



A BROKER'S GUIDE TO GETTING LICENSED IN OTHER PROVINCES

MARCH 2025

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ALBERTA



WHO TO CONTACT TO ARRANGE YOUR EXAM (General Licensing)

ORGANIZATION: Alberta Insurance Council

EDMONTON ADDRESS:
2700 10180 101 Street NW
Edmonton AB T5J 3S4

CALGARY ADDRESS:
2621 308 4th Avenue SW Calgary, AB T2P 0H7

EMAIL: licensing@abcouncil.ab.ca

TELEPHONE: (780) 421-4148

WEBSITE: <https://www.abcouncil.ab.ca/>

ONLINE EXAM REGISTRATION LINK:
<https://www.abcouncil.ab.ca/applying-for-a-license/exam-schedules-locations/>

REGULATOR CONTACT

NAME: Alberta Insurance Council

WEBSITE: <https://www.abcouncil.ab.ca/>

ADDRESS: 2700 10180 101 Street NW
Edmonton AB T5J 3S4

EMAIL: licensing@abcouncil.ab.ca

TELEPHONE: (780) 421-4148

ALBERTA



GENERAL INFORMATION ON LICENSING

You must meet all these requirements, as well as license-specific requirements for each license class, before submitting your application:

- Register and obtain a Canadian Insurance Participant Registry (CIPR) Number
- AIC must receive paid and approved license applications within 12 months of the applicant passing the exam(s).
- Clear criminal record check (U.S. residents must obtain an FBI or First Advantage criminal record check)
- E&O Insurance is required - the name of your E&O carrier (insurance company), policy number and effective and expiry dates of your policy
- Employer/agency sponsorship – sponsorship is mandatory
- Identify potential conflicts of interest - licensees are not in positions of power that advantage themselves over their clients



BUSINESS OFFICE REQUIREMENT

If the business is a non-resident, it must provide evidence that it is licensed as an insurance agent by the appropriate licensing authority in its home jurisdiction in the same name in which it is applying to be licensed in Alberta.



LICENSING LEVELS

The Alberta Insurance Council offers three levels of general insurance agent licenses, plus a probationary option, based on the average Canadian brokerage and/or agency.

Probationary General License

This allows a new person to act as an agent prior to completing the Level 1 agent exam, through an agency or insurer. The probationary agent must act under the direct supervision of a Level 2 or Level 3 agent, and the license expires in 90 days if the agent does not advance to a Level 1 license by passing the required exam. It can only be issued once for any individual.

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Level 1

When the individual has passed the required Level 1 exam after qualifying for the mandatory General Level Qualification Program (GLQP). Holders of a Level 1 certificate are subject to the ongoing supervision of the holder of a Level 2 or Level 3 Designated Representative (DR) certificate in accordance with standards established by the Level 3 DR or by the insurer if the agent is an employee of the insurer.

Level 2

When the individual has passed the required Level 2 exam within the previous 12 months. If a new applicant intends to apply for this level, they must provide proof of passing the level 1 and 2 exams within 12 months from AIC receiving the approved applications.

Level 3: Designated Representative (DR)

The General Level 3 is solely for someone who would like to apply as the General Designated Representative (DR) of an agency, as there is not an exclusive Level 3 license. This person would have broad technical insurance knowledge and may act in the capacity of a manager or operator of a brokerage firm. There can only be one DR per business and per insurance class. Please note that prior experience holding a Level 2 license may also be required in order to attain the Level 3 license.



ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

The Alberta Insurance Council (AIC) now accepts equivalencies to passing their exams. All of the following are applicable with proof of the last exam being passed within 12 months of submission of an application for licensing to AIC:

Level 1

- Insurance Brokers Association of Canada (IBAC):
 - Canadian Accredited Insurance Broker (CAIB) 1 **and** CAIB 2; *or*
- Insurance Institute of Canada (IIC):
 - C11 **and** C130

Level 2

- IBAC: CAIB 1, 2, **and** 3; *or*
- ICC: C11, C131 **and** C130

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Level 3

- IBAC's CAIB 1, 2, 3, **and** 4; *or*
- IIC: C11, C130, C131 **and** C132

ANNUAL CE EDUCATION HOUR REQUIREMENTS

Each licensee requires 15 hours of Continuing Education (CE) credits approved by the Alberta Accreditation Committee for the class of license.

CAIB DESIGNATION BENEFITS

CAIB can cover licenses to other provinces/jurisdiction upon proper application and verification with the regulator or governing institution of said coverage. See below for the benefits of having your CAIB license when applying for licensing in Alberta.

LEVEL 1 LICENSE	CAIB 1 & CAIB 2 = AB Level 1, subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>
LEVEL 2 LICENSE	CAIB 1, 2, 3 = AB Level 2 (Practice Without Supervision) subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>
LEVEL 3 LICENSE	CAIB 1, 2, 3, 4 = AB Level 3 (Oversee Others) subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>

BRITISH COLUMBIA



WHO TO CONTACT TO ARRANGE YOUR EXAM

ORGANIZATION: Insurance Brokers Association of British Columbia (IBABC)

ORGANIZATION ADDRESS: Suite 1600
543 Granville Street, Vancouver, BC V6C 1X8

POINT OF CONTACT: Susan Coles - Licensing Course Coordinator

EMAIL: scoles@ibabc.org

TELEPHONE: 604-606-8004

WEBSITE: <http://www.ibabc.org/>

ONLINE EXAM REGISTRATION LINK:
<https://info.captus.com/examregistration/ibabc/caib/Register.aspx>

REGULATOR CONTACT

NAME: Insurance Council of BC

ADDRESS: 1400-745 Thurlow Street
Vancouver, BC V6E 0C5

WEBSITE:
<https://www.insurancecouncilofbc.com/>

EMAIL: licensing@insurancecouncilofbc.com

TELEPHONE: 604-688-0321 (Metro Vancouver)
or 1-877-688-0321 (toll-free within Canada)

BRITISH COLUMBIA



GENERAL INFORMATION ON LICENSING

To apply for any form of non-resident licensing in the Province of British Columbia, non-resident applicants must first be licensed for the same class and comparable level of license in their home jurisdiction.

Council Rules quoted below can be found on the Insurance Council website here:

<https://www.insurancecouncilofbc.com/Website/media/Shared/Licensee%20Resources/Resources/Council-Rules.pdf>

Council Rule 2(21) sets out the requirement for non-resident licensing, as outlined below:

(21) Where an applicant is a resident of a jurisdiction other than the province of British Columbia, the applicant must:

- a. be licensed for the same class of insurance in the applicant's home jurisdiction or,
- b. provide evidence that activities authorized under the class of license being applied for are exempt from licensing in the applicant's home jurisdiction;
- c. be approved by Council.

