

## Application for Insurance Adjuster Licence

**For Office Use Only**

Fees Paid _____
Receipt No. _____
Date of Receipt _____
Tracking No. _____

**Applicant Information (please print)**

<b>1</b> Surname	Given Name	Middle Initial(s)
Date of Birth    Y Y Y Y    M M    D D	Place of Birth	Social Insurance Number

**Applicant's Home Address (required)**

<b>2</b> Street Address		
Mailing Address		
City/Town	Province	Postal Code
Telephone	Facsimile	Email

**Applicant's Business Address (optional see the following note)**

**Note:** the applicant's annual filing will be mailed to his/her home address unless a business address is provided.  
See annual filing section at the end of this application.

<b>3</b> Business Name		
Mailing Address		
City/Town	Province	Postal Code
Telephone	Facsimile	Email

**Level of Licence Requested**

<b>4</b>	Please indicate the level of licence you are applying for. Applicants must attach a transcript of marks and Certificate of Designation. Non-resident applicants who are required to be licensed in their home jurisdiction must attach proof of licensing.
	<b>Educational Requirements</b>
<input type="checkbox"/> <b>Level I</b>	<p>In order to qualify for a Level I licence you must have successfully completed one of the following courses:</p> <ul style="list-style-type: none"> <li>• C11 - Principles and Practices of Insurance</li> <li>• C-81 &amp; C-82 - General Insurance Essentials Parts 1 and 2</li> <li>• Fundamentals of Insurance</li> <li>• CAIB I</li> </ul> <p><b>or,</b> <b>If you are a non-resident,</b> you must hold an Adjuster Licence in your home jurisdiction.</p>
<input type="checkbox"/> <b>Level II</b>	<p>In order to qualify for a Level II licence you must have held a Level I licence for at least two years or, if you are a non-resident, held a licence in your home jurisdiction for at least two years, and have successfully completed:</p> <ul style="list-style-type: none"> <li>• C12 - Insurance and Property</li> <li>• C14 - Automobile Insurance - Part 1</li> <li>• C17 - Claims 1 or C110 - Essentials of Loss Adjusting</li> </ul>
<input type="checkbox"/> <b>Level III</b>	<p>In order to qualify for a Level III licence you must have held a Level II licence for at least one year and must have successfully completed:</p> <ul style="list-style-type: none"> <li>• C33 - Insurance on Property - Part II or C111 - Advanced Loss Adjusting</li> <li>• C112 - Practical Issues in Claims Management</li> <li>• C13 - Insurance Against Liability - Part I</li> </ul>
<input type="checkbox"/> <b>Level IV</b>	<p>In order to qualify for a Level IV licence you must have held a Level III licence for at least one year and must have successfully completed the Level I to III courses <b>and</b> attained the following designation:</p> <ul style="list-style-type: none"> <li>• Chartered Insurance Professional/Associate of the Insurance Institute of Canada</li> </ul>

**Professional Liability and Fidelity Insurance Requirements**

<b>5</b> Attach certificate(s) of insurance, naming the applicant as the insured, for professional liability insurance (errors and omissions) for an amount of at least \$1 million and fidelity insurance (loss resulting from fraudulent acts) for an amount of at least \$100,000.
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**Other Information**

**6** Have you been convicted of a criminal offence within the last five years or are there any outstanding Charges against you? If yes, give full particulars on a separate sheet. Yes  No

Have you ever held an insurance, securities, real estate or mortgage brokers licence in the province of Newfoundland and Labrador? Yes  No  If yes, when? 

Y	Y	Y	Y	M	M	D	D
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Have you ever had an insurance, securities, real estate or mortgage brokers licence refused, suspended, Or revoked? If yes, give full particulars on a separate sheet. Yes  No

**Certification and Undertaking of Applicant**

**7** I, the undersigned applicant, certify that the information given by me in this application is true and complete to the best of my knowledge and belief and hereby undertake to notify the Financial Services Regulation Division of Service NL in writing of any material change.

	Signature <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Date <table border="1" style="width: 100%;"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td></tr></table>	Y	Y	Y	Y	M	M	D	D
Y	Y	Y	Y	M	M	D	D			
Witness Name (Please print) <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	Witness Signature <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Date <table border="1" style="width: 100%;"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td></tr></table>	Y	Y	Y	Y	M	M	D	D
Y	Y	Y	Y	M	M	D	D			

**Undertaking of Sponsor**

- Sponsor must be an Adjuster: Level IV licensed in Newfoundland and Labrador
- An individual applying for an Adjuster: Level IV licence does not require a sponsor.

**8** I, \_\_\_\_\_, am a licenced Level IV Adjuster in the Province of Newfoundland and Labrador and recommend the applicant as a fit and proper person to receive a licence and gives notice that the Applicant is authorized to represent the Sponsor when the licence is issued.

The Sponsor agrees:

- (a) to perform all responsibilities required of a Sponsor by the *Insurance Adjusters, Agents and Brokers Act and Regulations*;
- (b) to ensure that the applicant, if applying for a Level I licence, will be working full-time in the financial services industry which is deemed to be a minimum of 21 hours or 3 days per week;
- (c) that the Applicant will not act as or represent or hold himself or herself out as an Adjuster until this application is approved; and
- (d) to give written notice to the Financial Services Regulation Division of Service NL within 2 working days following termination of a sponsored licensee in accordance with the prescribed [Notice of Termination of Sponsorship](#) form.

Signature <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	Date <table border="1" style="width: 100%;"><tr><td>Y</td><td>Y</td><td>Y</td><td>Y</td><td>M</td><td>M</td><td>D</td><td>D</td></tr></table>	Y	Y	Y	Y	M	M	D	D
Y	Y	Y	Y	M	M	D	D		

**Caution**

**9** Filing of any false information or failure to disclose full information required by or on this application may result in its rejection or in disciplinary action taken against the applicant.

**Annual Filing Requirement**

**10** Once licensed, a licensee must file an Annual Filing and pay an annual fee to keep the licence in good standing. The applicant's first Annual Filing along with the filing fee will be due one year subsequent to the end of the month in which your licence became effective (e.g., for a licence with an effective date of January 15, 2009, the first Annual Filing is due by January 31, 2010, with subsequent filings due by January 31 each year thereafter).

**Did You Remember to Attach:**

**11**

- [Licensing fee](#) (Cheques must be made payable to Newfoundland Exchequer Account)
- Proof of Licensing from your home jurisdiction (non-residents only)
- Certificate(s) of Professional Liability and Fidelity Insurance, naming the applicant as the insured

**Routing Information**

**12** Please return completed form by mail to Financial Services Regulation Division, Service NL, P. O. Box 8700, St. John's, NL Canada A1B 4J6 or by courier to Financial Services Regulation Division, Service NL, 2nd Floor West Block, Confederation Building, Prince Philip Parkway, St. John's, NL or for more information Telephone: (709) 729-2595 or Fax: (709) 729-3205

**PRIVACY NOTICE**

The Financial Services Regulation Division collects personal information under the authority of the *Insurance Adjusters, Agents and Brokers Act*. Personal information collected by the Government of Newfoundland and Labrador is protected under the Access to Information and Protection of Privacy (ATIPP) Act. If you have any questions about the collection or use of this information please contact our office.