



## **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:

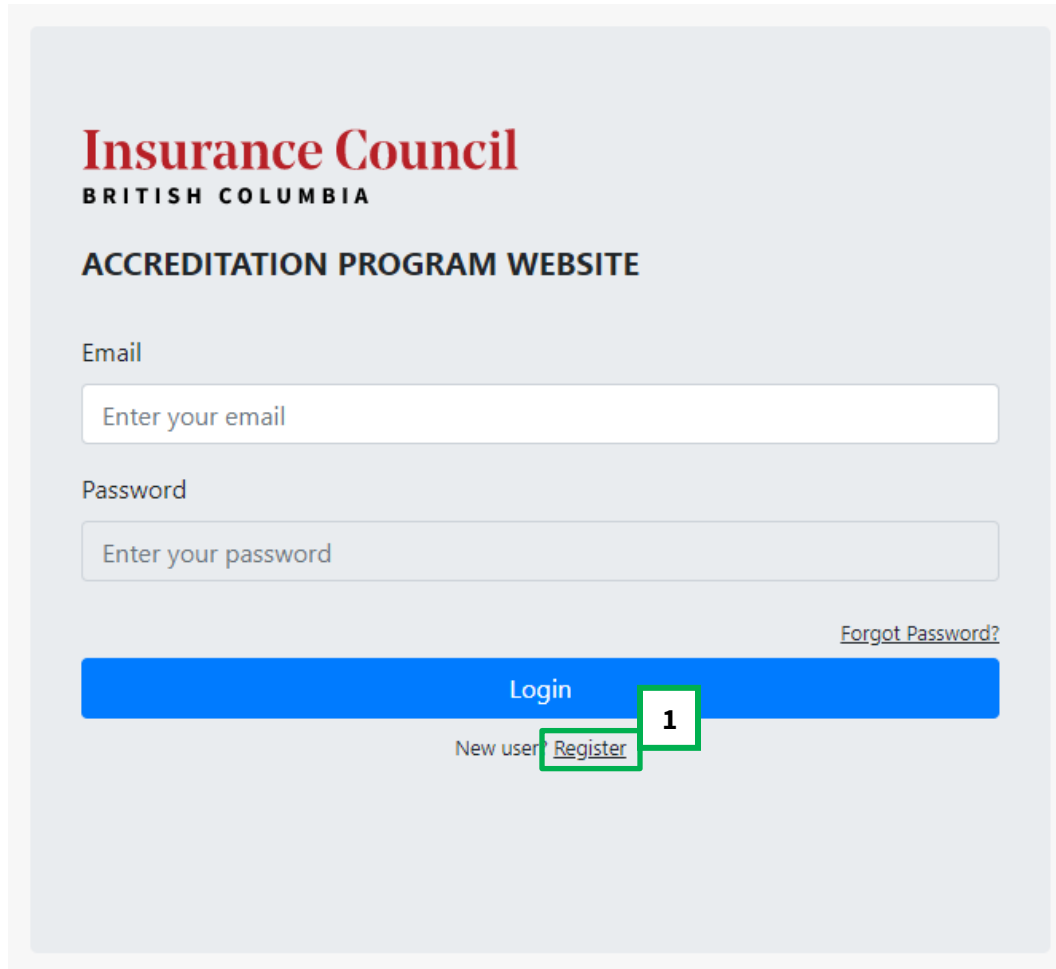
Please view this guide prior to applying to help you navigate the [Insurance Council's Online Accreditation website](#).

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

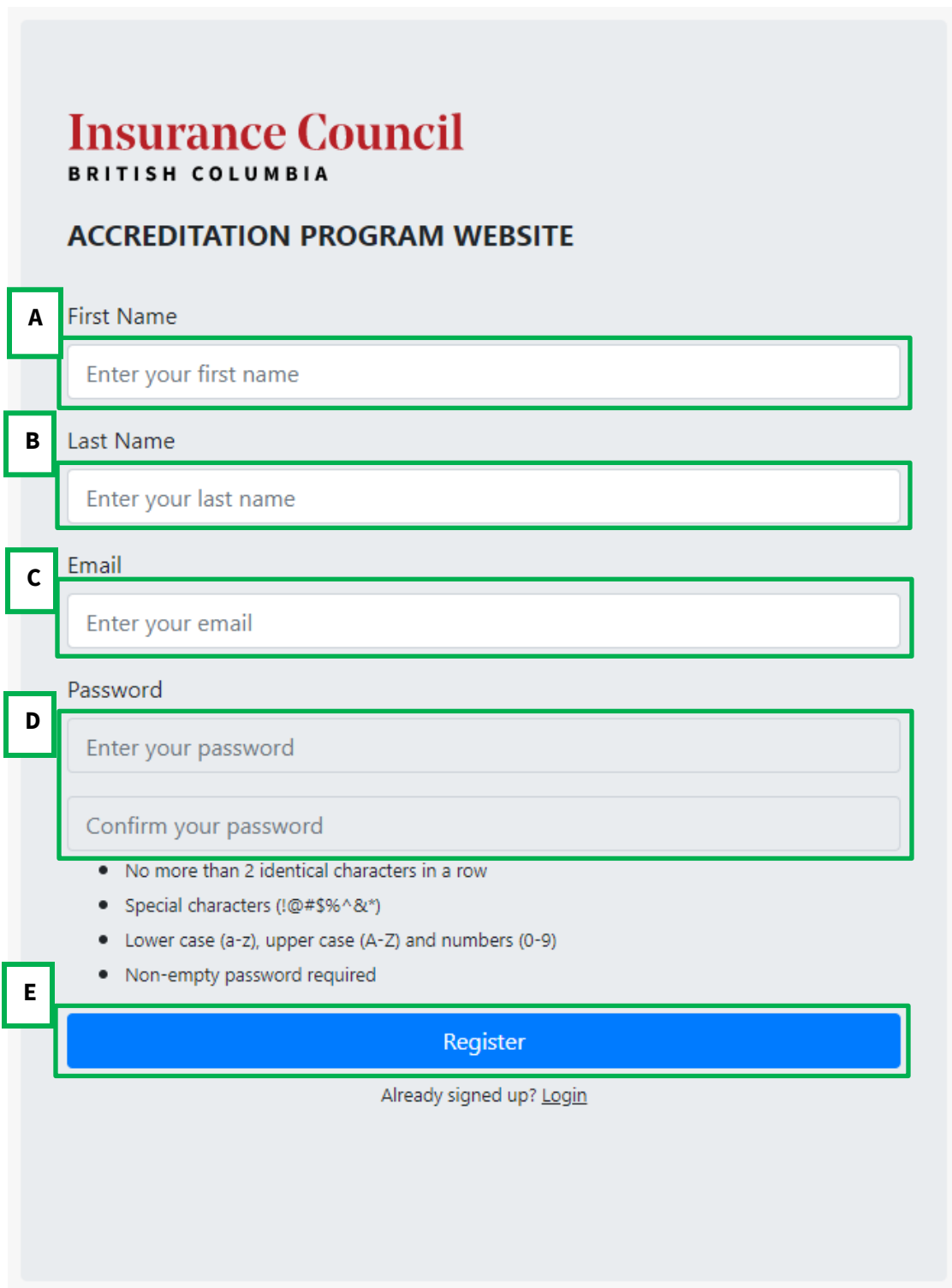
**Step 1:** When you first access the Online Accreditation website you will need to create an account. Start by clicking “Register.”