In accordance with Council Rule 2(14), all individuals, including non-residents, must complete the Council Rules Course to qualify for licensure with Council, except those that qualify for licensure under the Reinstatement Provision in Council Rule 2(19).

Non-resident applicants who reside and are licensed in good standing in another Canadian jurisdiction are not required to provide a police information check with their license application.

An applicant for an insurance agent or adjuster licence must have attained the age of 19 year. An applicant for a general insurance salesperson licence must have attained the age of 16 years.

Applications and supporting documents can be emailed to the office at licensing@insurancecouncilofbc.com or submitted online. Further information can be found at:

<https://www.insurancecouncilofbc.com/getting-a-licence/#apply>.



BUSINESS OFFICE REQUIREMENT

For non-resident corporate or partnership applicants, the agency must be registered with the BC Registries and Online Services. Contact information for the Corporate Registry and many other resources may be found on Council's website at:

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<https://www.insurancecouncilofbc.com/consumer-information/other-regulatory-bodies/>

Council Rules 2(17) and 2(18) set out the business registration and naming requirements, and read as follows:

(17) An applicant or licensee that is a corporation or partnership must be registered with the British Columbia Corporate Registry.

(18) All names, including operating names or “doing business as” names, under which insurance business is conducted, other than an individual’s own name must be:

- a. registered with the British Columbia Corporate Registry.
- b. a name that will not likely be confused with the name of another licensed insurance agent or adjuster; and
- c. approved by Council.

A General agency or Adjusting firm must nominate an insurance adjuster level 3 general insurance agent or level 3 insurance adjuster to act as a nominee who will take on the rights and privileges of the firm licence, and is responsible and accountable to the Insurance Council for all insurance activities undertaken by the firm and its employees:

- A nominee must be an officer, director, or partner of the firm, or a senior manager in the BC branch or office.
- An intended nominee must hold a level 3 general licence or level 3 insurance adjuster licence in British Columbia.
- Effective August 1, 2023, new nominees must be approved by the Insurance Council and have taken the prerequisite course: Nominee Responsibilities and Best Practice. The course is administered by the Insurance Council.

For licensing purposes, there is no requirement for a non-resident agency to have a physical location in British Columbia, or B.C. mailing address.

LICENSING LEVELS

All courses mentioned below must be completed within one year of submitting a licence application to the Insurance Council.

Level 1 General Insurance Salesperson

Licensee Requirements

A general insurance salesperson level 1 license is an entry-level license that:

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- The licensee must only conduct general insurance business under the supervision of a general insurance agent;
- Restricts where the licensee can work. The licensee must not carry on general insurance business in any place other than on the premises of the insurance agency the licensee is authorized to represent (except where the licensee has completed the Council Rules Course);
- Prohibits the licensee from signing contracts of insurance.
- Requires the licensee to meet education prerequisites.
- At least 60% of a salesperson licensee's annual income from his or her employment at an insurance agency, must be comprised of a salary.

Education Prerequisites

Successful completion of **ONE** of the four education options listed below. Results remain valid up to one year from successful course or exam completion date.

- Insurance Brokers Association of BC (IBABC)
 - Fundamentals of Insurance
 - Canadian Accredited Insurance Broker (CAIB) 1
- Insurance Institute of Canada (IIC)
 - Chartered Insurance Professional (CIP) C11 and C130
 - General Insurance Essentials Program (GIE) C81 and C82

*Equivalency: Level 1 General Insurance Licensing Program – ILS Learning Corporation (ILScorp), to qualify for a general insurance salesperson level 1 licence. The Insurance Council also accepts this program as part of the education prerequisites towards a general insurance agent level 2 or 3 licence.

Level 2 General Insurance Agent

Licensee Requirements

- Can work without supervision.
- Is not restricted to conducting insurance activities at the agency.
- Can sign contracts of insurance.
- Must be authorized to represent a licensed general insurance agency.
- Must have met the educational prerequisites.

Education Prerequisites

Successful completion of **ONE** of the four education options listed below.

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- Insurance Brokers Association of BC (IBABC)
 - Fundamentals of Insurance and CAIB 2 and 3
 - CAIB 1, 2, and 3
- Insurance Institute of Canada (IIC)
 - CIP C11, C130, and C131
 - GIE C81 and C82 and CIP C130 and C131

*Equivalency: Level 1 General Insurance Licensing Program – ILS Learning Corporation (ILScorp), to qualify for a general insurance salesperson level 1 licence. The Insurance Council also accepts this program as part of the education prerequisites towards a general insurance agent level 2 or 3 licence.

Level 3 General Insurance Agent

Licensee Requirements

A general insurance agent level 3 licensee must have completed a higher level of education and experience than a level 2 licensee listed in the above requirements. Applicants must:

- Have been licensed for 5 of the last 7 years.
- Have a minimum of 3 years as a level 2 general insurance agent.
- Must have met the educational prerequisites.

Education Prerequisites

Successful completion of the mandatory:

- Insurance Council Supervision Course for General Insurance Agents

AND successful completion of **ONE** of the following:

- Insurance Brokers Association of BC (IBABC)
 - Fundamentals of Insurance and CAIB 2, 3, and 4
 - CAIB 1, 2, 3, and 4
- Insurance Institute of Canada (IIC)
 - CIP C11, C130, C131, and C132
 - GIE C81 and C82 and CIP C130, C131, and C132

*Equivalency: Level 1 General Insurance Licensing Program – ILS Learning Corporation (ILScorp), to qualify for a general insurance salesperson level 1 licence. The Insurance Council also accepts this program as part of the education prerequisites towards a general insurance agent level 2 or 3 licence.

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ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

Under Council Rule 2(20), where an applicant does not meet the qualification requirements under Council Rules, a license application will be considered if the applicant can demonstrate that alternate education and/or experience obtained is equivalent to the requirements set out in Council Rules. To determine the aforementioned, all applicants must include a detailed equivalency proposal outlining their insurance related work experience and education.

Specifically, Council Rule 2(20) states:

(20) Where an applicant does not meet the education and experience requirements under Council Rules, a license application will be considered where the applicant:

- a. submits a completed license application;
- b. submits a completed equivalency proposal in the form required by Council; and
- c. can demonstrate that alternate education and/or experience obtained is equivalent to the requirements set out in Council Rules.

ANNUAL CE EDUCATION HOUR REQUIREMENTS

Non-resident Canadian licensees whose home jurisdiction has a mandatory continuing education (CE) requirement are not required to meet the Insurance Council's requirements, provided they complete their continuing education in accordance with their home province's requirements and keep their licence in good standing in their home jurisdiction.

If the non-resident licensee's home jurisdiction does not have a CE program, then the non-resident licensee must meet the Insurance Council's program.

