



IBT COLLEGE

Business • Travel & Tourism • Technology

50 St. Clair Ave. East, 4th Floor, Toronto, ON M4T 1M9 Tel: 416.963.1211 Fax: 416.963.4316 Email: info@ibtcollege.com

Online Saskatchewan Insurance Exams Policies & Procedures

IBT College would be pleased to work with CITC in providing a proctored venue for industry personnel writing the Online Saskatchewan Insurance Exams - Qualifying Exam and Bylaw Exam.

Exam dates: Mondays, Wednesday & Fridays starting at 1.30 p.m. – 5.00 p.m., as of September 1, 2012

Maximum candidates: 6 per exam session

Location: IBT College
50 St Clair Ave East, 4th Floor
Toronto, ON M4T 1M9

Contact: Margo Bowen
Office Administrator
Email: info@ibtcollege.com
Phone: 416 963 1211
Fax: 416 963 4316

Registration: Candidates must register for the Saskatchewan Exams directly with CITC at <http://cict.ca/content/en/skins-into-e.asp> at least 10 days prior to the date on which they would like to write exam at IBT College. This is a separate procedure from registering for a Proctored seat at the College.

Please complete the IBT College registration form and forward by email or fax minimum of 3 days before the exam date.

Payment: Certified cheque payable to IBT College minimum of three days prior to the date of the exam or cash in person on the day of the exam.

Proctor: Joe Shokour, Margo Bowen or alternate staff member of IBT College

Classroom protocol: No food or beverages allowed in the computer lab.
Candidates should bring photo ID (passport, valid driver's license) and arrive no later than 1.00 p.m. to get logged in.