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



The screenshot shows the login and registration interface for the Insurance Council of British Columbia Accreditation Program Website. The page has a light blue background. At the top left, the logo for the Insurance Council of British Columbia is displayed in red and black text. Below the logo, the text "ACCREDITATION PROGRAM WEBSITE" is shown in bold black font. There are two input fields: "Email" with a placeholder "Enter your email" and "Password" with a placeholder "Enter your password". To the right of the password field is a link that says "Forgot Password?". Below these fields is a large blue button labeled "Login". To the left of the "Login" button, the text "New user" is followed by a green-bordered button labeled "Register". A green box with the number "1" is placed over the "Register" button, indicating the first step in the registration process.

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



The image shows a registration form for the Insurance Council of BC Accreditation Program Website. The form is titled "Insurance Council BRITISH COLUMBIA ACCREDITATION PROGRAM WEBSITE". It contains five main sections, each labeled with a letter in a green box: A (First Name), B (Last Name), C (Email), D (Password), and E (Register). Section A is a text input field for the first name. Section B is a text input field for the last name. Section C is a text input field for the email address. Section D contains two text input fields for the password and its confirmation, followed by a list of password requirements: no more than 2 identical characters in a row, special characters (!@#\$%^&\*), lower case (a-z), upper case (A-Z) and numbers (0-9), and non-empty password required. Section E is a blue button labeled "Register". Below the button is a link for "Already signed up? Login".

**Insurance Council**  
BRITISH COLUMBIA

**ACCREDITATION PROGRAM WEBSITE**

**A** First Name  
Enter your first name

**B** Last Name  
Enter your last name

**C** Email  
Enter your email

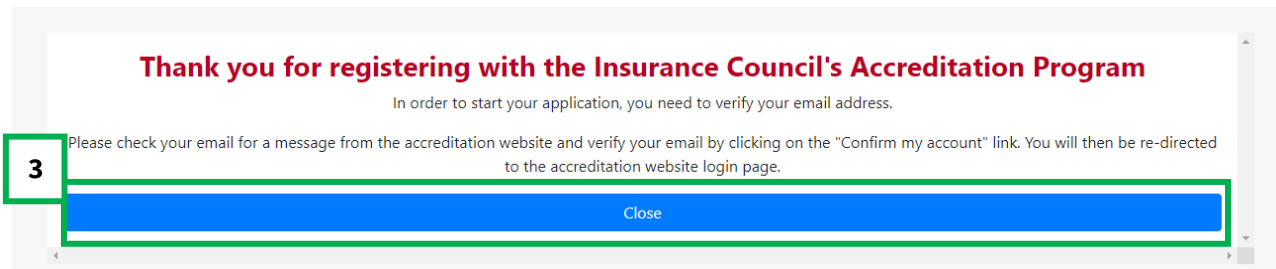
**D** Password  
Enter your password  
Confirm your password

- No more than 2 identical characters in a row
- Special characters (!@#\$%^&\*)
- Lower case (a-z), upper case (A-Z) and numbers (0-9)
- Non-empty password required

**E** Register

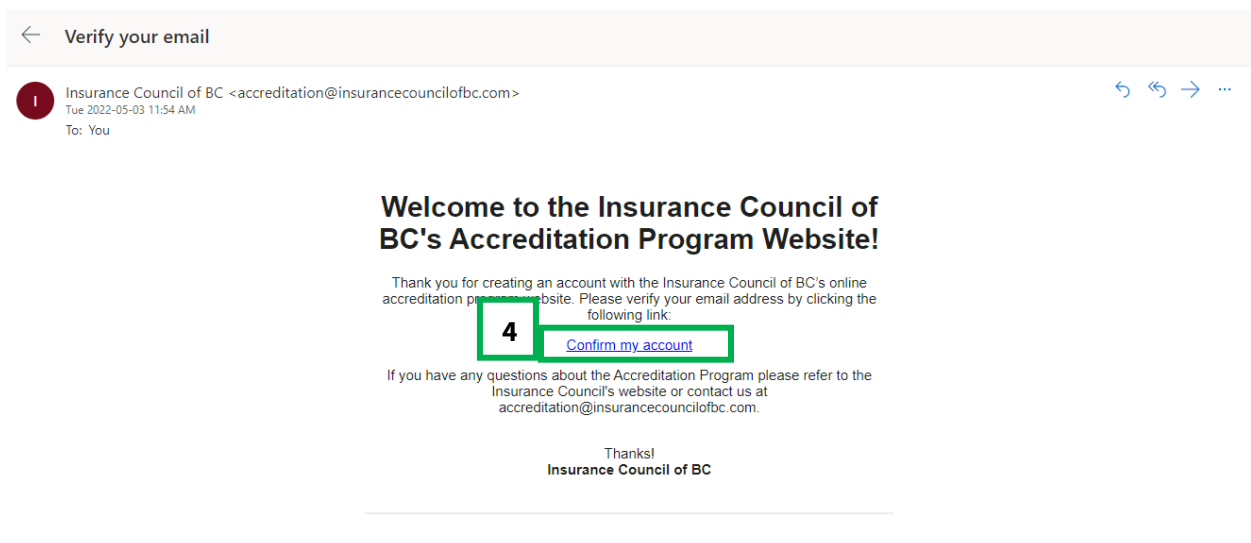
Already signed up? [Login](#)

