



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 centre that are showing signs of illness will not be allowed to write. In addition, the number of applicants allowed to write at the exam centre has been reduced as a precautionary measure.

Lastly, a reminder the exam location is a scent-free environment. 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 Council 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, 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 centre 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 exam(s) begins. Individuals will be asked to leave and forfeit their exam sitting should this happen.

Pass Mark

- The pass mark for all exams is 75%.

Study Material

- Restricted Travel – Individuals must purchase the CITC 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.
- Crop Hail Agent and Crop 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.



Licensing Examination Application Form

COUNCIL OFFICE IS SCENT FREE

All individuals wishing to write licensing exams in Saskatchewan must register with Council a minimum of forty-eight hours prior to the exam sitting date.

Individuals must purchase the CITC Travel Qualifying Course prior to scheduling an exam sitting. Individuals must provide evidence the applicant purchased the course with their exam registration form.

Council corresponds with individuals via email. Ensure your writing is legible and information is accurate to avoid delays in scheduling exams.

Exam marks will be sent by email only.

Name of applicant _____

LAST NAME

FIRST NAME

MIDDLE NAME

Preferred Name _____ Birth Date _____

Home Address _____

ADDRESS

CITY/TOWN

POSTAL CODE

Resident Phone _____ Business Phone _____ Cell _____

Email _____

Failure to accurately disclose the following information may nullify your exam results:

Yes

No

- | | | |
|--|--------------------------|--------------------------|
| 1. Are you a permanent resident or citizen of Canada? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are you a resident of Saskatchewan? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you within the past twelve months attempted any licence exam(s) in any other province?
If you have answered yes, provide full details on a separate sheet of paper. | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are you currently licensed or have you ever held a licence in any other province or state? | <input type="checkbox"/> | <input type="checkbox"/> |

Select the Exam(s) You Wish to Write

Property & Casualty (All Classes other than Life)

___ General Insurance Council Bylaw (open book) \$55

Restricted Auto

___ General Insurance Council Bylaw (open book) \$55

Property & Casualty Adjuster Representative

___ P&C Adjuster Qualifying and General Insurance Council Bylaw (bylaw exam open book) \$75

___ P&C Adjuster Qualifying \$55

___ General Insurance Council Bylaw (open book) \$55



Crop Hail Agent (Insurance)

___ Crop Hail Agent Qualification Exam.....\$55

Crop Hail Adjuster

___ Crop Hail Adjuster Examination.....\$55

Restricted Travel

___ SK Restricted Travel Insurance Qualifying and General Insurance Council Bylaw (bylaw exam open book)\$75

___ SK Restricted Travel Insurance Qualifying\$55

___ LLQP Accident & Sickness Insurance and General Insurance Council Bylaw (bylaw exam open book)\$80

___ LLQP Accident & Sickness Insurance.....\$25

___ General Insurance Council Bylaw (open book).....\$55

ALL EXAMS ARE WRITTEN IN REGINA AT THE COUNCIL OFFICE LOCATED AT

IDENTIFY THE DATE YOU WISH TO WRITE

Insurance Councils of Saskatchewan
310, 2631-28th Avenue, Regina

Wednesday 8:30 a.m. _____

Understanding

I understand that I must present valid photo identification upon arrival at the exam centre as evidence that I am the person registered to write the exam(s). I understand that I will not be allowed to write the exam(s) without such identification. There is no exception to this requirement.

I understand the information contained in this document is intended for the purposes of writing an exam(s) in order to be eligible to apply for licence as an insurance agent or an adjuster. The information collected is subject to the Privacy Guidelines of the Insurance Council of Saskatchewan.

SIGNATURE

DATE OF SIGNATURE

Please send the completed Licensing Examination Application Form with the appropriate fee to:

Exam Coordinator
Insurance Council of Saskatchewan
310, 2631 – 28th Avenue
Regina SK S4S 6X3

Bus 306.347.0862
Fax 306.347.0525
cari.banda@skcouncil.sk.ca

Office Use Only

Date Confirmed



Time Allotted by Exam Type

Property & Casualty

General Insurance Council Bylaw 1 hour

Property & Casualty Adjuster Representative

P&C Adjuster Qualifying and General Insurance Council Bylaw 2.5 hours

P&C Adjuster Qualifying 1.5 hours

General Insurance Council Bylaw 1 hour

Restricted Travel

SK Restricted Travel Insurance Qualifying and General Insurance Council Bylaw 2.5 hours

SK Restricted Travel Insurance Qualifying 1.5 hours

LLQP A&S and General Insurance Council Bylaw 2.25 hours

LLQP A&S 75 minutes

General Insurance Council Bylaw 1 hour

Restricted Auto

General Insurance Council Bylaw 1 hour

Crop Hail Agent (Insurance)

Crop Hail Agent Qualification 1 hour

Crop Hail Adjuster

Crop Hail Adjuster Qualification 1.5 hours

CREDIT CARD INFORMATION

Name on Card

MasterCard or Visa Card
Number

Expiration Date

Signature

Date