General insurance agents and general insurance salespersons are required to complete eight (8) hours of continuing education per license period. The annual license period runs from June 1 to May 31.

Accepted continuing education is technical material directly related to:

- Insurance products;
- Compliance with insurance legislation and licensee requirements such as Council Rules, Council's Code of Conduct, the Insurance Act, and privacy legislation;
- Ethics;
- Errors and Omissions; or

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- Management, accounting, and human resources (for nominees and Level 3 general insurance agents only).

Please visit the Council's website for further information:

<https://www.insurancecouncilofbc.com/licensee-resources/continuing-education/>



CAIB DESIGNATION BENEFITS

LEVEL 1 LICENSE	CAIB 1 = BC Level 1, subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>
LEVEL 2 LICENSE	CAIB 1, 2, 3 = BC Level 2 (Practice Without Supervision), subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>
LEVEL 3 LICENSE	CAIB 1, 2, 3, 4 = BC Level 3 (Oversee Others), subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>

MANITOBA



WHO TO CONTACT TO ARRANGE YOUR EXAM

ORGANIZATION: Insurance Brokers Association of Manitoba (IBAM)

ORGANIZATION ADDRESS:
600-1445 Portage Avenue
Winnipeg, Manitoba R3G 3P4

POINT OF CONTACT: Kate Murray - Manager,
Professional Development and Education

EMAIL: info@ibam.mb.ca

TELEPHONE: (204) 488-1857

WEBSITE: www.ibam.mb.ca

ONLINE EXAM REGISTRATION LINK:
<https://ibam.mb.ca/ibam-online-exams.html>

REGULATOR CONTACT

NAME: Insurance Council of Manitoba

ADDRESS: 466-167 Lombard Avenue
Winnipeg, Manitoba R3B 0T6

WEBSITE: <https://icm.mb.ca/>

EMAIL: contactus@icm.mb.ca

TELEPHONE: (204) 988-6800

MANITOBA



GENERAL INFORMATION ON LICENSING

To apply for a General Insurance Agent license, you must complete the online application form and submit the online application along with proof of successful completion of one or more of the courses mentioned below. If you are applying to write an examination, you are required to supply the Examination Registration Form along with the examination fee



BUSINESS OFFICE REQUIREMENT

N/A



LICENSING LEVELS

Licensing Information for all Levels of General Agent/Broker Licenses

Manitoba has a three (3) Level Licensing System for General Insurance Agents/Brokers.

A non-resident license is issued based on the equivalency level of that agent's resident license and is subject to the usual restrictions and conditions of that license. However, an applicant transferring from another jurisdiction must satisfy Manitoba's licensing requirements for the issue of a license.

The following defines each level of license and the restrictions and/or authorizations which limit that level. Regulations mentioned can be accessed at this link:

http://web2.gov.mb.ca/laws/regs/current/_pdf-regs.php?reg=389/87%20R

Level 1 Auto Only Broker License

Successfully completes both of the following within the required timeframe as outlined in Reg 389/87, Section 2:

- The Auto Broker Technical Course or another course that the council considers equivalent; and
- The Manitoba Public Insurance proficiency examination.

Those with the Level 1 Auto Only Broker License are:

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- prohibited from selling outside the office of a general insurance agency; and
- authorized to operate under the supervision of at least a Level 2 Agent/Broker.

Level 1

Successfully completes **ONE** of the following within the required timeframe as outlined in Reg 389/87, Section 2:

- CAIB 1;
- Fundamentals of Insurance (FOI);
- ILS Level 1 General and Adjuster Insurance License Program (ILS L1);
- Red River College – Property and Casualty Insurance Certificate program (successful completion of the IIC exams is required);
- C11 Principles and Practice of Insurance; and C130 Essential Skills for the Insurance Broker and Agent;
- General Insurance Essentials: C81 Part 1 and C82 Part 2 or the Broker Level One Licensing Course; or
- Council's Challenge Level 1 Examination

Those with a Level 1 license are:

- prohibited from selling outside the office of a general insurance agency.
 - *as of May 1/22 a Level 1 can work inside the office of a general insurance agency or out of a home office approved by that agency;
- must operate under the supervision of at least a Level 2 Agent/Broker; and
- authorized to sign insurance policies

Level 2 – Currently holds a level 1 license, and:

Successfully completes **ONE** of the following within the required timeframe as outlined in Reg 389/87, Section 2:

- CAIB 2 and CAIB 3;
- C130 Essential Skills for the Insurance Broker and Agent and C131 Advanced Skills for the Insurance Broker and Agent;
- Council's Challenge Level 2 Examination;
- Has any one of the following designations: CIP, AIIC, FCIP, FIIC, CAIB, CIB, and CRM or another designation that the council considers equivalent.

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Those with a Level 2 License are:

- authorized to sell inside and outside of the office of a general insurance agency; and
- authorized to sign insurance policies.

Level 3 – Currently holds a level 2 licence and has held a level 2 licence for a minimum of 2 years immediately prior to applying for a level 3, and:

Successfully completes **ONE** of the following within the required timeframe as outlined in Reg 389/87, Section 2:

- CAIB 4;
- C132 Practical Issues in Broker Management;
- Council's Challenge Level 3 Examination;
- Another designation that the council considers equivalent.

Those with a Level 3 License are:

- authorized to sell inside and outside of the office of a general insurance agency;
- authorized to sign insurance policies; and
- authorized to manage the office of a general insurance agency.

To qualify to become an Operating Agent (Designated Representative) of the agency/corporation/brokerage, the applicant must be eligible to hold a Level 3 license as outlined above. Non-Residents of Manitoba must hold the equivalent level of licensee in their home jurisdiction.

Canadian Non-Resident applicants – Licence Equivalency Consideration

For Canadian residents outside of Manitoba, the ICM grants an equivalent level license to the license that the applicant holds in their home jurisdiction, upon satisfactory submission of a complete application.

If an applicant wishes to apply for a level of license in Manitoba higher than they currently hold in their home jurisdiction, the applicant **must** provide proof of satisfactory education **and** a history of their licensing within their home jurisdiction verifying that the educational requirement and experience requirement have been met. The education and experience requirements are outlined above.

Please note: If the education requirement was completed over 12 months ago, it may not be used towards the higher-level license in Manitoba unless the applicant can provide proof to ICM of a continual licensing history from their home jurisdiction, dating back to the completion of that required education.