**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**  
BRITISH COLUMBIA

ACCREDITATION PROGRAM WEBSITE

**A** Email  
Enter your email

**B** Password  
Enter your password

**C** Login

[Forgot Password?](#)

New user? [Register](#)

# 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.

Insurance Council  
BRITISH COLUMBIA

Home Courses Payment

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

[For Individual Courses](#)  
[For Course Provider Accreditation](#)  
[CE Generic Certificate Template](#)  

Continuing Education ("CE") is learning that helps fulfill the knowledge required to maintain a standard of professional competence and remain current in an ever-changing industry. Under Council Rule 7(5), insurance licensees must meet the requirements of the Insurance Council's continuing education program. Continuing education must take place in a structure dedicated to learning, such as a classroom, office setting, or online.

For Individual Course Accreditation

Please read and follow the Individual Course Accreditation Guidelines prior to submitting your application. Incorrect and/or incomplete forms will not be processed and are subject to a non-refundable application fee.

Individual Course Application

For Course Provider Accreditation ("ACP")

ACP status allows the organization to provide continuing education on an ongoing basis by self-accrediting their courses in accordance with the Insurance Council of BC's current continuing education course content guidelines. Accredited course providers may also opt to upload course information to the Insurance Council's Online Accreditation website for display on the Insurance Council's website. Please refer to the Program Guidelines for Accredited Course Providers for more information.

Course Provider Application

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.

Insurance Council of BC

Page 8 of 33



## Choosing an Application Stream

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

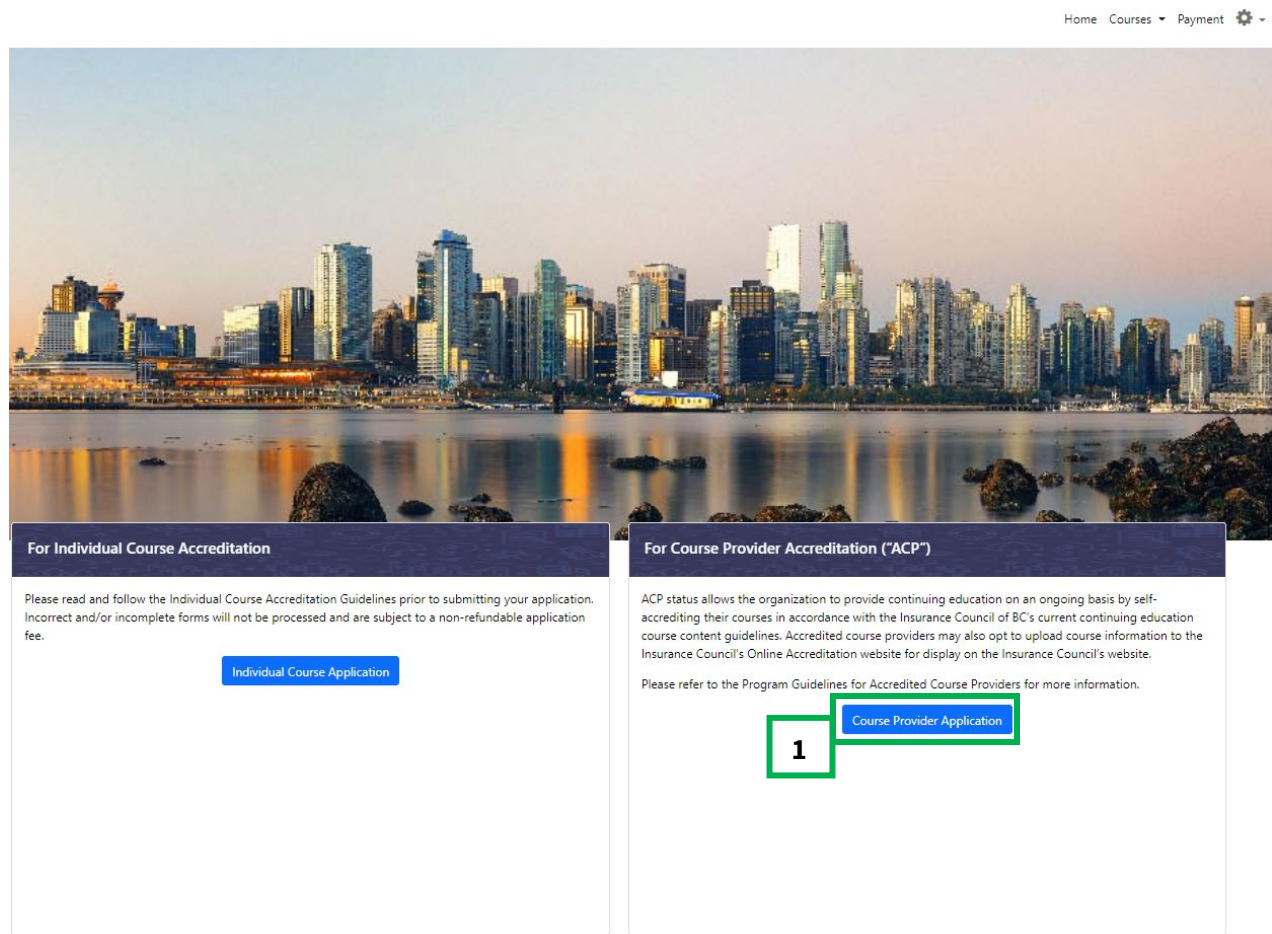
Applicants are responsible for reviewing and meeting the [Program Guidelines: Continuing Education Accreditation for Course Providers](#) and the [Program Guidelines: Continuing Education Accreditation for Individual Courses](#) prior to applying.

