

## How to Schedule an LLQP Exam in Cranbrook

The Insurance Council has partnered with College of the Rockies - Cranbrook Campus in Cranbrook to administer the in-person LLQP exam. Please see the steps below for how to schedule an exam with the test centre.

1. Select “Insurance Council of BC – LLQP Exam - Cranbrook.”

**1** Are you a College of the Rockies student or do you fall under one of these other headings? (required)

Select an option

- Select an option
- Accessibility Student
- Accessibility Student Finals
- College of the Rockies Student Taking Online Course
- External Student - Typing Assessments (In Person) \$40 Cranbrook
- External Student (\$40) - Cranbrook
- External Student (\$40) - Fernie
- External Student (\$40) - Invermere
- Insurance Council of BC – LLQP Exam - Cranbrook**
- OFAD - Cranbrook

**2**

2. Select the exam module you wish to write.

**2** Choose Your Exam: (required)

Choose Your Exam:

- Choose Your Exam:
- Accident and Sickness Insurance
- Ethics and Professional Practice (Civil Code)
- Ethics and Professional Practice (Common Law)
- Life Insurance
- Segregated Funds and Annuities

**3** ~~dates will be available in blue.~~ (required)

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3. Select a date that is **at least 14 calendar days** ahead of today's date. For example, if today is November 1, 2023, you may only select November 15, 2023 or any later date that is available to write your exam. Exam date selection is dependent on the test centre's availability.

**3** Enter the date of your exam (all exams dates will be available in blue. (required)

Example: Thursday, October 19, 2023

November 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

me. (required)

4

**(Please note:** You must notify the Insurance Council's Examinations team via email at [examinations@insurancecouncilofbc.com](mailto:examinations@insurancecouncilofbc.com) **at least 14 calendar days before** your scheduled exam date. Failure to do so will result in your request being declined, and you will be required to reschedule your exam with the test centre.)

4. Select an exam start time. Exam start times are dependent on the test centre's availability.

**4** Choose the class/exam start time. All times are in Mountain Standard Times (MST) (required)

Select an option

Select an option

- 9:00 AM
- 11:00 AM
- 1:00 PM
- 3:00 PM

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5. Enter your contact information. Please ensure to enter your full legal name as listed on your government-issued photo ID. This name must match the name on record with the Insurance Council, otherwise, you will not be permitted to write the exam.

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**Enter student's first, last name and COTR email, phone number, external students please use your personal email.**

*If you are a College of the Rockies student, use your college email address.*

First Name (required)

This field is required

Last Name (required)

This field is required

Email (required)

This field is required, This field must be a valid email

6. Thoroughly read through the exam rules, guidelines and acknowledgment before checking the acknowledgment box, and click on “Add to Cart.”

6

**Exam guideline acknowledgement**

- Photo Identification must be shown prior to writing any exam;
- Smart Watches, cellular phones or any devices capable of storing text or data are to be turned off and left outside the testing area in locker provided;
- Coats, caps, hats etc. and excess layered clothing must be removed and stored in the closet provided. Please note you may be

I agree to follow the above guidelines

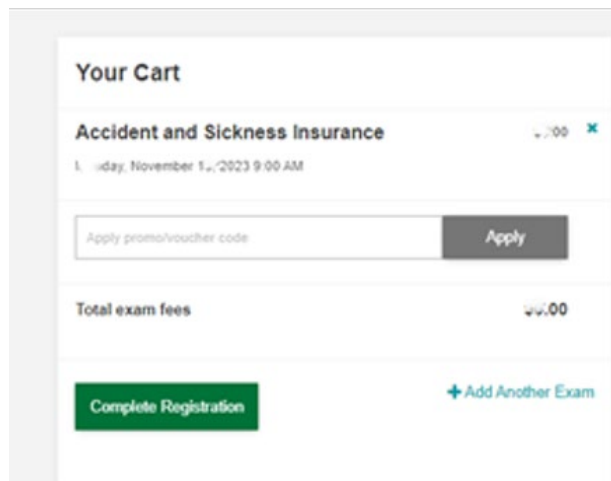
Add to Cart

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7. Click on “Complete Registration” to complete your booking.

**(Please note:** A proctoring fee applies and is paid directly to the test centre on the day you write your exam.)



8. Once your information has been reviewed by the test centre, they will send you a verification email to the email address you have provided. Please ensure to read the email as it contains important information about your exam.
9. Repeat steps 1 to 8 above to schedule another exam module.
10. Return to the Insurance Council website [here](#) and complete steps 2 – 7 listed on the webpage to confirm your scheduled exam date.

**(Please note:** Your exam is not confirmed until you complete steps 2 – 7 listed [here](#) on the Insurance Council website.)