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ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

N/A



ANNUAL CE EDUCATION HOUR REQUIREMENTS

Non-residents residing in Canadian 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 or in the United States of America are required to comply with Manitoba's continuing education requirements, which are as follows:

- Life and/or Accident and Sickness: 15 hours accumulated from June 1 - May 31 (no carry forward)
- General: 8 hours accumulated from June 1 - May 31 (maximum of 4 carry forward)
- Auto-Only Brokers: 4 hours accumulated from June 1 - May 31 (maximum of 2 carry forward)
- Adjusters: 8 hours accumulated from July 1 - June 30 (maximum of 4 carry forward)



CAIB DESIGNATION BENEFITS

LEVEL 1 LICENSE	CAIB 1 (or FOI) + MPI Equivalency Test = MB Level 1, subject to regulator approval & application. <i>Ontario Broker must write the MPI equivalency test if planning to sell autopac.</i>
LEVEL 2 LICENSE	CAIB 1 (or FOI), 2, 3 = MB Level 2 (Practice Without Supervision) subject to regulator approval & application. <i>Assuming that the Ontario Broker wrote the MPA equivalency test to obtain their level 1, there is no further exam required & they need to apply through the regulator.</i>
LEVEL 3 LICENSE	CAIB 1 (or FOI), 2, 3, 4 = MB Level 3 (Oversee Others) subject to regulator approval & application. <i>Assuming that the Ontario Broker wrote the MPA equivalency test to obtain their level 1, there is no further exam required & they need to apply through the regulator.</i>

NEW BRUNSWICK



WHO TO CONTACT TO ARRANGE YOUR EXAM

ORGANIZATION: Insurance Brokers Association of New Brunswick (IBANB)

ORGANIZATION ADDRESS:
541 Riverside Drive, Fredericton, NB E3A 8S6

POINT OF CONTACT: Becci Taylor – Executive Director

EMAIL: info@ibanb.ca

TELEPHONE: 506-450-2898

WEBSITE: <https://ibanb.ca/>

ONLINE EXAM REGISTRATION LINK:
https://ibanb.ca/professional_development.html

REGULATOR CONTACT

NAME: Financial and Consumer Services Commission of New Brunswick

ADDRESS: 225 King Street, Suite 200
Fredericton, NB E3B 1E1

WEBSITE: <https://fcnb.ca/en>

EMAIL: insurance.licensing@fcnb.ca

TELEPHONE: 1-866-933-2222

NEW BRUNSWICK



GENERAL INFORMATION ON LICENSING

The Office of the Superintendent of Insurance issues licenses to individuals who have met the requirements of the Insurance Act and the Agents and Brokers Regulation, authorizing those individuals to carry on the business of an insurance agent or broker for other-than-life insurance.

The Superintendent of Insurance must be satisfied that the applicant is suitable to receive a license and intends to carry on business with the public in good faith as an insurance agent.

All applicants must be sponsored by an insurer that is licensed to conduct the business of other-than-life insurance in New Brunswick and the license shall expressly limit the authorization of the agent to the class of insurance for which the insurer is licensed.

Applicants must be 19 years of age or older to apply for an insurance license and must complete an application through the Commission's Self-Serve Portal and submit the following required information and documentation:

- A criminal record check from an approved vendor or police agency.
- The name of your sponsoring insurer, as required.
- The name of the licensed firm you will be representing, as required.
- The name of your supervisor, as required.
- The details on trust accounts, as required.
- Current and previous employment details.
- Transcript showing completed education details.

The applicant must have also completed the licensing qualifications and educational requirements for the type of license being requested. For further information on the New Brunswick Insurance Act:

<http://laws.gnb.ca/en/ShowPdf/cr/95-5.pdf>

Please note that IBANB does not handle any applications or changes to licensing. For specific questions about licensing, we ask that you contact the Office of the Superintendent of Insurance at: <https://fcnb.ca/> or 1-866-933-2222.



BUSINESS OFFICE REQUIREMENT

An Other-Than-Life Broker License may be issued to an applicant who is not a resident of New Brunswick.

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The organization must be registered with Service New Brunswick as an extra-provincial corporation.

LICENSING LEVELS

Each level's educational requirements shall have been completed by the applicant within 24 months prior to submitting the licensing application.

Level 1

An applicant for a level 1 general insurance agent license shall have completed either the Fundamentals of Insurance (FOI) Examination, achieving a mark of at least 75%, or the Canadian Accredited Insurance Brokers (CAIB) 1 with a mark of at least 60%, both administered by the Insurance Brokers Association of New Brunswick (IBANB).

Level 2

An applicant for a level 2 general insurance agent license shall meet the following licensing qualifications and educational requirements:

- Successful completion of CAIB 2 and 3

Level 3

An applicant for a level 3 general insurance agent license shall meet the following licensing qualifications and educational requirements:

- Successful completion of CAIB 4
- have a minimum of four years of experience as a general insurance agent within the six years before submitting the licensing application, including a minimum of two years of experience as a level 2 general insurance agent or at an equivalent level in another jurisdiction

ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

N/A

NEW BRUNSWICK



ANNUAL CE EDUCATION HOUR REQUIREMENTS

N/A

CAIB DESIGNATION BENEFITS

LEVEL 1 LICENSE	CAIB 1 = NB L1 Personal Lines Only, subject to regulatory approval & application.
LEVEL 2 LICENSE	CAIB 1, 2, 3 = NB L1 Commercial Lines Only, subject to regulatory approval & application.
LEVEL 3 LICENSE	CAIB 1, 2, 3, 4 = NB Level 3 (Oversee Others), subject to regulatory approval & application.

NEWFOUNDLAND & LABRADOR



WHO TO CONTACT TO ARRANGE YOUR EXAM

ORGANIZATION: Insurance Brokers Association
of Newfoundland & Labrador (IBAN)

ORGANIZATION ADDRESS: C/O IBANS:
380 Bedford Hwy, Halifax, NS B3M 2L4

POINT OF CONTACT: Keri Foley - Director,
Professional Development

EMAIL: keri@iban.ca

TELEPHONE: 709-726-4450

WEBSITE: www.iban.ca

ONLINE EXAM REGISTRATION LINK:
https://www.iban.ca/for_students.html

REGULATOR CONTACT

NAME: Digital Government and Service NL

ADDRESS: 100 Prince Phillip Drive,
P.O. Box 8700, St. John's, NL A1B 4J6

WEBSITE:
<https://www.gov.nl.ca/dgsnl/insurance/>

EMAIL: DGSNLInfo@gov.nl.ca

TELEPHONE: (709) 729-2595

NEWFOUNDLAND & LABRADOR



GENERAL INFORMATION ON LICENSING

Non-residents who have not completed the Level I course must hold a property and casualty or general insurance licence in their home jurisdiction. More details on licensing requirements in the Licensing Levels section below.

BUSINESS OFFICE REQUIREMENT

N/A

LICENSING LEVELS

Level 1 License

Individuals possessing a Level 1 general license are required to work under the supervision of a Level 2 or Level 3 broker. The supervising broker is responsible for overseeing the professional conduct and business activities of the Level 1 broker. The supervising broker must review and sign all applications for insurance completed by the Level 1 broker.

