

Cover letter: Application for Accreditation of Licensing Education

The application for accreditation of a licensing course must include a cover letter that contains the information outlined below.

Date (date of application)

To: courseprovider_approvals@fsrao.ca

Attention: Senior Manager, Regulatory and Credential Oversight Unit
Financial Services Regulatory Authority of Ontario
25 Sheppard Avenue West, Suite 100, Toronto, ON, M2N 6S6

Application for Accreditation of (Name of Course)

(Salutation),

Purpose of the application:

State:

- the organization is applying for accreditation by the Financial Services Regulatory Authority of Ontario (FSRA) for a mortgage brokering sector licensing course
- the name of the course for which accreditation is being sought and the licence category to which it applies

Brief description of the applicant:

State the organization's:

- primary business and its mandate
- experience in delivering education courses, including years of experience and the industry it serves
- primary contact for corresponding with FSRA regarding the application

List of documents included in the application:

- MBRCC-FSRA self-assessment application checklist, including supporting documents to satisfy the mandatory MBRCC standards
- A copy of Employment and Social Development Canada (ESDC) recognition as a Certified Educational Institution, if available

Name and Signature of Applicant

- Name and signature of applicant (i.e., individual with signing authority/primary contact at organization for corresponding with FSRA regarding the application)

Please complete your application based on the instructions in this letter and send your application to the above address together with copies of documents requested.