

THERE ARE TWO PAGES ON THIS FORM AS FOLLOWS:

Page 1 is for general insurance salespersons, agents and adjusters. And
Page 2 is for life insurance agents.

Print the page that is appropriate for you.

If you wish to download an excel spreadsheet for your particular licence type, go to the Licence Qualifications Section of the website under your licence type and check under downloadable forms.

HINTS

When filing out the continuing education form for your licence renewal, print clearly and provide accurate information. Only provide information on courses where you have the appropriate documentation and only provide information for the amount of hours needed for the renewal and any carryforward for the upcoming renewal period. These will be the courses you have to provide the proof of attendance for when you are audited.

Remember you must keep all supporting records for 5 years from the date of the licence renewal you submit the course with. So use the attached forms and start a new form and a new file for each licence period. Bring forward to your new file any “carryforward”.

Continuing Education Summary Form For General Insurance Agents, Salespersons, and Adjusters

FULL NAME _____

LICENCE FILE NUMBER: _____

COURSE NAME IN FULL	COURSE PROVIDER NAME IN FULL	DATE COMPLETED	# HOURS TECHNICAL	# HOURS PROFESSIONAL	I HAVE MY CERTIFICATE OF COMPLETION ON FILE?	I HAVE MY COURSE INFORMATION ON FILE?
1.						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
TOTALS:						

START A NEW FORM AND A NEW FILE FOR EACH LICENCE PERIOD. BRING FORWARD TO YOUR NEW FILE ANY "CARRYFORWARD".

I have proof of attendance for each of the courses above and agree to maintain that proof in my files for a period of 5 years from the date of this renewal.

YES NO

_____ _____
 SIGNATURE DATE

Continuing Education Summary Form For Life Insurance Agents

FULL NAME _____

LICENCE FILE NUMBER: _____

COURSE NAME IN FULL	COURSE PROVIDER NAME IN FULL	DATE COMPLETED	# HOURS	I HAVE MY CERTIFICATE OF COMPLETION ON FILE?	I HAVE MY COURSE INFORMATION ON FILE?
1.					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
TOTALS:					

START A NEW FORM AND A NEW FILE FOR EACH LICENCE PERIOD. BRING FORWARD TO YOUR NEW FILE ANY “CARRYFORWARD”.

I have proof of attendance for each of the courses above and agree to maintain
that proof in my files for a period of 5 years from the date of this renewal.

YES NO

SIGNATURE

DATE