

TO: ALL ALBERTA INSURANCE ADJUSTERS CERTIFICATE HOLDERS

2009/2010 - RENEWAL APPLICATIONS

This is to provide you notice that a renewal application has been created for each Certificate of Authority you currently hold. You may now renew your Certificate(s) of Authority online.

As was previously communicated to you, the AIC has implemented a mandatory on-line renewal system. Your certificate(s) must be renewed on-line at the AIC website www.abcouncil.ab.ca. To do so you must have a User ID and Password. If you have lost that information and have not completed your profile you must do so before you can complete your renewals. If you completed your profile, including the security question, and have lost or forgotten your password a new one can be obtained off the web site. If you have not completed your profile you must contact the AIC to obtain a new password. Payments for renewals can be made on-line using either Visa or Master Card. Certificates issued on-line will be sent immediately by email. Printed copies may also be requested when the renewal is completed. Once issued, you may retrieve a copy of your certificate(s) on-line. A computer terminal is available in each of the Calgary and Edmonton offices if you do not otherwise have access to a computer.

The AIC can process bulk payments in cases where adjusting firms wish to pay for their adjusters' certificates. Firms wishing to do so should contact one of the AIC offices for further information.

If you choose not to renew your certificate(s) on-line, then you must complete a new application form, have it signed by the Designated Representative who recommends your certificate, and submit it with the appropriate fee payment.

If you have changed the name of the business in which you conduct your adjusting business, then you must complete the appropriate application form(s) and have it signed by your Designated Representative. You may not make these changes when you renew your certificates on-line.

All applications are available on our web site at www.abcouncil.ab.ca

You are required to have your certificate of authority issued prior to May 31, 2009 if you wish to continue doing business. Once submitted, the status of your renewal may be checked on the AIC web site under the link “Information Look Up” and then by selecting the heading “Agent and Agency Search”.

CONTINUING EDUCATION (CE)

Your renewal application requires that you make a declaration certifying that you have obtained the required number of CE hours or that you undertake to obtain the required CE hours by no later than May 31, 2009. Adjusters who do not have or do not confirm that they will obtain the required number of CE hours may not renew their certificate.

CE audits will be conducted by the AIC on a random basis. You must maintain a record and original copies of your CE certificates for auditing purposes. Adjusters who make false declarations as to CE status could be sanctioned under the Act. **Please do not send in your CE certificates unless you are audited.**

Under the regulation agents are allowed to carry forward up to 7.5 hours of continuing education credits from one year to be used in the next year.

ENTER YOUR CE COURSES ON-LINE

Adjusters can enter their CE credits on the AIC web site. Once entered you will be able to determine whether the course(s) you have entered are valid. If any courses are **not valid** a message will be displayed. If you see such a message please contact the provider of the course to confirm the validity of the course. Invalid courses are not included in the calculation for trial audit purposes. Additionally, a summary of all courses is provided and a trial audit for compliance is performed as you enter and save your information. In the future, agents will not be able to renew a certificate unless sufficient CE credits have been entered on-line.