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).

### ACCREDITATION APPLICATION

- Please ensure you have read and met the relevant Guidelines on Continuing Education Accreditation prior to submission. Course Provider application fees are non-refundable and non-transferable.
- If applying for course accreditation, please complete an Individual Course Request form.
- Once the application has been received, the processing time varies depending on the completeness of application. If there are any materials missing from the application, the processing time will increase significantly.

**Provider Organization Information**

**A**

Name \*

**B**

Address \*

**C**

Website \*

**D**

**Organization History Summary**  
(When and why your organization was started, how your organization is structured, major turning points in the timeline of your organization etc.)

**E**

**About Us**  
(Are you an insurer, agency or organization, provide your criteria/process for ensuring instructors are qualified, any processes you have in place for evaluating course content, if you offer designation courses etc.)

**F**

Next

**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 \*

Course Website \*

Delivery Method \*

Start Date of Course \*

End Date of Course \*

Hours \*

Minutes \*

### 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 \*

Accident &amp; Sickness Insurance Agents \*

General Insurance Agents \*

Insurance Adjusters \*

**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 requirements- refer to the CE Guidelines by licence class on the Insurance Council's website for details.

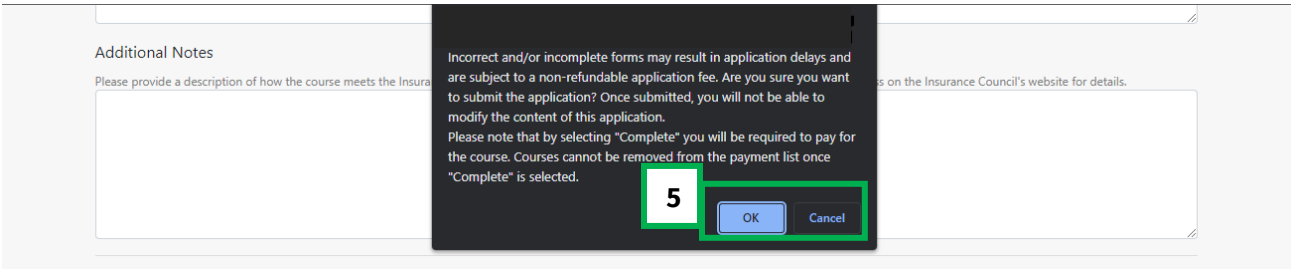
**COURSE DOCUMENTS**

Document	URL
Sample Continuing Education Certificate	<input type="text"/> <span>File ▾</span>
Detailed Course Outline/Syllabus	<input type="text"/> <span>File ▾</span>
Instructor Biography	<input type="text"/> <span>File ▾</span>
Supporting Documents	<input type="text"/> <span>File ▾</span>

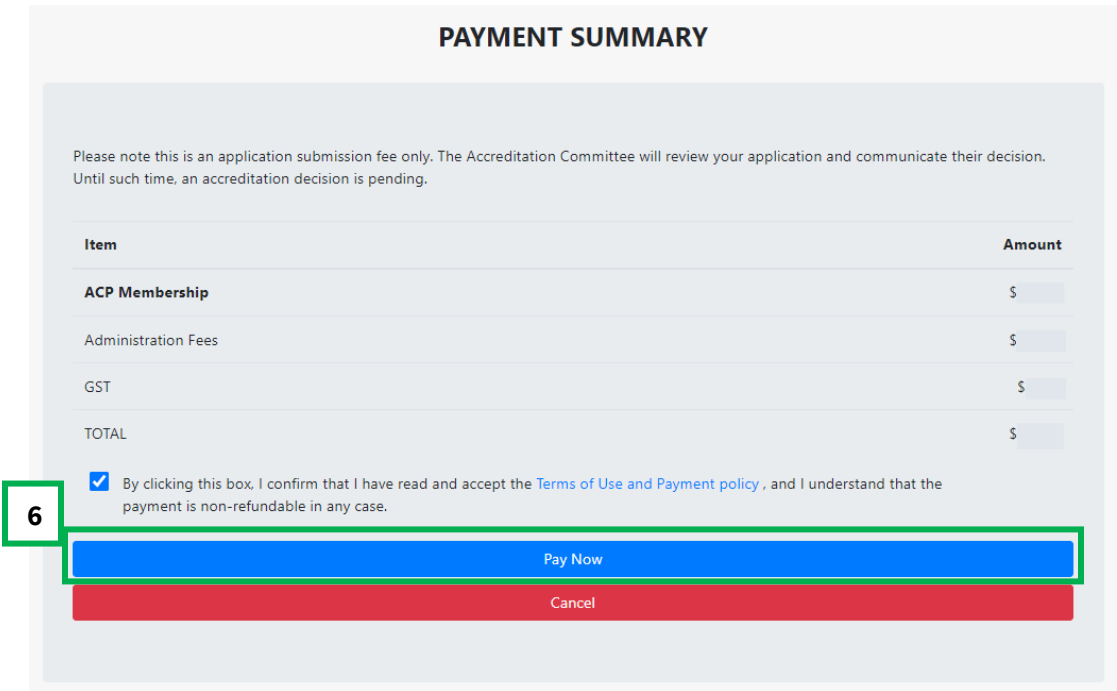
**B**

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.

