



WINTER 2011 IN-CLASS CIP COURSE SCHEDULE

Insurance Institute

Learning for the real world. Rewarding.™

REGISTRATION DEADLINES

EARLY: November 8 - 21 / STANDARD: November 22 - December 12 (Deadlines apply to Online, Fast Track and Evening Classes)

LATE REGISTRATION FEE EFFECTIVE DECEMBER 13

Late registrations will be accepted subject to a \$56 (incl HST) late fee and space availability.

Transfers between In Class, Fast track and Online courses will be accepted, a \$25 administration fee may apply

Schedule subject to changes - updates in **RED**

FAST TRACK – Winter 2011 (4 full days)

| COURSE # & TITLE | INSTRUCTOR | DAYS | DATES | TIME | LOCATION | EXAM |
|---|--------------------|--------------------|-------------------------|-----------|-----------------|-----------------------------|
| C11* Principles & Practice of Ins. <i>must be taken as one of first four courses</i> | Rick Pickens | 4 Saturdays | Feb 26, March 5, 19, 26 | 9am - 4pm | Downtown | Monday April 4 @ 9:30AM |
| C12* Insurance on Property | Mary Dehod | 4 Saturdays | March 5, 12, 19, 26 | 9am - 4pm | New West | Wednesday April 6 @ 9:30AM |
| C13* Insurance Against Liability | Atherine Ricketts | 4 Saturdays | March 5, 12, 19, 26 | 9am - 4pm | New West | Tuesday April 5th @ 1:30PM |
| C14* Automobile Insurance | Martin Dunstan | 4 Saturdays | March 5, 12, 19, 26 | 9am - 4pm | New West | Friday April 8th @ 9:30AM |
| C16* Business of Insurance <i>must be taken as one of the last 3 courses</i> | John McKenzie | 4 Saturdays | March 5, 12, 19, 26 | 9am - 4pm | New West | Monday April 4 @ 1:30PM |
| C39 Fraud Awareness | Michael Mesic | 4 Saturdays | March 5, 12, 19, 26 | 9am - 4pm | Downtown | Thursday April 7th @ 1:30PM |
| C111 Advanced Loss Adjusting | Leanne Taylor-Ring | 4 Saturdays | March 5, 12, 19, 26 | 9am - 4pm | North Van | Wednesday April 6 @ 1:30PM |
| C130 Essential Skills for Broker/Agent | Suzanne Brodziak | 2 Friday/Saturdays | March 4, 5 & 18, 19 | 9am - 4pm | Surrey | Tuesday April 5th @ 9:30AM |
| C13* Insurance Against Liability | Dennis Summerhayes | 4 Saturdays | March 5, 12, 19, 26 | 9am - 4pm | VICTORIA | Tuesday April 5th @ 1:30PM |

ONLINE – Winter 2011 (1 night/week, 2.5 hours for 11 weeks)

| COURSE # & TITLE | INSTRUCTOR | DAY | TIME | START DATE | LOCATION | EXAM |
|-----------------------------------|-------------------|-------|--------|---|---------------|-----------------------------|
| C14* Automobile Insurance | Rose Tomlinson | Tues. | 6:00pm | Thursday Jan 20 <small>(1st class Thurs, then Tuesdays)</small> | Online | Friday April 8th @ 9:30AM |
| C110 Essentials of Loss Adjusting | Atherine Ricketts | Wed. | 6:00pm | January 12, 2011 | Online | Thursday April 7th @ 9:30AM |

EVENING CLASS – Winter 2011 (1 night/week, 2.5 hours for 11 weeks)

