

PEI Insurance Adjuster License

Process to Request an Extension of the Probationary License Period

In accordance with section 4(6) of the [Insurance Act Insurance Adjusters Regulations](#), a probationary licensee shall, within five years from the date the initial probationary license was issued to the probationary licensee, take and successfully complete the course or courses of study designated by the Superintendent.

PEI Insurance Adjuster Educational Requirements

(as designated by the PEI Superintendent of Insurance)

Timeline	Educational Requirements
Within Initial Probationary year	Insurance Institute of Canada course(s): <ul style="list-style-type: none">• C11 - Principles and Practice of Insurance OR• C81 General Insurance Essential - Part 1 and C82 General Insurance Essentials - Part 2, as an equivalent
Within 5 years of issuance of probationary license	Eight courses from the Insurance Institute of Canada syllabus, including the following five mandatory courses: <ul style="list-style-type: none">• C11 - Principles and Practice of Insurance<ul style="list-style-type: none">◦ OR C81 General Insurance Essential - Part 1 AND C82 General Insurance Essentials - Part 2 as an equivalent• C14 - Automobile Insurance - Part 1• C32 - Bodily Injury Claims• C110 - Essentials of Loss Adjusting OR C17 - Claims 1 as an equivalent• C111 - Advanced Loss Adjusting OR C46 - Claims 2 as an equivalent

Section 4(7) permits the Superintendent of Insurance to grant an extension of the probationary license period to allow the licensee additional time to complete their courses should they have compelling reasons as to why they were unable to complete the courses in the permitted probationary period. Some examples of reasons that that may permit an extension of the probationary period include maternity/parental leave, serious personal illness, serious family illness, etc.

Process

To request an extension of the probationary license period, the applicant must submit the following to the Superintendent of Insurance:

1. Required Contact Information:
 - a. Applicant full name
 - b. Applicant license #
 - c. Address and phone number
 - d. Supervisor name
2. a written request, **with reasons**, to support the issuance of a probationary license beyond the maximum allowable 5-year term (*the Superintendent may request supporting documentation on request*);
3. a copy of your transcript showing courses completed (including failed attempts); and
4. a recommendation, in writing, from the supervising licensee recommending the issuance of the probationary license.

WARNING – Misrepresentation on an extension application may result in the applicant being unsuitable for a license.

The request must be sent to licensing@gov.pe.ca with the subject line: “Request of Probationary License Period Extension”. You must be granted an extension prior to applying for a renewal of your probationary license. The Superintendent’s extension must be included in your application.