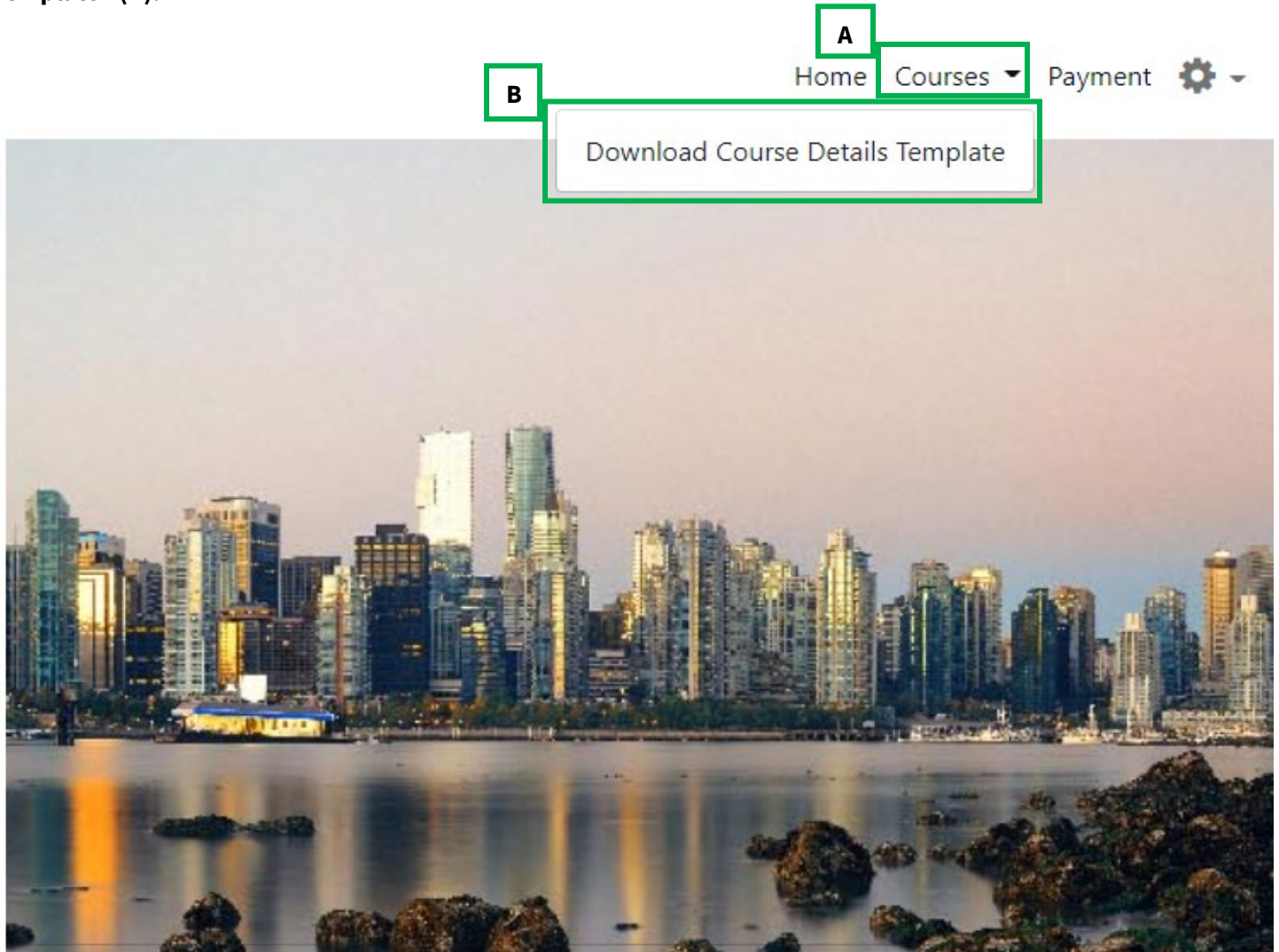
The image shows a credit card payment form with the following elements:

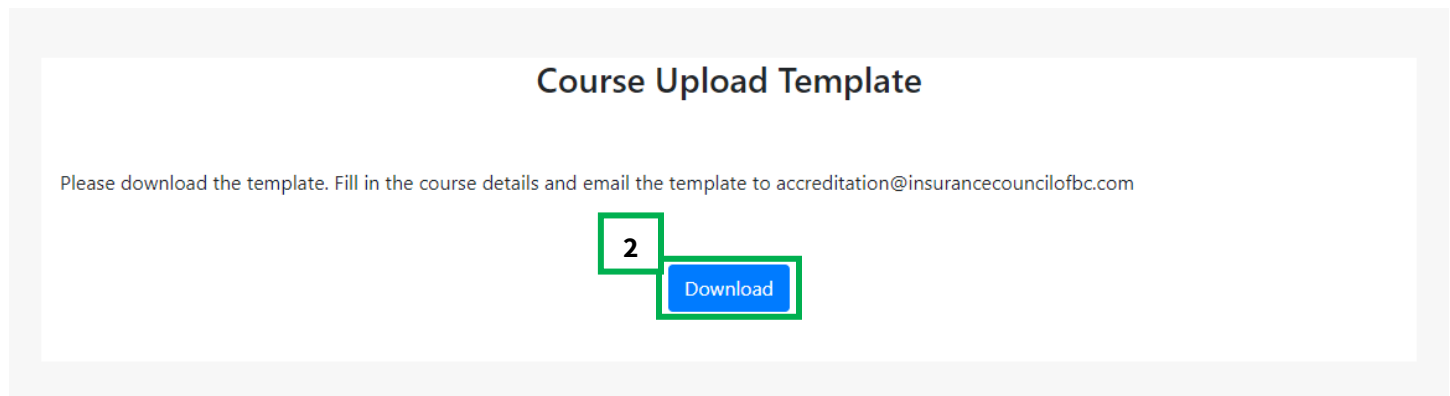
- Payment logos: VISA, Mastercard, American Express, JCB, VISA DEBIT, and Mastercard debit.
- A** Cardholder Name: A text input field.
- B** Card Number: A text input field.
- C** MMY: A text input field for the month and year.
- D** CVV: A text input field for the card verification value.
- E** Submit: A red button labeled "Submit".
- Order Summary: A section with a horizontal line and the text "Total \$".
- Cancel: A text link.

## 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.

G1

✕

✓

f<sub>x</sub>

course\_website

	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_n	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](mailto: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](mailto: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



Home Courses ▾ Payment  ▾



**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 \*

Course Website \*

Delivery Method \*

Start Date of Course \*

End Date of Course \*

Hours \*

Minutes \*

### 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 \*

Accident & Sickness Insurance Agents \*

General Insurance Agents \*

Insurance Adjusters \*

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 requirements- refer to the CE Guidelines by licence class on the Insurance Council's website for details.

