Apply for your license in 7 Easy Steps!



 For License Holders
 For Consumers
 For Students
 For Insurers
 Who We Are
 Other Resources
 Help
 Contact Us
 News

Welcome to the Alberta Insurance Council

Login

The Alberta Insurance Council is the industry-funded regulator responsible for administering the province's insurance laws in respect to insurance agents and adjusters.

Login to AIC Licensing Portal

If you have forgotten your password you must request a reset through the CIPR web site by clicking this link CIPR

LOGIN

Step 1 - Go to http://www.abcouncil.ab.ca/ and click "Login" at the top right or in the centre of the page.



Log in to your account

With your CIPR Number	
CIPR#	
Forgot your CIPR#?	
CIPR Password	
Forgot your password?	
Remember me	Login ⊖
Or log in with	🔤 Email
Need help?	

Step 2 - Enter your Login Information

≣	쑴 Home	
 ☆ Home ↓ ↓<	Welcome dashboard & statistics	
CE CE CE Ciminal Check Ciminal Check	The renewal process is less than 5 easy steps!! You need your 15 CE, your E&O, your license information if you're licensed in another jurisdiction, and If you're stuck anywhere look for the 🕜 icon	payment. Then you're done.
 Payments My Profile Logout 	O Active Licenses	Exams \$0.00 0 Invoice(s)
	CE Status	O Current Reported CE Courses
	Pending Tasks	

Step 3 - This is the first page you will see when you Login. Click the green box on the left that says "Active Licenses"



Step 4 - Click "Apply for a License" on the right side of the page.

		番 Home > Applications	
🕷 Home			
□ Licenses			ation
🔎 CE	<	APPLICATION FORM Start the application	n creation process
🞓 Exams	<		
a Criminal Check	<	I am applying 🧿	for myself 🔘 for my business
Payments	<	License Class *	Accident & Sickness \$
👗 My Profile		Agency	Start typing agency's name
🗭 Logout		Sponsor	Combined Insurance Company of America
		I will work	 as a Sole Proprietor for Combined Insurance Company of America
		I am changing my agency or sponsoring company	Yes 💿 No
			Ontinue ★ Reset O Cancel

Step 5 (for A&S License) - When applying for your Accident & Sickness License fill out the form EXACTLY as you see it here.



Step 5 (for Life License) - When applying for your Life License fill out the form EXACTLY as you see it here.

Please note - If you are applying for your full life license you still have to do an additional application for you accident & sickness license

		# Home > Applications		
n Home				
디 Licenses				
e ce	<	Q-139175-SP-2017 Accident & Sickness		Back Delete Application
🔎 Exams	<			
a Criminal Check	<	License	Q-139175-SP-2017	
Payments	<	Fee	60.00 (New Application)	
🌲 My Profile		I will work	as a Sole Proprietor	
🕪 Logout				
		Q BUSINESS ADDRESS		
		Addres		
			, Alberta	
			Canada	
		SECURITY CLEARANCE		
		Criminal Check Status:	Please Add Criminal Check record	

Step 6 - This is what the application looks like. Please go through and complete each section to MATCH EXACTLY to your paper AIC Application attached to the email we sent you. IMPORTANT: after you complete each section scroll down to the bottom of this page and click "Save Application".

		# Home > Applications		
🖷 Home				
□ Licenses				
<i>■</i> CE	<	0-139175-SP-2017 Accident & Si	irkness	O Back 🕒 Delete Application
🞓 Exams	<	Business Address O		
a Criminal Check	<			
Payments	<	Street *	Street	
🍐 My Profile		City *	City	
Elogout		Province *	Alberta	
		Country *	Canada	
		Postal Code *	Postal Code	
		Phone *	📞 Phone	
		Fax	Fax	
		Business Email *	Business Email	
		criminal circus status.	Cancel OK	

Business Address - Fill this out as your HOME ADDRESS. Because your are a Sole Proprietor here your home address is considered your business address.