To qualify for a Level 1 license, individuals must successfully complete the:

- Canadian Accredited Insurance Broker (CAIB) 1 **or** Fundamentals of Insurance (FOI)

Level 2 License

Individuals cannot obtain their Level 2 license, unless they have previously held a Level 1 license, or have the equivalent qualifications acceptable to the Superintendent of Insurance. A Level 2 broker does not require supervision.

To qualify for a Level 2 license individuals must successfully complete either:

- CAIB 1, 2 and 3; **or**
- FOI, CAIB 2 and 3

NEWFOUNDLAND & LABRADOR



Level 3 License

Individuals shall not be issued a Level 3 license unless they have previously held a Level 2 license or have equivalent qualifications acceptable to the Superintendent of Insurance. To qualify for a Level 3 license individuals must successfully complete either:

- CAIB 1, 2, 3 and 4 (CAIB designation); **or**
- FOI, CAIB 2, 3 and 4



ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

N/A



ANNUAL CE EDUCATION HOUR REQUIREMENTS

N/A



CAIB DESIGNATION BENEFITS

LEVEL 1 LICENSE	CAIB 1 = NL Level 1, subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>
LEVEL 2 LICENSE	CAIB 1, 2, 3 = NL Level 2 (Practice Without Supervision) subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>
LEVEL 3 LICENSE	CAIB 1, 2, 3, 4 = NL Level 3 (Oversee Others) subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>

NOVA SCOTIA



WHO TO CONTACT TO ARRANGE YOUR EXAM

ORGANIZATION: Insurance Brokers Association of Nova Scotia (IBANS)

ORGANIZATION ADDRESS:
380 Bedford Highway
Halifax, Nova Scotia B3M 2L4

POINT OF CONTACT: Keri Foley – Director,
Professional Development

EMAIL: keri@ibans.com

TELEPHONE: 902-876-0526

WEBSITE: <http://www.ibans.com/>

ONLINE EXAM REGISTRATION LINK:
<https://www.ibans.com/NEW Online Exam Procedures.html>

REGULATOR CONTACT

NAME: Superintendent of Insurance

ADDRESS: PO Box 2271, Halifax, NS B3J 3C8

WEBSITE:
<https://www.novascotia.ca/finance/en/home/insurance/superintendentofinsurance.aspx.html>

EMAIL: fininst@novascotia.ca

TELEPHONE: 902-424-6331

NOVA SCOTIA



GENERAL INFORMATION ON LICENSING

Insurance agent licences are issued for a period of three years. All agents (except travel, accident, and baggage) must meet specific requirements (completion of exams or courses, or experience) before being licensed. See Licensing Levels below for more details.

Please note that IBANS does not handle any applications or changes to licensing. For specific questions about licensing, we ask that you contact the Office of the Superintendent of Insurance – see Regulator Contact section above.



BUSINESS OFFICE REQUIREMENT

Insurance companies must be licensed in order to operate in Nova Scotia. Most insurance companies are licensed federally, with a smaller number licensed directly by the Province.



LICENSING LEVELS

Level 1 License

Individuals possessing a Level 1 general license are required to work under the supervision of a Level 2 or Level 3 broker. The supervising broker is responsible for overseeing the professional conduct and business activities of the Level 1 broker. The supervising broker must review and sign all applications for insurance completed by the Level 1 broker. To qualify for a Level 1 license, individuals must successfully complete the:

- Canadian Accredited Insurance Brokers (CAIB) 1 or Fundamentals of Insurance (FOI)

Level 2 License

Individuals cannot obtain their Level 2 license, unless they have previously held a Level 1 license, or have the equivalent qualifications acceptable to the Superintendent of Insurance. A Level 2 broker does not require supervision. To qualify for a Level 2 license individuals must successfully complete either:

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- CAIB 1, 2 and 3; **or**
- FOI, CAIB 2 and 3

Level 3 License

Individuals shall not be issued a Level 3 license unless they have previously held a Level 2 license or have equivalent qualifications acceptable to the Superintendent of Insurance. To qualify for a Level 3 license individuals must successfully complete ONE the following education requirements:

- CAIB 1, 2, 3 and 4 (CAIB Designation); **or**
- FOI, CAIB 2, 3 and 4



ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

N/A



ANNUAL CE EDUCATION HOUR REQUIREMENTS

N/A



CAIB DESIGNATION BENEFITS

A full description is also available on <https://www.ibans.com/becoming-a-broker.html>. Click on the Education menu option.

LEVEL 1 LICENSE	CAIB 1 = NS Level 1, subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>
LEVEL 2 LICENSE	CAIB 1, 2, 3 = NS Level 2 (Practice Without Supervision) subject to regulator approval & application. <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>

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LEVEL 3 LICENSE

CAIB 1, 2, 3, 4 = NS Level 3 (Oversee Others) subject to regulator approval & application.

No additional exam required for an Ontario broker, but they must apply through the regulator.

ONTARIO



WHO TO CONTACT TO ARRANGE YOUR EXAM

ORGANIZATION: Insurance Brokers Association of Ontario (IBAO)

ORGANIZATION ADDRESS:
1 Eglinton Avenue East, Suite 700
Toronto, Ontario M4P 3A1

EMAIL: education@ibao.on.ca

WEBSITE: www.ibao.org

TELEPHONE: 416-488-7422
Ext. 118 for education course inquiries;
Ext. 121 for exams inquiries

ONLINE EXAM REGISTRATION LINK:
<https://riboexams.ibao.org/>

REGULATOR CONTACT

NAME: Registered Insurance Brokers of Ontario (RIBO)

ADDRESS:
401 Bay Street, Suite 1200, P.O. Box 45
Toronto, ON M5H 2Y4

EMAIL: licensing@ribo.com

WEBSITE: <https://www.ribo.com/>

TELEPHONE: (416) 365-1900

ONTARIO



GENERAL INFORMATION ON LICENSING

RIBO does not have a “non-residents license”. All non-residents are licensed and must comply with the requirements as if they were residents. All registered individual brokers must be sponsored by a RIBO registered brokerage firm.

1. Choose your exam type, date, and location.
2. Register to write your exam through IBAO or IIC.
3. Upon receiving a passing grade, apply for your license through RIBO via an online application form



BUSINESS OFFICE REQUIREMENT

The Out of Province brokerage is required to have an Ontario business mailing address. The IBAO office can be used to meet this requirement. See IBAO address above.

For a firm to qualify for registration, there must be an individual who currently holds or is eligible to hold the RIBO Level 3 Management class of license, to act as the Principal Broker responsible for the direction and supervision of the firm and its employees. The Principal Broker is also responsible for the compliance of the business with the RIB Act, Regulations and By-laws.

