INTERNATIONALLY-TRAINED INSURANCE AGENTS

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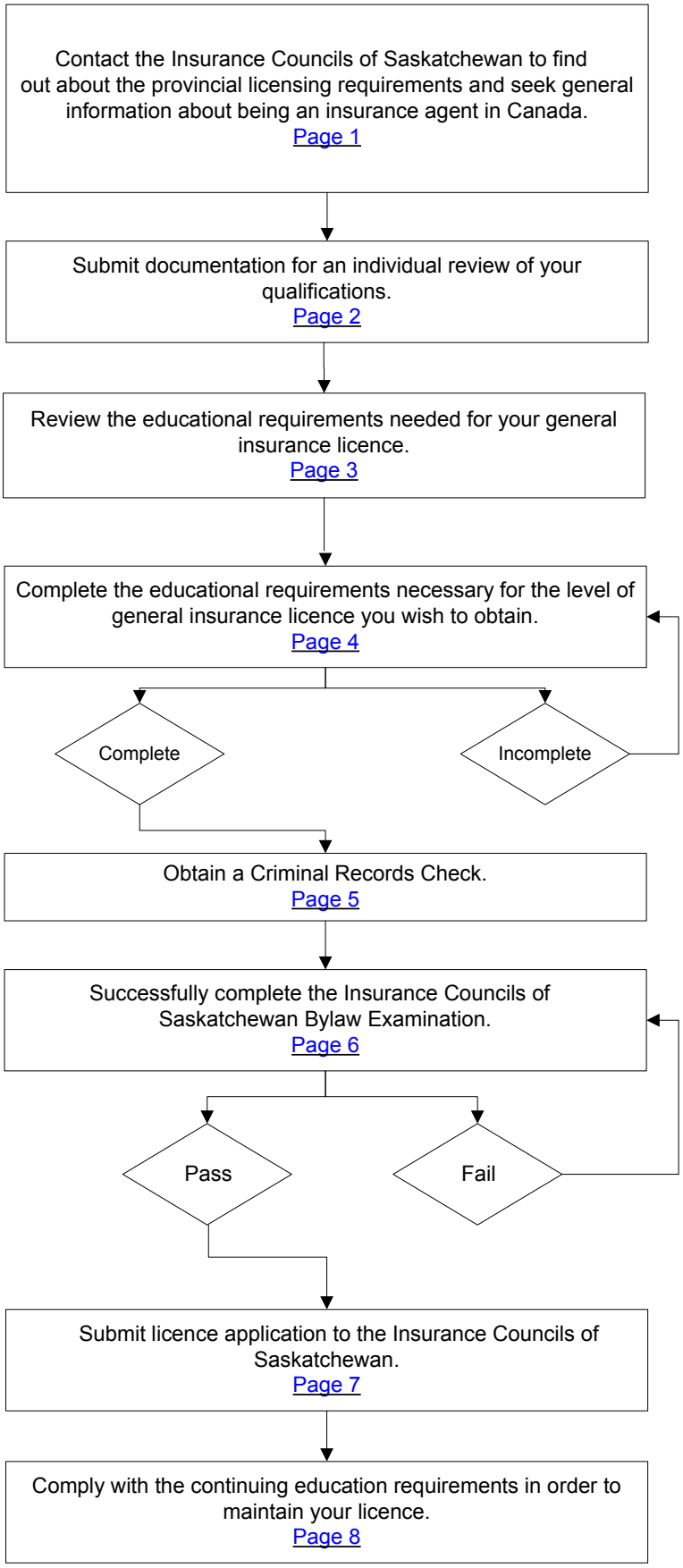

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PROCESS MAP FOR INTERNATIONALLY-TRAINED INSURANCE AGENTS WISHING TO WORK IN SASKATCHEWAN, CANADA

This PROCESS MAP will provide internationally-trained Insurance Agents with information about the most efficient pathway to obtain licensure from the Insurance Councils of Saskatchewan. This roadmap is meant as a guide only, but is based on the experience of many Insurance Agents that have been through the licensing process.

Contact the Insurance Councils of Saskatchewan to find out about the provincial licensing requirements and seek general information about being an Insurance Agent in Canada. Website: www.skcouncil.sk.ca

The requirements for licensure in a provincial association of insurance agents may differ in each Canadian province. When deciding to settle in Saskatchewan, it is important to contact the Insurance Councils of Saskatchewan to find out the steps that are required to become an Insurance Agent in the province.

You may write to the Insurance Councils of Saskatchewan to ask about the requirements and costs for courses, examinations and licensing and the recommended procedure for a credential assessment prior to your arrival in Saskatchewan, Canada.

Be sure to ask specifically for information on what parts of the process you can do or start before you leave your home country. For example you may need to:

- Prepare or obtain documents from your home licensing body or educational institution;
- Obtain and complete forms that are available online;
- Obtain personal or work references;
- Begin necessary educational or language assessments; or
- Begin applications to programs or examinations.

