



ACTA BC Insurance Exam and SK Insurance Exam Information

Please take a moment to read the information below for registration procedures and exam day information. Canadian Tourism College (CTC) is proud to partner with the Association of Canadian Travel Agencies (ACTA), offering testing for the BC and SK Insurance exams.

If you have any questions, please contact

ACTA : Kulsum Murtaza, toll free 1-888-257-2282, kmurtaza@acta.ca

Registering for the BC or SK Insurance Exam

Step 1: Register with ACTA through their website www.acta.ca. When registering with ACTA they will ask for a date and location for your exam and proctor information.

Step 2: Contact CTC for a testing date and confirm with them. CTC has a Proctor Fee Form that can be found on the ACTA website that will need to be filled and sent in with payment. Forms can be faxed or emailed in. Please note that CTC will have a proctoring fee of **\$40.00** for the BC Insurance Exam and SK Insurance Exam.

CTC requires payment prior to the testing date; this fee is separate from the exam fee through ACTA. Each campus has a cap for candidates taking the exam, please make sure to contact them promptly to ensure your preferred testing day.

Vancouver Campus

300-530 Hornby Street, Vancouver, BC 604-736-8000

Jo Heda - reception@tourismcollege.com

Proctor: Lori Albina, Instructor – loria@tourismcollege.com

Surrey Campus

320-10362 King George Blvd, Surrey, BC 604-582-1122

LuLu Chen - receptionsry@tourismcollege.com

Proctor: LuLu Chen, Enrollment Support – receptionsry@tourismcollege.com

Exam Dates

Surrey Campus – offered on the **1st** and **3rd** Thursday of every month at **1:30pm**.

Vancouver Campus – offered on the **2nd** and **4th** Thursday of every month at **10:00am**.

Step 3: Once you've registered with ACTA, you'll receive an email confirming the date and time of your exam.

Exam Day

Please arrive 15 minutes prior to receive receipt for the proctoring fee and to sign in. ACTA also require that candidates provide a government issued photo ID upon arrival and exam will start promptly at assigned times. Testing results for the BC & SK Insurance exams will be available immediately after the exam. Please note that CTC is a host venue for the exams and will provide a computer, internet, and a monitored environment for the exam.

In the event of an error or glitch within the testing program used by ACTA, we request your patience. In most cases, logging in and out of the test will solve any problems that may occur. In this case your answers will be logged by the system, and the time clock will be paused until you log back in.