	중 Home > Criminal Chee	tk >				
A Home	🋱 Criminal Check					
□ Licenses					New Crim	inal Check Record
E <	SUMMARY				+ Add Crin	ninal Check Record O Back
🖻 Exams 🛛 <						
a Criminal Check <		Туре		\$		
Status Report			Type is required			
Payments <						
🚔 My Profile			🗸 Save Crimi	nal Record Cancel		
🗭 Logout	Show All					
	Status	Туре	File	Review Status	Expiry Date	Actions

Criminal Records Check - Click the "+ Add Criminal Check Record" button at the top right of the page.

			륨 Home > Criminal Chec	k >				
*	Home		🕏 Criminal Check					
	Licenses		Chining Check					
₽	CE	<	SUMMARY				+ Add	Criminal Check Record O Back
1	Exams	< .						
â	Criminal Check	< .		Туре	í.			
	Status Report				I have obtained I have obtained	and shared my BackCheck criminal record a criminal record check from the RCMP or I	Police	
0	Payments	<		L.	I WOULD LIKE LO A	apply for a backcheck criminal record check		
۵	My Profile				✓ Save Crimit	nal Record Cancel		
۲	Logout		Show All					
			Status	Туре	File	Review Status	Expiry Date	Actions

Criminal Records Check (Option A) - If you did your Record Check on mybackcheck.ca select the 1st option from the dropdown menu.

Criminal Records Check (Option B) - If you obtained your Record Check from the RCMP or the Police select the 2nd option from the dropdown menu.

Please note - You will also need to make sure that you shared your Record Check with AIC on mybackcheck.ca so that they can view it when they are reviewing your application

		중 Home > Criminal Chee	∶k >				
分 Home□ Licenses		🏝 Criminal Check					
E CE	< ,	SUMMARY				+ Add C	Criminal Check Record G Back
Criminal Check	<		Туре	I have obtained	d a criminal record check from the I \$		
Status Report				Type is required	l.		
Payments	<		File	Choose File No Please only uplo	file chosen oad files that end in PDF.		
👗 My Profile							
🕪 Logout		Show All		✓ Save Crimi	nal Record Cancel		
		Status	Туре	File	Review Status	Expiry Date	Actions

Option B Continued - If you obtained your Record Check from the RCMP or the Police you will need to upload it here. Once it's uploaded make sure you click save.

T7Y 1B1 Canada	we, Albeita		
Phone: (78	0) 220-8700		
Email: cans	tead5733@hotmail.com		
The Add Errors and Omissions Coverage to the	License: Q-139175-SP-2017		
E&O Policy # *			
E&O Certificate #			Add E&O
E&O Carrier/Underwriter *	Select or search a carrier/underwr	iter in the list 🝷	Covergae
	Can't find your carrier/underwriter?		œ
Does your E&O policy have an expiry date? * 🧿	Yes 🔿 No		
Effective date *			End Date
End date *	``		
		Save Cancel	+
Please enter your employment history for t	he last 5 years including all pe	riods of unemployment.	
Company	Position	From	То

E&O Insurance - Please see the form attached to the email we sent you for all of the details required in this section.

IMPORTANT: Please be sure to enter your Certificate number even though it's not indicated as a required field. You can find this number underlined at the top of you E&O page. Your licensing application will be kicked back if it is not included

EMPLOYM	IENT HISTORY				
Please enter	your employment l	history for the last 5	years including all p	eriods of unemployment.	
If still current	tly employed leave "TO"	section blank			
	Company	Position	From	То	
			1.0		

Employment History - Please fill this out to match EXATLY to your paper AIC Application attached to the email we sent you. You will need to fill out your employment history to the current date, this is the only area that may be different if a significant amount of time has passed since filling out your initial paperwork.



Questions - Please fill this out to match EXATLY to your paper AIC Application attached to the email we sent you. The 1st two questions are to be answered as current date just like they are on the 1st page of your paper AIC Application. The last question is a new question that isn't currently on the paper AIC Application.



Payment options - Make sure you select the FIRST OPTION. Your name will be listed there as the person paying for the application.

Step 7 - Double and triple check that you have filled out everything correctly as per your paper AIC Application and these step. Then click "Submit Application".

Once you submit your application you will be prompted to pay your invoice. You can find this section by selecting "Home" from the menu on the left, from the home page select the red box that says "Invoices" and follow the steps.

CONGRATULATIONS!!! YOU'RE DONE!!!

Head office will notify us when AIC has process your application and you are licensed on our system.