Note: Naming convention has changed. See link: <https://www.ribo.com/examinations/level3-management/>



LICENSING LEVELS

Level 1:

For entry-level brokers working under the supervision of a Principal Broker.

The RIBO Level 1 Exam must be passed to achieve a Level 1 License. The exam is offered by IBAO or IIC and once the exam is successfully completed, applicants have 12 months to register for their Level 1 License. To become RIBO Level 1 Broker, follow these steps:

1. Pass the required exam.
2. Secure a job with a RIBO registered brokerage.
3. Apply for your RIBO Level 1 License.

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4. Maintain your license.

Level 2:

For brokers with more advanced technical and commercial insurance expertise, but still under a Principal Broker's supervision, but will have greater independence and expertise in managing client needs.

To qualify for a RIBO Level 2 License, there are two paths:

1. For RIBO Level 1 License Holders, they must meet the following criteria:
 - Pass the RIBO Level 2 Technical/Commercial Examination
 - Option to take the Level 2 Technical Farm Exam (for those specializing in farm insurance)
 - Potentially eligible for an exemption (<https://www.ribo.com/equivalency/>)
 - Submit required documents
2. Non-RIBO Level 1 License Holders (licensed in a different province) may be eligible for an exemption from the Level 2 Technical/Commercial exam, but must complete the following 2 exams to ensure they are familiar with Ontario-specific regulations:
 - RIB Act, Regulations, and By-laws Equivalency Exam
 - RIBO Ontario Automobile Equivalency Exam

Level 3:

A RIBO Level 3 License is the highest level of licensing for insurance brokers in Ontario. Level 3 brokers:

- Act as a Principal Broker, responsible for all insurance-related operations in the brokerage.
- Supervise brokers with Level 1 and Level 2 Licenses.
- Manage regulatory compliance and ensure brokers are following RIBO's guidelines.

To qualify for a RIBO Level 3 License, there are two paths:

1. RIBO Level 1 or 2 License holders, they must meet the following criteria:
 - Hold an active RIBO Level 1 or Level 2 License
 - Option to skip the Level 2 exam and proceed directly to one of the Level 3 Exams
 - Pass One of the RIBO Exams: Level 3 – Management or (if eligible), Level 3 – Accelerated Management
 - You are expected to have a minimum of two years of cumulative work experience as a RIBO registered insurance broker before applying for a RIBO Level 3 License.

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- Submit required documents
2. Non-RIBO License holders may be eligible to take the Level 3 – Management or Level 3 – Accelerated Management courses, but must attain their RIBO Level 1 license then along with a CAIB or CIP designation may apply for the exception to write the Level 3 Management or Accelerated Management exam.



ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

Level 1:

Individuals currently licensed in another jurisdiction, or licensed as “Other Than Life (OTL)” with the Financial Services Regulatory Authority of Ontario (FSRA), or those who have been actively employed as an underwriter or adjuster for the last 2 years may qualify to write the equivalency exams. Ontario offers two types of equivalency exams:

1. RIB Act, Regulations & By-laws - For insurance, professionals with extensive P&C insurance experience within Ontario, i.e. OTL license.
2. Ontario Automobile - Actively licensed brokers with extensive P&C insurance experience outside Ontario.

In some cases, candidates may be asked to write both exams (e.g., brokers from outside of Ontario). For more questions about your eligibility to write an Equivalency Exam, contact RIBO directly at licensing@ribo.com or by visiting ribo.com/equivalency.

Level 2:

Effective August 10, 2022, individuals are no longer required to submit a Principal Broker support letter as part of their Level 2 Technical exam waiver request. Level 1 license holders who have completed one of the following designations: CAIB, CIP, FCIP, CCIB and CRM can now apply to have their license upgraded. If you hold a Level 1 license, and are currently working toward a designation, you can also apply for a Level 2 license after completing the following courses: CAIB 1, 2, and 3 (must have completed and passed all 3 courses); or, CIP Courses: C130 and C131 (must have completed and passed both courses).

Level 3:

Out of province licensees seeking a Level 3 License to be a Principal Broker for a firm will have the

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two-year waiting period waived if they were employed in another jurisdiction for more than two years.

ANNUAL CE EDUCATION HOUR REQUIREMENTS

Each year begins October 1st and ends September 30th. The CE requirements for RIBO licensed brokers are:

- Principal Brokers, Deputy Principal Brokers and Supervising Brokers: 10 hours annually, including 1 hour Ethics, 5 hours Management, no Professional Development courses may be applied. The remaining hours may be in the Management or Technical categories.
- All other licensed individuals: 8 hours annually, including 1 hour Ethics, 3 hours Technical, maximum 2 hours Professional Development. The remaining hours may be in the Management or Technical categories.
- CE hours from other provinces may be accepted towards RIBO requirements.

For more information, go to ribo.com/continuing-education.

CAIB DESIGNATION BENEFITS

LEVEL 1 LICENSE	N/A
LEVEL 2 LICENSE	CAIB 1, 2, 3, 4 = <i>Can apply for exception to writing RIBO L2 Technical/Commercial Exam</i> Must complete CAIB 1 2 and 3 to be eligible for exemption. Completing one of the CAIB modules is not good enough and technically completing all 4 isn't necessary to apply for exemption.
LEVEL 3 LICENSE	CAIB 1, 2, 3, 4 = <i>Eligible for Accelerated Management Exam (shorter version)</i>

PRINCE EDWARD ISLAND



WHO TO CONTACT TO ARRANGE YOUR EXAM

ORGANIZATION: Insurance Brokers Association of PEI (IBAPEI)

ORGANIZATION ADDRESS:
P.O. Box 457 Station Central
Charlottetown, PE C1A 7L1

POINT OF CONTACT: Braedyn Atkin

EMAIL: batkin@peake-mcinnis.com

TELEPHONE: 902-628-3679

WEBSITE: C/O IBANB:
<https://ibanb.ca/fundamentals.html>

ONLINE EXAM REGISTRATION LINK: ibapei.ca
(Becoming a Broker:
<https://ibapei.wpcomstaging.com/home/>)

REGULATOR CONTACT

NAME: Justice and Public Safety

ADDRESS: Insurance and Real Estate
1st Floor, Shaw Building (North Entrance)
105 Rochford Street, PO Box 2000
Charlottetown, PE C1A 7N8

WEBSITE: <https://www.princeedwardisland.ca/en/service/insurance-agent>

EMAIL: licensing@gov.pe.ca

TELEPHONE: 902-368-4550

FAX: 902-368-5283

PRINCE EDWARD ISLAND



GENERAL INFORMATION ON LICENSING

A non-resident applicant, licensed by their home jurisdiction, must provide a letter of good standing from that jurisdiction or a copy of their license (called a 'Certificate of Authority' in PEI). In addition, an applicant who does not hold a full license in their home jurisdiction must provide a transcript that demonstrates they meet the requirements for a license as outlined below under 'Eligibility for Equivalency Exams.'

