



Justice and  
Public Safety

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Consumer, Corporate and  
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## NOTICE

**To: Prince Edward Island Insurance Agent and Adjuster licensing Applicants**

**Re: New Online Licensing Process – Effective January 4, 2022**

Effective January 4, 2022, Prince Edward Island (PEI) will be moving to a new online licensing process. Consistent with past practice, all insurance agents and adjusters serving PEI will be required to hold a valid license issued by the Office of Superintendent of Insurance of PEI. Licenses will continue to be valid for two years, and the licensing fee will remain at **\$200** for a two-year term.

To apply for a new license, or to renew a license, **all applicants** will be required to:

- Visit the applicable webpage to access applications (which include qualification requirements in Appendix A), information on the licensing process, the document upload portal and payment interface. Payment will be by credit card (Visa or Mastercard) only. The agent and adjuster webpage links will be available via the “Site Search” on the Government of Prince Edward Island Homepage. Agents applicants should search “Insurance Agent License” and adjuster applicants should search “Insurance Adjuster License”.
- All applicants will be required to complete the relevant application PDF(s) and provide all required documentation as outlined on their applicable application(s), including Appendix A of the application.

### **Agent Specific Requirements**

- In the case of a new agent, a required submission to our Office within the application is the “Sponsor’s Attestation”. New agents or agents changing their sponsoring insurer must forward the completed application and all required documentation to their prospective sponsor for their consideration. If the sponsor opts to complete the Attestation, they should return the completed application to the applicant. The applicant may then submit their application(s) and other required documents via the portal.
- **Please note that PEI considers sponsorship to be continuous. Therefore, the “Sponsor Attestation” process is not necessary on agent renewal if the sponsoring insurer for the renewal applicant has not changed. Insurers are reminded the agent application “Sponsor Attestation” requires the sponsoring insurer to provide written notification of termination when they no longer wish to sponsor an agent.**

### **Adjuster Specific Requirements**

- Insurer sponsorship is not required for adjusters. However, **please note** that probationary applicants will continue to be required to provide a completed “Supervision Undertaking” which will continue to be attached to the adjuster application. Upon completion of the application, the applicant may then submit their application(s) and other required documents via the portal.

Contact Information:  
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