Insurance Councils of Saskatchewan
310 – 2631 – 28th Avenue
Regina, SK S4S 6X3
Tel: (306) 347-0862
Fax: (306) 347-0525
Website: www.skcouncil.sk.ca
E-mail: info@skcouncil.sk.ca

You may also direct general inquiries to The Insurance Institute of Canada or The Insurance Brokers' Association of Saskatchewan.

The Insurance Institute of Canada	**The Insurance Brokers' Association of Saskatchewan**
18 King Street East 6th Floor Toronto, ON M5C 1C4 Tel: (416) 362-8586 Fax: (416) 362-4239 Email: iicmail@insuranceinstitute.ca Website: www.insuranceinstitute.ca	305 – 2631 – 28th Avenue Regina, SK S4S 6X3 Tel: (306) 525-5900 Fax: (306) 569-3018 Website: www.ibas.sk.ca Email: IBASInfo@ibas.sk.ca

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Submit documentation for an individual review of your qualifications.

Although there is no guarantee that you will be granted advanced standing or exemptions from certain requirements, you may submit documentation of your qualifications for an individual review.

Contact the Insurance Councils of Saskatchewan for information.

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Review the educational requirements needed for your general insurance licence

A person applying for a Level 1 licence must successfully complete the following:

a. If a resident of Saskatchewan, the General Insurance Council of Saskatchewan Bylaws examination; and
b. the Fundamentals of Insurance course and examination offered by the Insurance Brokers' Association of Saskatchewan; or
c. The Canadian Accredited Insurance Broker (CAIB 1) course and examination offered by the Insurance Brokers' Association of Saskatchewan; or
d. The General Insurance Essentials (GIE) plus C130 and the LLQP Accident and Sickness courses and examinations offered by the Insurance Institute of Canada; or
e. The C11, C130 and the LLQP Accident and Sickness courses and examinations offered by the Insurance Institute of Canada.

Restrictions

- *A Level 1 licensee shall not act in the transaction of commercial lines of insurance unless supervised by a Level 2 or Level 3 licensee.*
- *A Level 1 licensee shall not act as a supervisor.*
- *A Level 1 licensee shall not manage an agency.*

A person applying for a Level 2 licence must meet the licensing qualifications for a Level 1 licence and successfully complete one of the following:

a. The Canadian Accredited Insurance Broker (CAIB 2 and CAIB 3) courses and examinations offered by the Insurance Brokers' Association of Saskatchewan, or
b. The C12, C13, C14, and C131 courses and examinations offered by the Insurance Institute of Canada.

Restrictions

- *A Level 2 licensee shall not manage an agency.*

A person applying for a Level 3 licence must meet the licensing qualifications for a Level 2 and successfully complete one of the following:

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

Restrictions

- *A Level 3 licensee shall not manage an agency unless he or she has at least two licensed years of experience within the past five years*; or
- *A Level 3 licensee shall not manage or supervise more than three office locations.*

The Insurance Institute of Canada 18 King Street East 6th Floor Toronto, ON M5C 1C4 Tel: (416) 362-8585 Fax: (416) 362-4239 Email: iicmail@insuranceinstitute.ca Website: www.insuranceinstitute.ca	**The Insurance Brokers' Association of Saskatchewan** 305 – 2631 – 28th Avenue Regina, SK S4S 6X3 Tel: (306) 525-5900 Fax: (306) 569-3018 Website: www.ibas.sk.ca/

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Complete the educational requirements necessary for the level of general insurance licence you wish to obtain.

The Fundamentals of Insurance course is recognized in most Canadian provinces as the pre-licensing study course for beginning general insurance brokers. This entry level course is designed for those with little or no experience in the insurance industry. Topics include: insurance contracts, the fire policy, residential and commercial insurance, and introduction to liability insurance, accident and sickness insurance. The exam is comprised of 100 multiple-choice questions that must be passed with a mark of 75% or higher. Self study options are available in which case students purchase the textbook and prepare for the final examination on their own. **Contact the Insurance Brokers' Association of Saskatchewan for course registration form, dates and fees.**

The Canadian Accredited Insurance Broker (CAIB) program consists of four courses pertaining to personal lines or insurance, commercial lines of insurance and brokerage management skills. Each course in this program ends with a national examination.
CAIB 1 – Introduction to the general insurance industry and in-depth study of personal lines of insurance.
CAIB 2 – An in-depth study of commercial property coverages.
CAIB 3 – Continuation of commercial lines coverage including an in-depth study of commercial liability and related coverage and concepts.
CAIB 4 – Study of management of a general insurance brokerage.
The CAIB 1-3 exams are comprised of short answer, definitions and multiple-choice questions. The CAIB 4 exam is comprised of short-answer and essay questions. All exams must be passed with a mark of 60% or higher. Self study options are available in which case students receive a textbook, workbook, study guide and practice exam in order to prepare for the final examination on their own. **Contact the Insurance Brokers' Association of Saskatchewan for CAIB registration form, exam dates, locations and fees.**

The Life Licensing Qualification Program (LLQP) covers topics including: life insurance, health insurance, group benefits, government programs, investments, insurance investments, taxation and retirement planning. LLQP may be completed by distance learning. **Contact the Insurance Institute of Canada for registration form, dates and fees.**

For information concerning the courses and examinations C11, C12, C13, C14, C130, C131 and The General Insurance Essentials (GIE) course contact the Insurance Institute of Canada.

