

INSTRUCTIONS: SINGLE COURSE ACCREDITATION

- **Course Name:** Indicate the full course name as it will appear on all continuing education certificates
 - **Instructors:**
 - List **all** instructors teaching the course
 - Indicate as “on file” any instructors whose biographies have already been submitted to the committee
 - **Name of Course Provider:** Indicate full name as it will appear on all continuing education certificates. Only the course provider may apply for accreditation. Third party submissions **will not** be accepted
 - **Contact Person at course provider:**
 - List all contact information for the course
 - The Alberta Insurance Council may contact the named person for subsequent information regarding the application
 - **Are you requesting retroactive credits?**
 - Indicate “yes” if submitting the request for course accreditation **after** the course has already taken place and refer to the guidelines
 - **Start Date / End date:**
 - Note the date this course is first offered and the last date the course will be offered
 - If a course is being offered on an ongoing basis, indicate “ongoing” on the application
 - **Method of Delivery:** Indicate all course delivery methods
 - **Location of Course:**
 - Indicate the course location. If taking place in multiple locations, note “various”
 - **Number of Hours requested:**
 - Note the number of hours that is being requested and provide a syllabus or material outlining the presentation as part of the application. If slides are being used, print multiple slides per page. Course manuals will not be accepted as outlines
 - **Class of insurance credits requested:** Indicate all classes of insurance for which accreditation is being requested. To identify insurance class, see Alberta Regulation 122/2001
 - **Course time Outline:** Indicate the start/end time. Provide an example if course will be offered at different times
 - **Number of breaks, duration of breaks:** Note all breaks to be taken throughout the course
 - **Number of days in course:** Indicate number of days in the course for any course longer than one day in length
 - **How course attendance will be verified:** Note how attendance will be verified (e.g., sign in **and** sign out sheets, scanned badges, passing exam/quiz, roll call)
 - **Within what timeline will certificates be given to attendees:** Refer to guidelines
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- Application forms submitted must be signed and dated, along with a \$100 application fee payment (cheque made payable to the Alberta Insurance Council)
 - All course information must be submitted in 5 collated copies, including the course accreditation request form
 - **The most recent application will be posted on the Alberta Insurance Council website (www.abcouncil.ab.ca). Ensure you use the application posted online to avoid delays in processing your application**