



# INFORMATION CIRCULAR

**DATE:** 17 October 2017

**Nº.** 2017-26

**CATEGORY:** COMPLIANCE

**TO:** Managing General Agents, Associate General Agents, Advisors, General Agents, Independent Financial Advisors and National Accounts

**SUBJECT:** Continuing Education Requirements

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## Introduction

Regulators and insurance carriers are focused on ensuring advisors are meeting their continuing education (CE) requirements. As part of carrier requirements under the CLHIA Reference document "Insurer Systems for Monitoring Statutory Compliance of Advisors", carriers will be conducting random audits of advisors to confirm they are meeting their compliance requirements, including keeping a record of their required continuing education activities at their last insurance license renewal (where mandatory).

Each province and territory establishes their own licensing requirements for insurance agents. It is important that all advisors understand and comply with their provincial and territorial licensing requirement for continuing education. All insurance agents are strongly encouraged to obtain continuing education even where it is not mandatory.

## Monitoring For Compliance

On an annual basis, Empire Life will randomly select advisors and conduct an audit to confirm advisors have adequate documentation to demonstrate they met their CE requirements at the last licence renewal. If it is discovered in an audit that you have failed to meet the regulatory requirements relating to CE verification in violation of the terms of your licence, it may be reportable to your provincial insurance regulator.

## For More Information

To help ensure you are meeting your professional requirements and obligations for continuing education and for more information, please refer to your provincial or territorial insurance council.

### Alberta

<http://www.abccouncil.ab.ca/ongoing-education-requirements/>

### British Columbia

<https://www.insurancecouncilofbc.com/PublicWeb/ContinuingEducation.html>

### Manitoba

[https://www.icm.mb.ca/index.php?option=com\\_content&view=article&id=110&Itemid=58](https://www.icm.mb.ca/index.php?option=com_content&view=article&id=110&Itemid=58)

### Ontario

[https://www.fsco.gov.on.ca/en/insurance/lifehealthbulletins/Archives/Pages/lh-02\\_96.aspx](https://www.fsco.gov.on.ca/en/insurance/lifehealthbulletins/Archives/Pages/lh-02_96.aspx)

#### **Quebec**

<http://www.chambresf.com/en/education/professional-development-requirements/>

#### **Saskatchewan**

[https://www.skouncil.sk.ca/download%20files/Life%20Continuing%20Education%20\(Effective%20Jan%201,%202015\).pdf](https://www.skouncil.sk.ca/download%20files/Life%20Continuing%20Education%20(Effective%20Jan%201,%202015).pdf)

There are currently no compulsory continuing education requirements in New Brunswick, Nova Scotia, Prince Edward Island, Newfoundland and Labrador, Yukon, Northwest Territories and Nunavut. However, all advisors are strongly encouraged to obtain continuing education.

#### **Reference:**

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