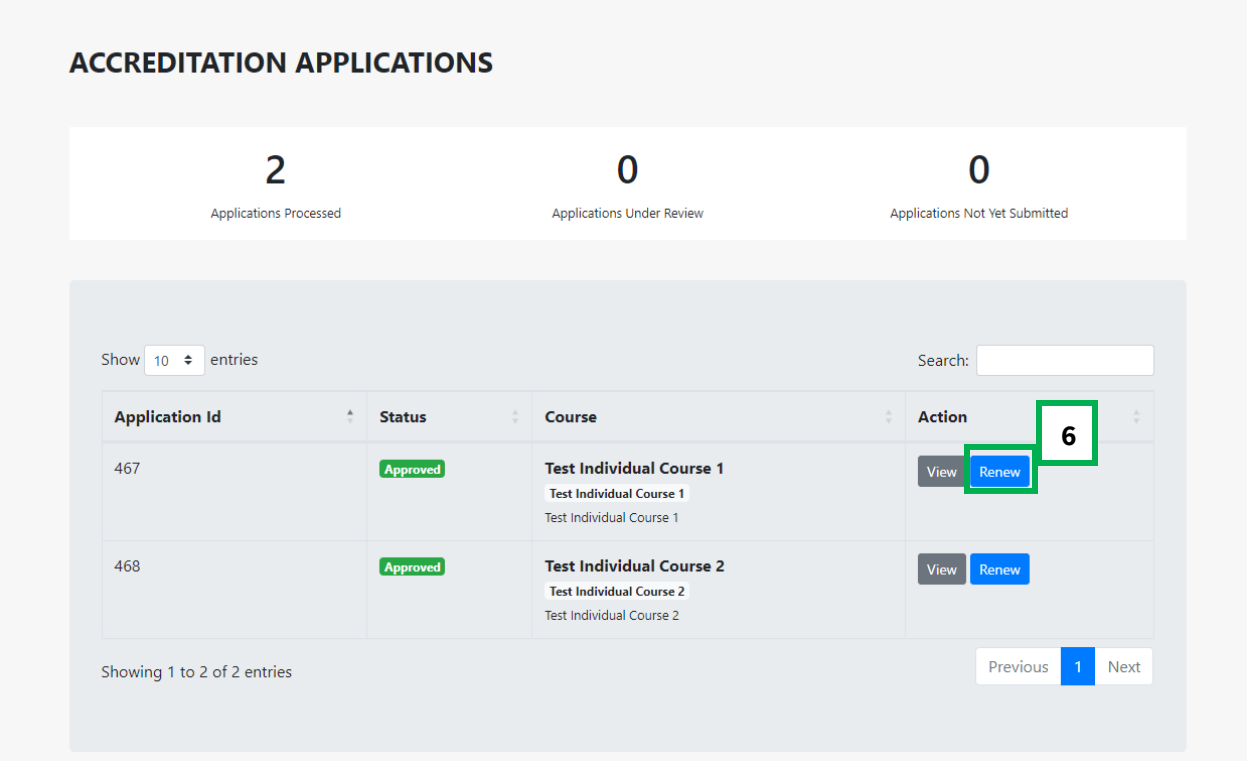
Step 1: If you have individual courses that are accredited (three-year accreditation period) click on the "Courses" tab.



Step 2: Click on "My Courses."