**COURSE DOCUMENTS**

Document	URL
Sample Continuing Education Certificate	<input style="width: 90%;" type="text"/> <div style="background-color: #444; color: white; padding: 2px 5px; float: right;">File ▾</div>
Detailed Course Outline/Syllabus	<input style="width: 90%;" type="text"/> <div style="background-color: #444; color: white; padding: 2px 5px; float: right;">File ▾</div>
Instructor Biography	<input style="width: 90%;" type="text"/> <div style="background-color: #444; color: white; padding: 2px 5px; float: right;">File ▾</div>
Supporting Documents	<input style="width: 90%;" type="text"/> <div style="background-color: #444; color: white; padding: 2px 5px; float: right;">File ▾</div>

**PLEASE SELECT ACCREDITATION PERIOD**

Choose the accreditation period you would like to apply for. Should you choose the 3-year option, note that the payment will be \$100 annually for the accreditation period.

☒ 1-year Accreditation (\$ )

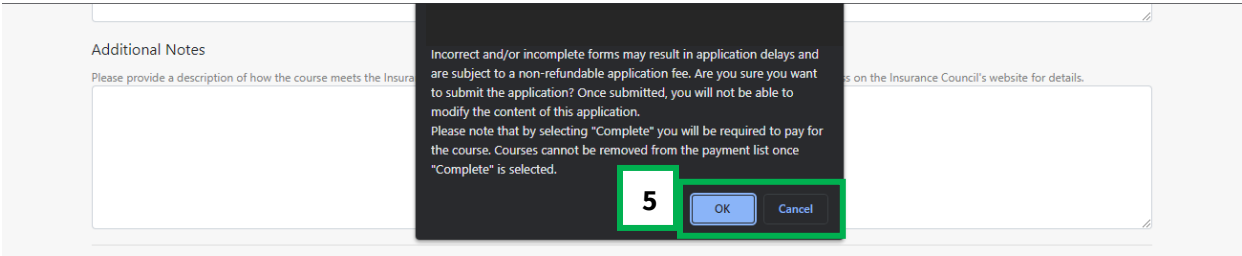
☐ 3-year Accreditation (\$ /year)

B

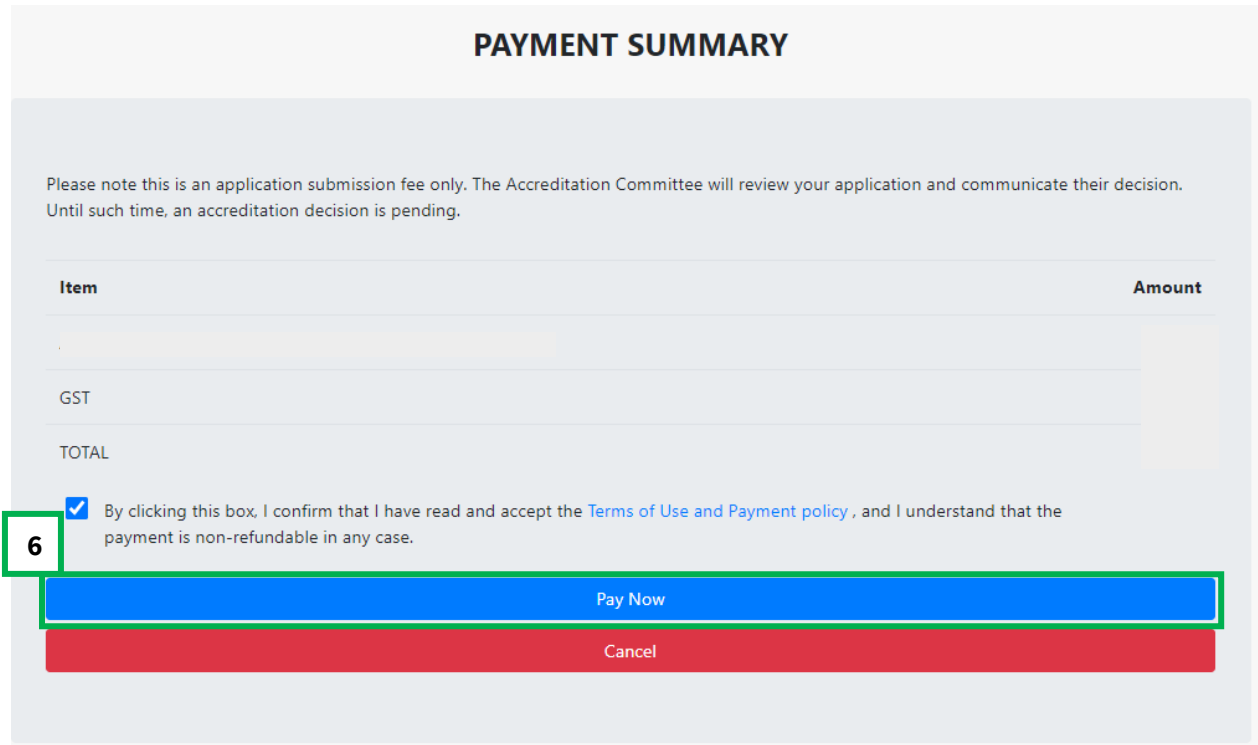
C

**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.

The screenshot shows a payment interface. At the top, there are logos for VISA, Mastercard, American Express, JCB, VISA DEBIT, and Mastercard DEBIT. Below these, the form is divided into two sections. The first section contains three input fields: a long text field for the cardholder's name (labeled A), and two smaller fields for the card number (labeled B) and the expiration date (labeled C, with 'MMYY' text). To the right of the expiration date is a field for the CVV (labeled D, with a question mark icon). The second section, titled 'Order Summary', shows a 'Total' of '\$55.00'. At the bottom of the form, there is a 'Cancel' button and a red 'Submit' button (labeled E).