Lower Mainland - address of locations listed below schedule

| COURSE # & TITLE | INSTRUCTOR | DAY | START TIME | START DATE | LOCATION | EXAM |
|--|-------------------|--------|---------------|------------------------|------------------|-----------------------------|
| C11* Principles & Practice of Insurance <i>must be taken as one of first four courses</i> | Wayne Hickey | Wed | 5:15pm | January 5, 2011 | Downtown | Monday April 4 @ 9:30AM |
| | Jack Hardacre | Tues. | 6:00pm | January 11, 2011 | New West | |
| C12* Insurance on Property | Paul Crema | Tues. | 5:15pm | January 11, 2011 | Downtown | Wednesday April 6 @ 9:30AM |
| C13* Insurance Against Liability | Anthony McDermott | Thurs. | 5:15pm | January 13, 2011 | Downtown | Tuesday April 5th @ 1:30PM |
| C14* Automobile Insurance | Tim Provenzano | Mon. | 5:15pm | January 10, 2011 | Downtown | Friday April 8th @ 9:30AM |
| C16* Business of Insurance <i>must be taken as one of the last 3 courses</i> | Sara Mehrjou | Tues. | 5:15pm | January 11, 2011 | Downtown | Monday April 4 @ 1:30PM |
| C32 Bodily Injury Claims | Chris Marbella | Thurs. | 6:30pm | January 13, 2011 | Surrey | Friday April 8th @ 1:30PM |
| C72 Into to Risk Mgmt & Commerical | Monica Woldring | Thurs. | 5:15pm | January 13, 2011 | Downtown | Monday April 4 @ 1:30PM |
| C110 Essentials of Loss Adjusting | Shannon Karok | Wed. | 6:00pm | January 12, 2011 | New West | Thursday April 7th @ 9:30AM |
| C120 Underwriting Essentials | Allison Bergen | Mon. | 5:15pm | January 10, 2011 | North Van | Wednesday April 6 @ 1:30PM |
| | Ron Holmes | Mon. | 5:15pm | January 10, 2011 | Downtown | |
| C121 Advanced Underwriting | Rita Algabre | Wed. | 5:15pm | January 12, 2011 | Downtown | Tuesday April 5th @ 9:30AM |
| C130 Essential Skills for Broker/Agent | Darlene McBride | Mon. | 5:15pm | January 10, 2011 | Downtown | Tuesday April 5th @ 9:30AM |
| C131 Advanced Skills for Broker/Agent | Marleen Abbott | Wed. | 6:00pm | January 12, 2011 | Surrey | Wednesday April 6 @ 1:30PM |

*mandatory course

Learning for the real world. Rewarding.™

Vancouver Island - address of locations listed below schedule *mandatory course

| | | | | | | | |
|-------------|-------------------------------------|--------------------|----------------------------|---------------|---|-----------------|-----------------------------------|
| C13* | Insurance Against Liability | Dennis Summerhayes | Saturday Fast Track | 9:00am | March 5, 12, 19, 26 | Victoria | Tuesday April 5th @ 1:30PM |
| C16* | The Business of Insurance | Tara Parr | Tues. | 6:00pm | January 11, 2011 | Victoria | Monday April 4 @ 1:30PM |
| C130 | Essential skills for the Broker/Agt | Lucie Ferguson | Thurs. | 6:00pm | January 13, 2011 | Victoria | Tuesday April 5th @ 9:30AM |
| C12* | Insurance on Property | Mike Conners | Tues. | 6:00pm | January 11, 2011 | Nanaimo | Wednesday April 6 @ 9:30AM |
| C121 | Advanced Underwriting | Dale Rogoza | Tues. | 6:00pm | January 11, 2011 | Nanaimo | Tuesday April 5th @ 9:30AM |
| C14* | Automobile Insurance | Rose Tomlinson | Tues. | 6:00pm | Thursday Jan 20 <small>(1st class Thurs, then Tuesdays)</small> | Online | Friday April 8th @ 9:30AM |
| C110 | Essentials of Loss Adjusting | Autherine Ricketts | Wed. | 6:00pm | January 12, 2011 | Online | Thursday April 7th @ 9:30AM |

Kelowna & Prince George - address of locations listed below schedule *mandatory course

| | | | | | | | |
|------|------------------------------|--------------------|--------|--------|---|----------------------|-----------------------------|
| C110 | Essentials of Loss Adjusting | Greg Thierman | Thurs. | 6:00pm | January 13, 2011 | Kelowna | Thursday April 7th @ 9:30AM |
| C14* | Automobile Insurance | Tricia Gagnon | Wed. | 6:00pm | January 10, 2011 | Prince George | Friday April 8th @ 9:30AM |
| C14* | Automobile Insurance | Rose Tomlinson | Tues. | 6:00pm | Thursday Jan 20 <small>(1st class Thurs, then Tuesdays)</small> | Online | Friday April 8th @ 9:30AM |
| C110 | Essentials of Loss Adjusting | Autherine Ricketts | Wed. | 6:00pm | January 12, 2011 | Online | Thursday April 7th @ 9:30AM |