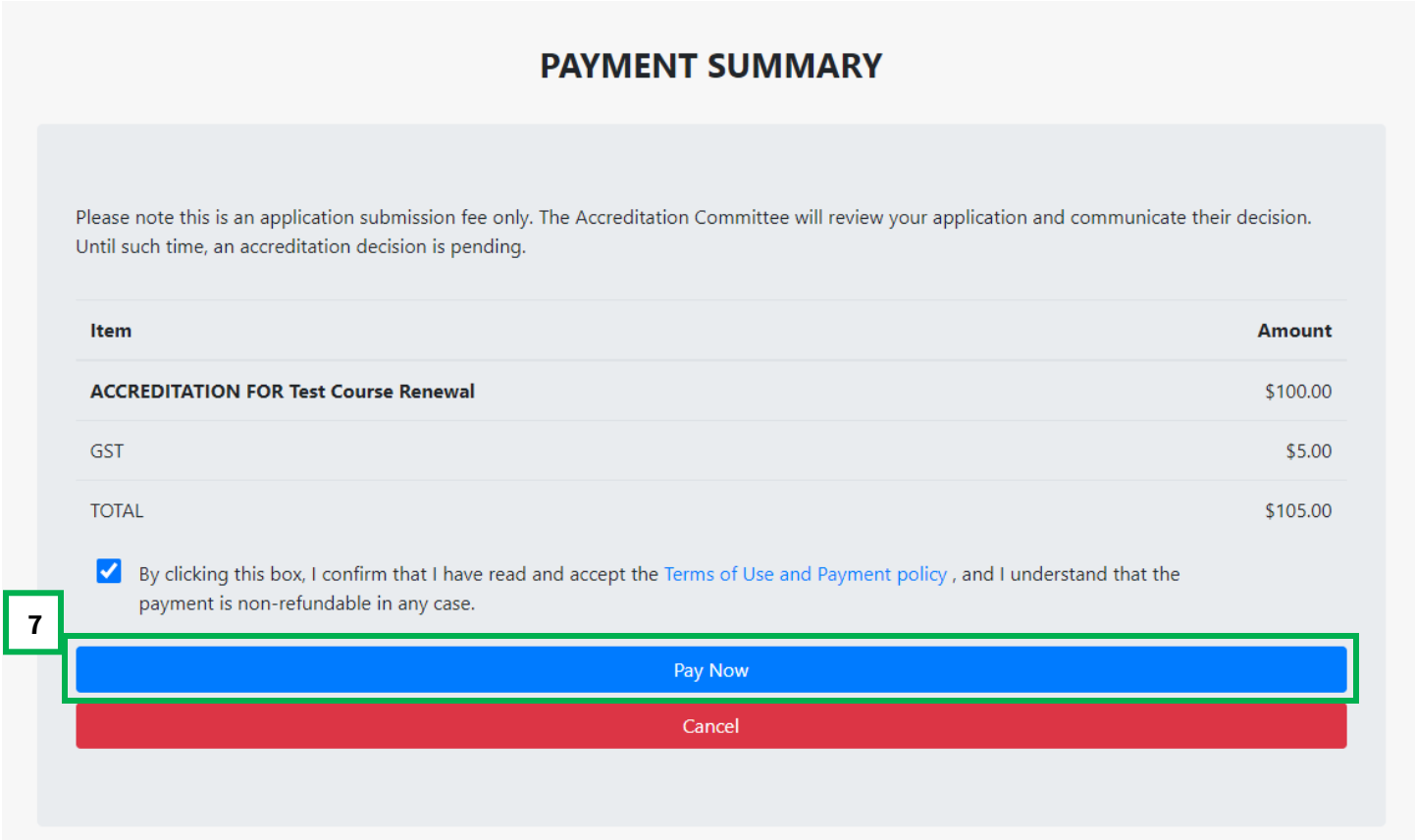


Step 3: Click “Renew” under “Actions” beside the course you wish to pay the annual administrative fee for.



Please note: You can only make payment for one course annual administrative fee at a time. If you have more than one course that has an annual administrative fee due at the same time that you wish to pay, you will need to follow steps 1-5 for each course separately.

Step 4: Review the payment information and click on **"Terms of Use and Payment policy"** to review. Once completed, click the box to confirm you have read and accept the Terms of Use and Payment policy and click **"Pay Now."**



Step 5: Enter your credit card details and click **"Submit" (A-E).** Once processed, you will see a confirmation page that your application has been submitted.

