

ALBERTA INSURANCE COUNCIL

Application For Adjusters Certificate of Authority

1.) NAME OF APPLICANT Last First Middle Male Female
2.) RESIDENCE ADDRESS Street or Avenue City Province or State Postal Code
3.) APPLICANT'S DATE OF BIRTH Month Day Year 4.) RESIDENCE TELEPHONE
5.) CORPORATE NAME OF BUSINESS (If Any)
6.) TRADE NAME OF BUSINESS (If Any)
7.) BUSINESS ADDRESS Suite, Floor or Box # Number Street or Avenue
City Province or State Postal or Zip Code Business Telephone Business Fax

Email address:

8.) CERTIFICATE APPLIED FOR (Only one certificate per application)
Adjuster Level 1 Adjuster Level 2 Adjuster Level 3 Designated Representative

9.) What courses of the Insurance Institute of Canada have you completed?
(Attach a copy of certificate verifying completion) CIP(AIIC) FCIP(FIIC)

10.) EMPLOYMENT HISTORY FOR THE PREVIOUS FIVE YEARS (Include months, years and periods of unemployment)

Table with 3 columns: EMPLOYER'S NAME, DATES (FROM, TO), and POSITION HELD. It contains five empty rows for data entry.

11.) Do you have any other occupation or employment other than as an insurance adjuster? Yes No (If yes provide details)

I understand that I must at, the time of taking any other occupation or employment, report the other occupation or employment to the Alberta Insurance Council prior to commencing such activities and I undertake to do so.

12.) Are you currently the holder of any other certificate, license or registration to deal with the public? Yes No
(If yes provide details)

DO NOT WRITE BELOW THIS LINE

FILE

Grid of 10 empty boxes for file number entry.

Date Approved

Date Approved grid with DD / MM / YY labels.

By _____

Fee Applied

Fee Applied grid with \$ and . symbols.

This application consists of two pages and will not be processed unless all pages are completed and attached.

IMPORTANT: ALL NEW APPLICANTS MUST PROVIDE A SECURITY CLEARANCE WHICH IS LESS THAN THREE MONTHS OLD. APPLICATIONS WILL NOT BE PROCESSED WITHOUT THIS DOCUMENT.

ALBERTA INSURANCE COUNCIL

**Application For Adjusters
Certificate of Authority**

- | | | |
|---|--------------------------|--------------------------|
| 13.) IN THE LAST TEN YEARS HAVE YOU: | YES | NO |
| a) Been licensed as an insurance adjuster in Alberta or elsewhere?
(Non-Residents attach a certificate of status from home jurisdiction) | <input type="checkbox"/> | <input type="checkbox"/> |
| b) Been refused registration or licensing to deal with the public? | <input type="checkbox"/> | <input type="checkbox"/> |
| c) Had registration of licensing to deal with the public revoked? | <input type="checkbox"/> | <input type="checkbox"/> |
| d) Been convicted of an offense under the Insurance Act or any other enactment?
(ALL NEW APPLICANTS MUST PROVIDE AN ORIGINAL COPY OF A SECURITY CLEARANCE WHICH IS LESS THAN THREE MONTHS OLD) | <input type="checkbox"/> | <input type="checkbox"/> |
| e) Had a court judgement for the award of money against you that has not been satisfied? | <input type="checkbox"/> | <input type="checkbox"/> |
| f) Been discharged for cause by an employer? | <input type="checkbox"/> | <input type="checkbox"/> |

If the answer to any part of this question is yes, give complete details below.

- 14.) Is this application intended to apply for: (You must check one of these choices yes)

A new certificate of authority Yes No

or

To transfer or reinstate an existing certificate of authority? Yes No

If the answer is yes please provide the license number off of the current certificate of authority.

- 15.) **CONTINUING EDUCATION** (Not applicable to first time applicants or Hail Adjusters)

The regulations require each certificate holder to obtain 15 hours of continuing education that has been approved under the regulation. Have you obtained the required number of continuing education credits to apply for this certificate.

Yes No

- 16.) **DECLARATION**

I certify that the foregoing information is true and I agree that by signing this application I accept the responsibility for these answers and undertakings.

Signature of Applicant

Date

- 17.) **RECOMMENDATION** (This may only be used in applying for a certificate as an adjuster and this recommendation may only be made by the Designated Representative of the business named on this application.)

The business confirms that the qualifications and record of the applicant have been investigated and this recommendation is made pursuant to the requirements of section 464 of the Act. We further confirm that we have established the screening procedures required by section 485 of the Act and have evaluated this applicant using those procedures.

NAME OF DESIGNATED REPRESENTATIVE:

It is understood and agreed that this recommendation will remain in effect until cancelled in writing and that the Alberta Insurance Council will be advised of the reasons for the termination in accordance with the requirements of sections 473 and 476 of the Act. I certify that the foregoing information is true and correct to the best of my knowledge and belief and that I accept the responsibilities attached to this recommendation.

Date

Signature of Designated Representative

The above recommendation for an insurance adjuster can only be signed by the Designated Representative of the business.

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