COURSE LOCATIONS - LOWER MAINLAND

| | | |
|-----------------------------|--|---|
| Vancouver (Downtown) | IIBC - (Insurance Institute of BC) YWCA | 1110 - 800 W. Pender (corner of West Pender St & Howe St.) 567 Hornby St. - 4th floor |
| Surrey | ICBC Out-of-Province Claims | 10470 - 152nd St - 4C |
| New West | Douglas College | 700 Royal Ave C110 Wed & C11 Tues: 1809 Fast Track:C12 - 3406, C13 - 3408, C14 - 3412, C16 - 3343 |
| North Vancouver | ICBC | 151 West Esplanade |

COURSE LOCATIONS - VANCOUVER ISLAND, KELOWNA & PRINCE GEORGE

| | | |
|----------------------|-------------------------|-------------------------|
| Victoria | ICBC | TBD |
| Nanaimo | ICBC | TBD |
| Kelowna | Stutters Restoration | 201 - 1216 St. Paul St |
| Prince George | Western Financial Group | 790 Central Street East |

In-Class CIP Course Fees (Winter 2011) EVENING CLASS and FAST TRACK

| COURSE - <small>fees include applicable tax</small> | EARLY: November 8 - 21 | | | STANDARD: November 22 - December 12 | | |
|--|------------------------|------------|-----------------|-------------------------------------|------------|-----------------|
| | Tuition & Exam | Textbook † | TOTAL | Tuition & Exam | Textbook † | TOTAL |
| C11 | \$510.72 | \$162.75 | \$673.47 | \$546.56 | \$162.75 | \$709.31 |
| C12, C13, C16 & Applied Courses** | \$462.56 | \$162.75 | \$625.31 | \$498.40 | \$162.75 | \$661.15 |
| All Other Courses | \$463.68 | \$129.15 | \$592.83 | \$498.40 | \$129.15 | \$627.55 |

† **TEXTBOOKS** - If you already have a current edition textbook, please let us know and the textbook fee will not apply.

FAST TRACK: You must read your text prior to the first class. Add \$11.20 to the above fees for S&H. Texts will be sent to your office via ICS

ONLINE: Add \$11.20 to the above fees for S&H. Texts will be sent to your office via ICS

EVENING CLASS: Textbooks are distributed by the instructor during the first class.

**** STUDENT RESOURCE GUIDES (includes access to on-line tutorial):**

Resource Guides contain sample questions and answers matching the question styles of the national exams. You will find review questions, case study questions and other additional material to enhance the learning experience and to help prepare for the exam.

C11, C12, C13, C16 and all Applied Course Textbooks: Fee above includes the mandatory student resource guide and on-line tutorial.

ONLINE WEB COURSE:

This course will require students to have access to high-speed internet and speakers. The midterm will be a daytime exam to be written at the IIBC office or proctored by your supervisor. For further details please contact IIBC.

CANCELLATION POLICY (Evening Class, On-Line & Fast Track):

Once your form is received in our office you are registered and financially responsible for the course.

Approved withdrawals will be subject to a \$60.00 (incl tax) withdrawal fee and course text charge.

No refunds will be made for texts that are not current, or have been marked in.

All cancellations/withdrawals must be made in writing (email, fax or mail) before the cancellation deadline.

MEMBERSHIP FEES are \$65 and are non-refundable

FAST TRACK deadline: Feb 1, 2011. Requests must be made prior to this date. NO REFUNDS after this date

EVENING CLASS deadline: Requests must be received prior to second class. NO REFUND will be given after the second class

Transferring to distance learning is not permitted and is considered a cancellation. Transfers to other In Class, Online or Fast Track courses can be arranged, however, after Jan 1, they may be subject to a \$25 (plus tax) administration fee.

TWO WAYS TO REGISTER:

(1) If paying by credit card please register On-line at www.insuranceinstitute.ca

(2) If paying by cheque Fax to 604-681-5479 – form located at www.insuranceinstitute.ca – BC Manual Registration Form

If you have any questions, please contact us at 604-681-5491 or IIBCmail@insuranceinstitute.ca