Please note: A person is allowed to attempt each identified examination a maximum of three times in any six month period.

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Obtain a Criminal Records Check.

Criminal record checks must accompany all initial Saskatchewan applications for licensing. This applies to first time applicants, individuals who have not held a licence for more than one year or individuals who have to re-qualify for licensing.

Have the local police or RCMP detachment conduct a criminal record check based on a name search. You must apply to the police service that serves the areas in which you reside.

The completed original Security Clearance Report must be attached to your application form for all insurance licences. The report may not be dated in excess of six months.

The police will require the following identification: a birth certificate, driver's license and a hospitalization card.

The police will conduct a name search, and:

(a) if satisfied as to your identity and there is no record of criminal convictions or outstanding criminal charges, the police will complete and return the form to you indicating the name check has revealed no criminal record; or

(b) if not satisfied as to your identity or the check reveals a record, the police are required to take your fingerprints before the record can be released to you. Major city police forces may verify the fingerprints at their headquarters, however, in most instances the fingerprints will need to be sent to the RCMP in Ottawa, where they will be searched against the national criminal record file and the results returned to you by mail.

Your application may take several days to process.
If fingerprints are sent to Ottawa, a response may take several months (up to 6 months).

RCMP Regina Detachment
6101 Dewdney Ave
Box 2500
Regina, SK S4P 3K7
Tel: (306) 780-5560
Fax: (306)780-5541
Website: www.rcmp-grc.ca

RCMP Saskatoon Detachment
400 Brand Place
Saskatoon, SK S7J 5L6
Tel: (306) 975-5173
Fax: (306) 975-4538
Website: www.rcmp-grc.ca

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Successfully complete the Insurance Councils of Saskatchewan Bylaw Examination.

An applicant for an insurance licence must successfully pass a Bylaws Examination before being granted an insurance licence.

The Bylaw Examination consists of 40 questions including true/false, multiple choice, and matching type questions. You must get 30 correct answers (75%) in order to pass.

It is recommended that you read the entire Bylaws and Schedules prior to attempting the examination. The examination will primarily focus on Bylaws that deal with the obligations and conduct of a licensed insurance agent, adjuster or salesperson.

Examination questions will be taken from the following Bylaws so make sure you have the most current copy available:

Bylaw 2 – Licences
Bylaw 3 – Education requirements
Bylaw 5 – Registration and Licensing
Bylaw 8 – Misconduct
Bylaw 9 – Incompetence

Schedules – Specific to the class of licence you are applying for.

Please note: A person is allowed to attempt each identified examination a maximum of three times in any six month period.

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Submit licence application to the Insurance Councils of Saskatchewan.

After successfully completing all of the provincial requirements for licensure, you may now make application to Council for licensing. Council will review the application form and all attachments prior to granting a licence.

The application fee is as follows:

- 2009 is $80.00
- 2010 is $100.00

Application forms are available online at the Insurance Councils of Saskatchewan website and must be submittted to:

Licensing Department
Insurance Councils of Saskatchewan
310 – 2631 – 28th Avenue
Regina, SK S4S 6X3
Tel: (306) 347-0862
Fax: (306) 347-0525
Website: www.skcouncil.sk.ca
E-mail: info@skcouncil.sk.ca

Note: The information in this document outlines the process for General Licensing (Property and Casualty) only.

It is important to note that the Insurance Councils of Saskatchewan also licenses:

Life including Accident and Sickness
Hail
Hail Adjusters
Adjusters
Restricted Travel
Restricted Warranty

The requirements for licensing is different for each of these types of insurance.

Contact the Insurance Councils of Saskatchewan for information.

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Comply with the continuing education requirements in order to maintain your licence.

General insurance licensees are required to comply with the continuing education requirements in order to maintain their licence. Details of the continuing education requirements are outlined in the General Insurance Education Booklet which is available at the Insurance Councils of Saskatchewan website.

The definition of continuing education as approved by Council is as follows:

Continuing education for an All Classes licensee must be directly related to general insurance products or services, or the management of a general insurance agency.

Courses, programs or meetings related to sales production, promotion, motivation or computer training do not qualify for credit hours.

- Licensees are required to attain a minimum of twelve credit hours of continuing education each year.
- Licensees with at least twenty-five years of continuous general insurance experience are required to attain a minimum of eight credit hours of continuing education each year.
- Licensees who hold a recognized insurance designation are required to attain a minimum of eight credit hours of continuing education each year.
- Non-resident licensees are required to comply with continuing education requirements in Saskatchewan unless they can provide evidence they are complying with a continuing education requirement in their resident jurisdiction.

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