The application fee for a two-year new or renewal of a Certificate of Authority is \$200 payable by credit card on the online web submission.

Some provinces require a Criminal Reference check (NB & NS), but PEI does not. PEI requires an Insurance Company to sponsor the applicant, other provinces allow the Insurance Brokerage to sponsor their employees (NL).

Although it is a good idea to have E&O insurance, there is no regulatory requirement to carry any kind of insurance in PEI to obtain your license. Other Provinces may require proof of E&O and/or fidelity and/or CGL.



BUSINESS OFFICE REQUIREMENT

There are no requirements to have a physical location in PEI.



LICENSING LEVELS

PEI does not have licensing levels like other provinces have. The General Insurance License is called the 'Certificate of Authority.' CAIB 1 is not adequate to meet the education requirements. If the applicant has their CAIB designation (CAIB 1, 2, 3 & 4), then no additional exam is required. The applicant (resident or non-resident) can apply for a PEI 'Certificate of Authority' by completing the on-line application: https://www.princeedwardisland.ca/sites/default/files/forms/application_for_new_general_insurance_agent_license.pdf

Page 4 gives an overview of the requirements. The PDF requires the applicant to sign on Page 1 and

PRINCE EDWARD ISLAND



Page 3 (often forgotten). The sponsor details and authorization are required on Page 3. This usually requires the applicant to fill out their section, print the application and sign it, then scan it to the sponsor to complete their section. Once the sponsor returns this application, it will be ready to upload when the applicant does the online submission. Note that PEI does not have an automated system for the sponsor to sign-in to approve online (like other provinces do).



ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

General insurance applicants must successfully complete the Insurance Brokers Association of Canada's Fundamentals of Insurance course. The Fundamentals of Insurance Exam may be written at the PEI Government office or online through the [Insurance Brokers Association of New Brunswick](#). Alternatively, applicants may complete C11 (or C81 and C82 as an equivalent) of the Insurance Institute of Canada syllabus.



ANNUAL CE EDUCATION HOUR REQUIREMENTS

PEI does not have any CE requirements.



CAIB DESIGNATION BENEFITS

LEVEL 1 LICENSE	CAIB 1, 2, 3, 4 = PEI L1 <i>No additional exam required for an Ontario broker, but they must apply through the regulator.</i>
LEVEL 2 LICENSE	N/A
LEVEL 3 LICENSE	N/A

QUEBEC



WHO TO CONTACT TO ARRANGE YOUR EXAM

ORGANIZATION: Regroupement des cabinets de courtage d'assurance du Québec (RCCAQ)

ORGANIZATION ADDRESS:
Centre Véronneau, 365, Saint-Jean Street,
Suite 207, Longueuil (QC) J4H 2X7

POINT OF CONTACT: Houda Benhayoun -
Member Experience and Training Coordinator

EMAIL: formationenligne@rccaq.com or
hbenhayoun@rccaq.com

TELEPHONE: 450-674-6258 POSTE 103 or
1-800-516-6258

WEBSITE: <https://www.rccaq.com/>

ONLINE EXAM REGISTRATION LINK:
<https://lautorite.qc.ca/en/becoming-a-professional/damage-insurance/examinations>

REGULATOR CONTACT

NAME: Autorité des marchés financiers (AMF)

ADDRESS: Place de la Cité, tour PwC, 2640,
boulevard Laurier, bureau 400, Québec G1V 5C1

WEBSITE: <https://lautorite.qc.ca/>

EMAIL: N/A

TELEPHONE: 1-877-525-0337



GENERAL INFORMATION ON LICENSING

Since April 25, 2012, a certified representative from a Canadian province other than Québec or a Canadian territory seeking to act as a representative in the Damage Insurance Sector or the Claims Adjustment Sector or one of their Sector classes in Québec is exempt from:

- The minimum qualifications set out in the Regulation respecting the issuance and renewal of representatives' certificates.
- The prescribed examinations, other than those relating to concepts specific to professional practice in Québec.

A certified representative from a Canadian province other than Québec or a Canadian territory must submit an Application for Examination Registration Authorization to the AMF and attach the following two (2) documents:

- A photocopy of the document issued by a competent authority showing applicant was authorized to act while living outside Québec.
 - The authorization in question must have been in effect in the year preceding the application for authorization to register for the exams (regardless of the duration of the authorization). It must also be equivalent to the representative's certificate applied for in Québec.
- Proof applicant lived in the Canadian province or territory when authorization was given by the competent authority. This proof must include the applicant's name and address.



BUSINESS OFFICE REQUIREMENT

Based on the ACT RESPECTING THE DISTRIBUTION OF FINANCIAL PRODUCTS AND SERVICES:

The Authority may, for each sector, allow representatives of a given sector to pursue activities in Québec from a base in another province or another country, and fix the professional requirements for the pursuit of such activities.

The Authority may, by regulation,

1. determine special rules applicable to a natural person who, in accordance with the legislation of another

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province or state or of another country, acts as an insurance representative, claims adjuster or mortgage broker, and applies for a certificate to act as such in Québec.

2. determine the activities that such a person may pursue.
3. set conditions and restrictions applicable to the pursuit of such activities.

LICENSING LEVELS

There are 3 forms of licensing for a damage insurance broker:

1. Personal-lines damage Insurance broker may only offer products and advisory services pertaining to:
 - b. property and civil liability of a domestic nature of a natural person or an independent worker at his residence.
 - c. residential buildings containing not more than 6 dwellings.
 - d. automobile insurance.
2. Commercial-lines damage insurance broker may only offer products and advisory services pertaining to damage insurance for commercial businesses, including in respect of independent workers and automobile insurance.
3. Damage Insurance Broker (when a broker obtains the first two licenses).

ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

N/A

ANNUAL CE EDUCATION HOUR REQUIREMENTS

Earn 20 professional development units (PDUs) during each two-year reference period, in the following categories:

- Compliance (minimum 3 of PDUs)
- Administration, Insurance Techniques or Law
- Professional Development (maximum of 5 PDUs)

CAIB DESIGNATION BENEFITS

N/A

SASKATCHEWAN



WHO TO CONTACT TO ARRANGE YOUR EXAM

ORGANIZATION: Insurance Brokers Association of Saskatchewan (IBAS)

ORGANIZATION ADDRESS:
305 - 2631 - 28th Avenue, Regina SK S4S 6X

POINT OF CONTACT: Jordan Jensen - Manager, Education & Membership

EMAIL: education@ibas.ca

TELEPHONE: (306) 525-8001

WEBSITE: www.ibas.ca

ONLINE EXAM REGISTRATION LINK:
<https://info.captus.com/examregistration/ibas/register.aspx>

REGULATOR CONTACT

NAME: Insurance Councils of Saskatchewan (GICS)

ADDRESS:
310 - 2631 28th Avenue, Regina S4S 6X3

WEBSITE: www.skCouncil.sk.ca

EMAIL: info@skCouncil.sk.ca

TELEPHONE: (306) 347-0862

SASKATCHEWAN



GENERAL INFORMATION ON LICENSING

Non-resident applicants applying for a Property and Casualty license, who wish to be fully licensed in Saskatchewan, must successfully complete a Council approved Restricted Auto Course and Examination prior to applying for a license.

