

## **General Insurance Agent Licence Transition**

**Quick Start Guide** 

**January 2023** 

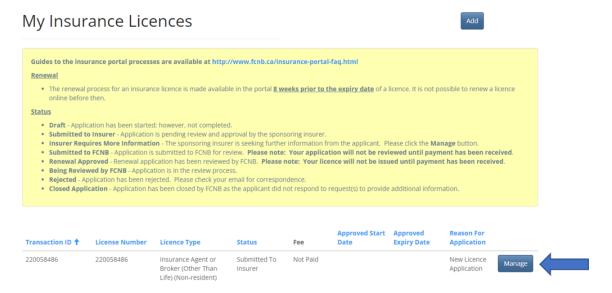
### **Summary**

- The Financial and Consumer Services Commission of New Brunswick (Commission) will send out an email to current Non-Resident Other Than Life Insurance Agent or Broker licensees be fore their current licence expires, allowing the licensee to submit the "Request New Licence Type" filing via the Commission's Portal.
- If you currently hold a Non-Resident Other Than Life Insurance Agent or Broker licence:
  - You may use the link included in the email or go directly to the <u>Portal to submit</u> the "Request New Licence Type" filing. You will use your existing username (email address) and password for the portal.
  - You must review the details of the <u>licensing qualifications and educational</u>
     <u>requirements</u> and select the appropriate <u>General Insurance Agent</u> licence (level 1,2, or 3).
  - You must submit details of any **educational courses and equivalent training and experience** you have completed.
  - If you do not have the required education courses, you should detail your equivalent training and experience clearly. The Commission will assess your equivalent training and experience to determine the appropriate licence level.
  - Once the filing has been reviewed and approved, you will receive confirmation from the Commission. If the approval is within 8 weeks of the existing licence expiry date, th option to "Renew" your new General Insurance Agent licence will become available on the Portal.

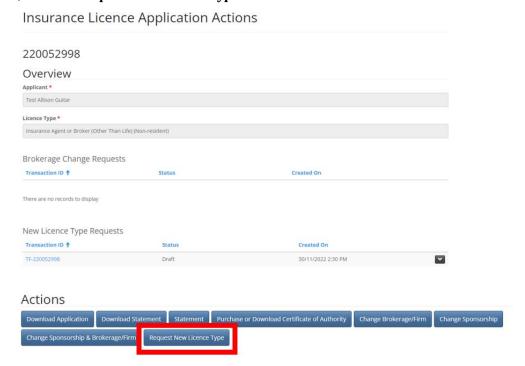
See below for instructions on how to submit the "Request New Licence Type" filing via the Portal.

## How to submit the "Request New Licence Type" filing via the Portal

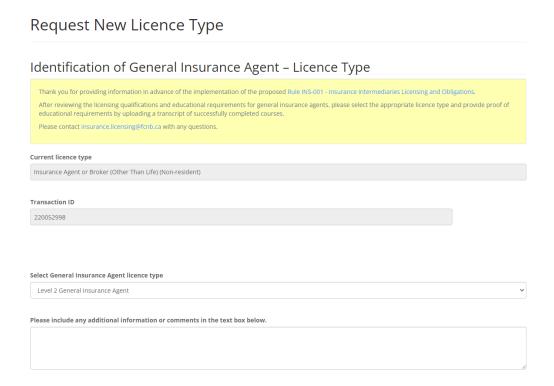
1) Go to the **My Insurance Licences** Homepage and click the "Manage" button next to your current licence.



2) Select "Request New Licence Type"



3) Select the **General Insurance Agent** licence type (Level 1, 2, or 3). Include details of any equivalent training or experience.



4) Upload proof of educational requirements or a document that provides details of your equivalent experience.

Request New Licence Type

Please upload proof that you meet the educational requirements for the general insurance agent licence type you have selected. You may include a hyphen, underscore or period in your file name, but no other special characters will be accepted.

Proof of Educational Requirements \*

Browse...

Additional documents

Upload

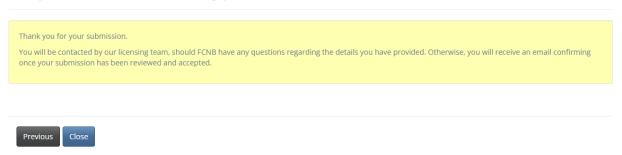
Previous Next Close

#### 5) Complete submission

# Request New Licence Type Confirmation I confirm that the information provided in the application is true and correct to the best of my knowledge and no material information has been omitted.\*

6) Once submitted, you will be directed to a page confirming successful submission.

Request New Licence Type



If you have any questions about this process, please contact <a href="mailto:insurance.licensing@fcnb.ca">insurance.licensing@fcnb.ca</a>.