

**Agenda Item 4(b)(i)(1)**  
**June 23/20 EOC Teleconference Meeting**

<https://www.insurancecouncilofbc.com/about-us/engagement/ce-guidelines-consultation/>

**Consultation on Continuing Education Guidelines**

The Insurance Council of BC is consulting on proposed Continuing Education Guidelines for its licensees.

We are seeking input from our licensees and stakeholders to inform Council's decision-making process as it considers adopting these guidelines.

**WHAT IS THIS ABOUT?**

**WHAT ARE THE CE GUIDELINES?**

**ABOUT**

**CONSULTATION**

**MORE INFORMATION**

***What is this about and why now?***

Licensees must meet continuing education (CE) program requirements established under [Insurance Council Rule 7\(5\)](#) as a part of their professional responsibilities.

CE requirements for licensees have previously been established through various notices on this topic ([ICN-08-004](#), [ICN-08-005](#), and [ICN-05-001](#)) and supplemented with information provided through the [website](#). However, until now, there has not been a comprehensive CE guidance document for licensees.

In order to provide better support to licensees, the Insurance Council is [proposing new CE guidelines to be adopted for use](#). These guideline documents for each licence class aim to make CE requirements easier to understand, address inconsistencies, and provide more specific guidance and resources. Through increased licensee awareness of and compliance with their CE obligations, public protection will also be enhanced.

***What are the Continuing Education Guidelines?***

The proposed CE guidelines comprise four separate guideline documents, available to view or download below:

### Continuing Education Guideline



**Life and/or Accident &  
Sickness Insurance Agents**

### Continuing Education Guideline



**General Insurance Agents  
and Salespersons**

### Continuing Education Guideline



**Adjusters**

### Continuing Education Guideline



**Exempt Travel Agents**

If approved by Council, these guidelines would replace the existing guidance on CE provided by prior Notices.

The proposed guidelines clarify and simplify current CE requirements, standardize requirements, and clearly identify licensees' responsibilities.

Under the guidelines, the amount of CE credits required annually for each class of licence has been standardized. The current amount of CE required for each class of licence remains the same, but reductions or exemptions have been eliminated. The guidelines would allow licensees to carry over unused CE credits to the following year, and remove maximum limits for course credit available to licensees. The guidelines also provide information on qualifying course content, and guidance and template forms for CE record keeping.



[See more information about the CE Guidelines: What's different, What's the same](#)

### **About Consultation**

The Insurance Council is seeking feedback about the proposed new guidelines, and invites stakeholders to review the documents and provide comments during the consultation period.

Consultation will be open for a minimum 60-day period from late May **until July 31, 2020**. During this time, licensees and stakeholders can provide their feedback about the guidelines to the Insurance Council through the opportunities listed below.

Email: consultation@insurancecouncilofbc.com

Stakeholder Survey: To be circulated via email in early June 2020

### Consultation Timeline



### More Information

[About the Guidelines: What's Different, What's the Same](#)  
[Q&A on the Continuing Education Guidelines](#)

About the Continuing Education Guidelines

The proposed Continuing Education Guidelines comprise four separate guideline documents, available to view or download below:



If approved by Council, these guidelines would replace the [existing guidance on CE](#) provided by prior advisory notices on this topic ([ICN-08-004](#), [ICN-08-005](#), and [ICN-05-001](#)).

The proposed guidelines aim to clarify and simplify current CE requirements, standardize requirements, and clearly identify licensees' responsibilities.

### What's New/Different

- Licensees can now carry over up to one year's worth of credits to the next year.
- No maximum amount for course credits that can be claimed, and no daily credit maximum.
- Partial credits can be claimed.
- No exemptions or reductions for licensees based on years of experience, or specific designations.
- CE requirement waived for those whose licences were issued three months before the end of the filing year. (March 1-May 31)
- Guidance and template forms provided for CE record-keeping.

### What's the Same

- The amount of CE required for each class of license (life, general, adjuster, travel) has not increased.
- What qualifies as eligible course content remains unchanged.
- Requirements for CE record-keeping and reporting remain the same.
- The requirement for licensees to complete CE under Council Rule 7(5) is unchanged.

### Comparison Chart | CE Credits Required Annually

	Current Requirements	Under New Guideline
<b>General Licensees, Salespersons, Adjusters</b>		
Licensed fewer than 5 years	8	8
Licensed 5 or more years	6	8
Have approved professional designation (CAIB, CIB, CIP, CCIB, FCIP, CRM)	4	8
<b>Life and/or Accident &amp; Sickness</b>		

Licensed fewer than 5 years	15	15
Licensed 5 or more years	10	15
Have approved professional designation (CFP, CLU, RHU, FCIA, FLMI, CEBS)	5 or exempt	15
<b>Travel Agencies</b>		
Employees/salespersons who sell travel insurance	2	2

## Comparison Chart | Summary of Changes

	Current Requirements	Under New Guideline
Ability to carry over credits?	No.	Up to one year's worth.
Cap on number of CE credits that may be claimed per day?	Yes	No limit.
Cap on credits from a single course?	Yes	No limit

## Q&A

### Aren't there already continuing education requirements? What's the purpose of the guidelines?

Through our audit program, we determined that some licensees did not have a full understanding or awareness of continuing education requirements for their licence. By publishing guidelines, we are looking to help licensees access clear guidance and understand their responsibilities about CE.

Continuing Education requirements have previously been established through various notices on this topic ([ICN-08-004](#), [ICN-08-005](#), and [ICN-05-001](#)). This was supplemented with information provided through website Q&As. However, to date, there has not been a comprehensive guidance document provided for licensees, which this guideline is intended to be.

### When will the new guidelines come into effect?

This is yet to be determined, as the Insurance Council members have yet to make a decision regarding next steps. However, pending approval, implementation of the guideline is targeted for January 1, 2021.

### **If the new guidelines are adopted, how will this impact the extension for 2020 CE requirements due to COVID-19?**

If the new guidelines were to be approved by Council, they would not impact the extended deadline to complete your CE requirements for 2020. The requirements of the new guidelines will not be applied retroactively to your 2020 CE requirements.

### **What qualifies as CE under the new guidelines?**

Course content required to qualify for CE credits is unchanged. Acceptable 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;
- Financial planning (life and accident and sickness insurance agents only), provided the education is focused on life and accident and sickness insurance and not a non-insurance sector; or
- Management, accounting and human resources (for nominees and level 3 general insurance agents only).

### **I'm a non-resident licensee. Do I have to do CE in BC?**

Non-resident licensees whose home jurisdiction has a mandatory continuing education requirement will not be required to meet 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 your home jurisdiction does not have a continuing education program, you are required to meet Council's continuing education program requirements.

### **Will I have to report my CE every year?**

Reporting requirements are unchanged. During annual filing you are required to confirm that you understand the continuing education requirements for your licence. You are also required to keep a detailed record of your completed CE for five years. You do not need to provide your CE records annually, but must be able to produce them should you be audited.