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

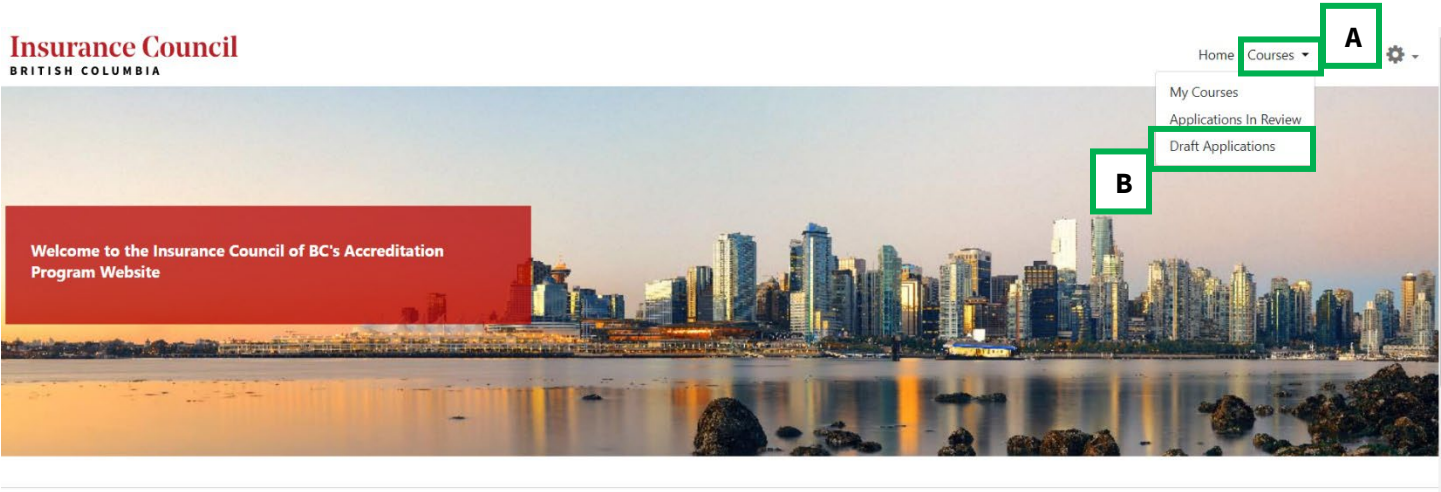
All correspondence regarding your application will be via email to the email address associated with your account.

If you have any questions, please reach out to [accreditation@insurancecouncilofbc.com](mailto: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.**”

### ACCREDITATION APPLICATIONS

0  
Applications Processed

1  
Applications Under Review

1  
Applications Not Yet Submitted

Show 10 entries

Search:

Application Id	Status	Course	Action
127	Draft	Sample Course Sample Course Sample Course	<div>2</div> <div>Edit Delete</div>

Showing 1 to 1 of 1 entries

Previous 1 Next

**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)**.

COURSE DOCUMENTS

Document	Description
Sample CE Certificate	<div></div> <div>File ▾</div>
Detailed course outline/syllabus	<div></div> <div>File ▾</div>
Instructor Biography	<div></div> <div>File ▾</div>
Supporting Documents	<div></div> <div>File ▾</div>

PLEASE SELECT ACCREDITATION PERIOD

Choose the accreditation period you would like to apply for. Should you choose the 3-year option, note that the payment will be \$100 annually for the accreditation period.

A

☒ 1-year Accreditation (\$150)

B

☐ 3-year Accreditation (\$100/year)

C

Save

Complete

Delete Permanently

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**).

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ACCREDITATION PROGRAM WEBSITE

**A** Email  
Enter your email

Password  
Enter your password

**B** [Forgot Password?](#)

Login

New user? [Register](#)



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

## Password Change Request

You have submitted a password change request on the Insurance Council of BC's accreditation program website.

If it wasn't you please disregard this email and make sure you can still login to your account. If it was you, then confirm the password change [click here](#).

2

Thanks!  
Insurance Council of BC

**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).

The screenshot shows the 'Change Password' page of the Insurance Council of BC. At the top is the logo 'Insurance Council BRITISH COLUMBIA' and the title 'Change Password'. Below this is a label 'Enter a new password for' followed by a text input field. Below the input field are two more input fields, each with a lock icon to its left. The first input field is labeled 'A' and contains the text 'your new password'. The second input field is labeled 'B' and contains the text 'confirm your new password'. At the bottom of the form is a large red button with a white right-pointing arrow, labeled '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](mailto: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.**

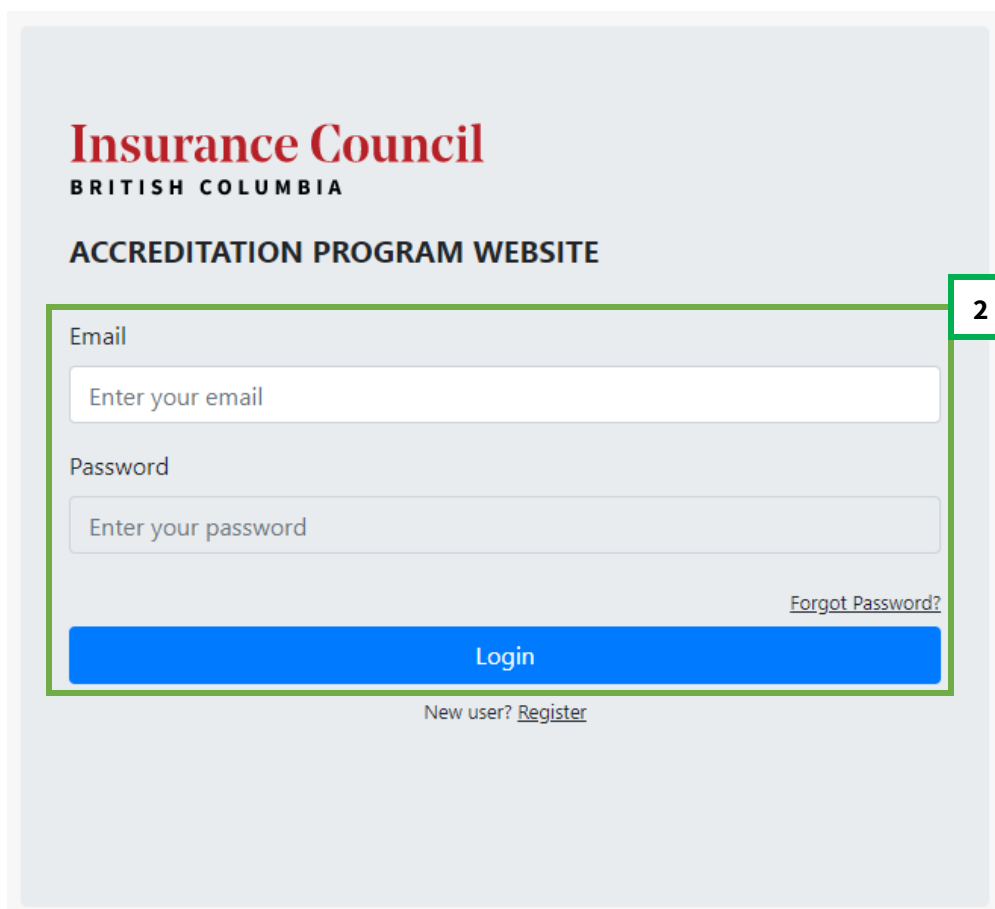
You can pay the fee now by logging into your account on the Insurance Council's Online Accreditation Website and depending on your accreditation type:

- 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](mailto:accreditation@insurancecouncilofbc.com).

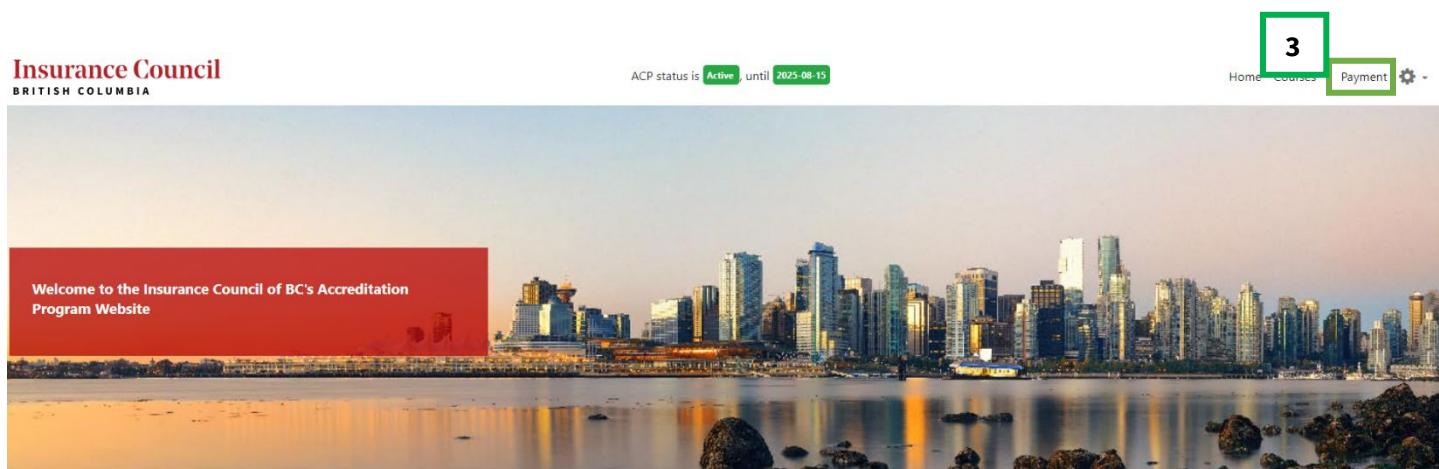
**Step 2:** Log into your account on the online accreditation website.



The screenshot shows the login page for the Insurance Council of BC Accreditation Program Website. The page has a light blue background. At the top, the logo "Insurance Council BRITISH COLUMBIA" is displayed in red and black. Below the logo, the text "ACCREDITATION PROGRAM WEBSITE" is shown in black. The login form is enclosed in a green border and contains the following elements:

- An "Email" label above a text input field with the placeholder "Enter your email".
- A "Password" label above a text input field with the placeholder "Enter your password".
- A blue "Login" button.
- A link labeled "Forgot Password?" to the right of the password field.
- A link labeled "New user? Register" below the login button.

**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.”**

### PAYMENT SUMMARY

Please note this is an application submission fee only. The Accreditation Committee will review your application and communicate their decision. Until such time, an accreditation decision is pending.

Item	Amount
ACP Membership	\$0.00
Administration Fees	\$100.00
GST	\$5.00
TOTAL	\$105.00


☒ By clicking this box, I confirm that I have read and accept the [Terms of Use and Payment policy](#), and I understand that the payment is non-refundable in any case.

4

Pay Now

Cancel

**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.



A

Cardholder Name

B

Card Number

C

MMYY

D

CVV ?

### Order Summary

Total\$55.00

Cancel

E

Submit

## 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.

ACCREDITATION APPLICATIONS

2

Applications Processed

0

Applications Under Review

0

Applications Not Yet Submitted

Show 10 entries

Search:

Application Id	Status	Course	Action
467	Approved	Test Individual Course 1 Test Individual Course 1 Test Individual Course 1	<div>View</div> <div>Renew</div>
468	Approved	Test Individual Course 2 Test Individual Course 2 Test Individual Course 2	<div>View</div> <div>Renew</div>

Showing 1 to 2 of 2 entries

Previous

1

Next

**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.**”

## PAYMENT SUMMARY

Please note this is an application submission fee only. The Accreditation Committee will review your application and communicate their decision. Until such time, an accreditation decision is pending.

Item	Amount
ACCREDITATION FOR Test Course Renewal	\$100.00
GST	\$5.00
TOTAL	\$105.00

☒ By clicking this box, I confirm that I have read and accept the [Terms of Use and Payment policy](#) , and I understand that the payment is non-refundable in any case.

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Pay Now

Cancel



**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.

The screenshot shows a payment interface. At the top, there are logos for VISA, Mastercard, American Express, JCB, VISA DEBIT, and Mastercard DEBIT. Below these is a form with the following elements:

- A** Cardholder Name: A single-line text input field.
- B** Card Number: A multi-line text input field.
- C** MMY: A two-line text input field.
- D** CVV: A three-line text input field.

Below the card details is an "Order Summary" section. It contains a horizontal line, followed by the text "Total" and "\$55.00". At the bottom of the form, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red border and a green box labeled **E**.