



Coronavirus

Council has begun preventive measures to avoid the coronavirus from spreading during exam sittings or scheduling exams.

Effective immediately applicants will not be allowed to write the entry exams if they are showing respiratory symptoms such as fever, cough, shortness of breath and/or breathing difficulties.

World Health Organization, standard recommendations to prevent infection spread include regular hand washing, covering mouth and nose when coughing and sneezing.

If an applicant is showing signs of a respiratory infection or other illness, they are advised to contact the Exam Coordinator to reschedule the exam sitting. Applicants will be allowed to reschedule the exam sitting at no extra cost due to illness.

Applicants arriving at the exam center that are showing signs of illness will not be allowed to write.

In addition, the number of applicants allowed to write at each exam centre will be reduced until the coronavirus outbreak is no longer an issue.

Effective March 27, 2020, Regina will be adding an exam sitting on Thursdays subject to holidays.

There will be no change to the Saskatoon exam dates with the exception of the number of applicants allowed to write.

Lastly, a reminder all exam locations are scent-free environments. Council reserves the right to refuse an individual from writing the exam(s) if a heavy scent is detected.

Thank you

Ron Fullan
Executive Director
Insurance Council of Saskatchewan



Application to Write Insurance Exams

Scent Free Office

- The Insurance Councils of Saskatchewan (Council) have instituted a scent-free environment for all employees and visitors. The use of scented products will not be allowed in the Council office. Scented products include but are not limited to hair spray, perfume, cologne, deodorant, etc.
- Council reserves the right to refuse an individual from writing the exam(s) if a heavy scent is detected.

Registration

- All individuals wishing to write licensing exams in Saskatchewan must register with Council at least forty-eight hours prior to the exam sitting date.
- Exam registrations must include the completed Licensing Examination Application Form and exam payment. Acceptable methods of payment include cash, debit, cheque, Visa or MasterCard.
- Individuals writing the LLQP Exams must be certified by their LLQP Course Provider prior to submitting an exam registration.
- Individuals writing exams on numerous days must submit separate exam registration forms for each exam date.
- Council corresponds with individuals via email. Ensure your writing is legible and information is accurate to avoid delays in scheduling exams.
- Registration is based on the availability of space.

No Show for Exam/Postpone/Cancellation

- Individuals who do not show up, postpone or cancel an exam sitting will forfeit the exam registration fee. Individuals will be required to submit a new exam registration with the exam fee prior to scheduling a new exam sitting date.

Arrival at the Exam Centre

- Individuals are required to arrive at the exam center fifteen minutes prior to commencement of the exam and are required to present valid identification. Photo ID is mandatory. In some cases, Council may require an individual to provide ID that identifies the individual's resident address.

Exam Room

- There is no talking once the exams begin. Individuals will be asked to leave and forfeit their exam sitting should this happen.
- Examinees must leave all purses, papers, briefcases, phones and all other personal belongings with the proctor at the front of the exam room before exams commence.
- The only items that examinees may keep with them are pencils, pens and a non-programmable calculator.

Pass Mark

- The pass mark for LLQP exams is 60%.
- The pass mark for all other exams is 75%.

Bylaw Exam

- The General Insurance Council Bylaw exam for All Classes other than Life, Adjuster Representatives and Travel are open-book.

Study Material

- Life and/or Accident & Sickness – Individuals are required to enroll in an LLQP course of study and become certified by an LLQP course provider prior to writing the provincial licensing exam.
- Restricted Travel – Individuals must purchase the CIRC Travel Qualifying Course prior to scheduling an exam sitting. Individuals must provide evidence the applicant purchased the course with their exam registration form.
- Restricted Auto, All Classes other than Life, Adjuster Representatives - Individuals are asked to refer to the Council Bylaws with respect to the entry education options available to them.
- Hail Insurance Agent/Salesperson and Hail Adjusters – Individuals are asked to refer to the Council website at www.skCouncil.sk.ca to obtain information regarding the entry exam and study material that is available.



Time Allotted by Exam Type

Life and/or Accident & Sickness

LLQP - Accident & Sickness Insurance.....	75 minutes
LLQP – Ethics & Professional Practice (Common Law Provinces)	75 minutes
LLQP – Life Insurance	75 minutes
LLQP – Segregated Funds and Annuities	75 minutes

All Classes other than Life

General Insurance Council Bylaw	1 hour
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Adjuster Representative (General)

Adjuster Qualifying <u>and</u> General Insurance Council Bylaw	2.5 hours
Adjuster Qualifying	1.5 hours
General Insurance Council Bylaw	1 hour

Restricted Travel

Saskatchewan Travel Insurance Qualifying <u>and</u> General Insurance Council Bylaw	2.5 hours
Saskatchewan Travel Insurance Qualifying	1.5 hours
LLQP - Accident & Sickness Insurance <u>and</u> General Insurance Council Bylaw	2.25 hours
LLQP - Accident & Sickness Insurance	75 minutes
General Insurance Council Bylaw	1 hour

Restricted Auto

General Insurance Council Bylaw	1 hour
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Hail Insurance Agent/Salesperson

Hail Agent/Salesperson Qualification	1 hour
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Hail Adjuster/Hail Adjuster Representative

Hail Adjuster	1.5 hours
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CREDIT CARD INFORMATION

Name on Card

MasterCard or Visa
Card Number

Expiration Date

Signature

Date