Non-resident applicants who will not be selling Auto Insurance in Saskatchewan may have a Property and Casualty license issued with a restriction prohibiting them from selling and/or supervising auto insurance in Saskatchewan.



BUSINESS OFFICE REQUIREMENT

Out of province brokers are required to have a Saskatchewan mailing address and does not have to be a business address.



LICENSING LEVELS

Restricted Auto Licence

Individuals holding a Restricted Auto licence are limited to the sale of automobile insurance, excluding any insurance for vehicles that are used commercially (where the primary purpose is for conduct of business, including conveyance of passengers for hire and conveyance of goods for hire but not including farm use).

Individuals holding a Restricted Auto Licence are restricted from:

- acting as a supervisor; or
- acting as a designated representative of an agency.

An individual applying for a Restricted Auto licence must successfully complete the General Insurance Council Bylaw examination or the General Insurance Council Automotive Bylaw examination plus **ONE** of:

- the Auto Part I Basic Course and examination and the Auto Part II Extension Course and examination offered by the Insurance Brokers Association of Saskatchewan;

SASKATCHEWAN



- the Auto Part II Extension Course and examination offered by the Insurance Brokers Association of Saskatchewan, and the SGI Auto Fund New Issuer Training course and examination;
- the Saskatchewan Automobile Licensing: Restricted Agent course and examination offered by the Insurance Institute of Canada; **or**
- the Extended Auto Insurance Licensing Course and examination offered by the Insurance Institute of Canada, and the SGI Auto Fund New Issuer Training course and examination.

Level 1 Licence

Individuals holding a Level 1 licence are restricted from:

- acting in the transaction of farm/commercial lines of insurance unless supervised by a Level 2 or Level 3 licensee;
- acting as a supervisor; **or**
- act as a designated representative of an agency.

An individual applying for a Level 1 licence must meet the licensing qualifications for a Restricted Auto licence and successfully complete **ONE** of:

- the Fundamentals of Insurance course and examination offered by the Insurance Brokers Association of Saskatchewan;
- the Canadian Accredited Insurance Broker (CAIB 1) course and examination offered by the Insurance Brokers Association of Saskatchewan;
- the C81, C82 and the Saskatchewan Accident & Sickness and Travel Health Insurance Supplement courses and examinations offered by the Insurance Institute of Canada;
- the C11, C130 and the Saskatchewan Accident & Sickness and Travel Health Insurance Supplement courses and examinations offered by the Insurance Institute of Canada; or
- the Introduction of General Insurance Program and examination offered by the ILS Learning Corporation.

Level 2 Licence

Individuals holding a Level 2 licence may sell both personal lines and commercial insurance but cannot act as a designated representative of an agency.

To qualify for a Level 2 Licence, individuals must meet the licensing qualifications for a Level 1 licence and successfully complete **ONE** of:

SASKATCHEWAN



- the Canadian Accredited Insurance Broker (CAIB 2 and CAIB 3) courses and examinations offered by the Insurance Brokers Association of Saskatchewan; **or**
- the C130 and C131 courses and examinations offered by the Insurance Institute of Canada.

Level 3 Licence

Individuals holding a Level 3 licence may sell both personal lines and commercial insurance and can manage or supervise up to three brokerage office locations.

A Level 3 licensee shall not act as a designated representative of an agency unless he or she has at least two years experience as a property and casualty insurance licensee within the past five years.

An individual applying for a Level 3 licence must meet the licensing qualifications for a Level 2 licence and successfully complete ONE of:

- the Canadian Accredited Insurance Broker (CAIB 4) course and examination offered by the Insurance Brokers Association of Saskatchewan;
- the course of study leading to a Chartered Insurance Professional (CIP) or an Associate (AIIIC) designation through the Insurance Institute of Canada; **or**
- The C132 course and examination offered by the Insurance Institute of Canada.



ELIGIBILITY FOR EQUIVALENCY EXAMS (IF APPLICABLE)

N/A



ANNUAL CE EDUCATION HOUR REQUIREMENTS

CE requirements for Saskatchewan licensed brokers are:

- Restricted Auto licensees are required to complete a minimum of three (3) credit hours of CE per year; **and**
- Level 1, Level 2, and Level 3 licensees must complete 12 credit hours of CE per year. If the individual has at least 25 years of continuous experience in the general insurance industry or holds one of the following recognized insurance designations the licensee is required to earn a minimum of eight (8) credit hours of education each annual reporting period:

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- a. A.I.I.C. (Associate of the Insurance Institute of Canada);
- b. C.A.I.B. (Canadian Accredited Insurance Broker);
- c. C.C.I.B. (Canadian Certified Insurance Broker);
- d. CIP (Chartered Insurance Professional);
- e. C.P.C.U. (Chartered Property and Casualty Underwriter);
- f. CRM (Certificate in Risk Management);
- g. FCIP (Fellow Chartered Insurance Professional);
- h. F.I.I.C. (Fellow of the Insurance Institute of Canada); **or**
- i. FRM (Fellow in Risk Management).



CAIB DESIGNATION BENEFITS

This chart illustrates how having a CAIB Designation benefits the individual broker in obtaining a license nationally. Holding a CAIB designation in Canada speeds up a national licensing within the current Canadian regulatory system. It often eliminates the need to write provincial exams.

LEVEL 1 LICENSE	IBAS Restricted Auto Exams + GICS Bylaws + CAIB 1, subject to regulator approval & application.
LEVEL 2 LICENSE	IBAS Restricted Auto Exams + GICS Bylaws + CAIB 1, 2 & 3, subject to regulator approval & application. <i>Assuming that a non-resident broker wrote the Restricted Auto to obtain their level 1, there is no further exam required & they need to apply through the regulator.</i>
LEVEL 3 LICENSE	IBAS Restricted Auto Exams + CAIB 1, 2, 3 & 4 subject to regulator approval & application. <i>Assuming that a non-resident broker wrote the Restricted Auto to obtain their level 1, there is no further exam required & they need to apply through the regulator.</i>