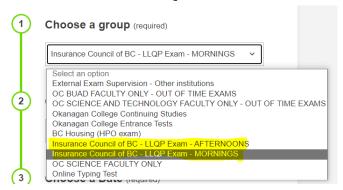


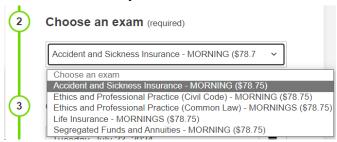
### How to Schedule an LLQP Exam in Kelowna

The Insurance Council has partnered with Okanagan College-Kelowna Campus in Kelowna 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 - MORNINGS" for a 9:00 am exam, or "Insurance Council of BC – LLQP Exam - AFTERNOONS" for a 1:00 pm exam.



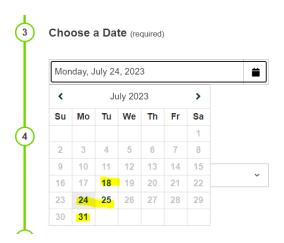
2. Select the exam module you wish to write.



(**Please note:** you may only write two exam modules per exam day, and it can only be written on Mondays and Tuesdays at 9:00 am or 1:00 pm.)

3. Select a date that is **at least 14 calendar days** ahead of today's date. For example, if today is June 26, 2023, you may only select July 10, 2023 or any later date that is available to write your exam.

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(**Please note:** You must notify the Insurance Council's Examinations team via email at <a href="mailto:examinations@insurancecouncilofbc.com">examinations@insurancecouncilofbc.com</a> 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.)

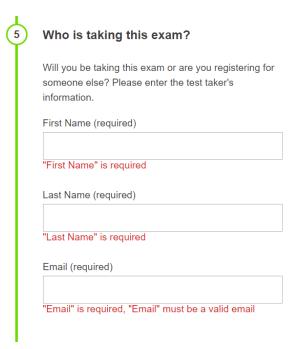
4. Select the exam time: 9:00 AM.



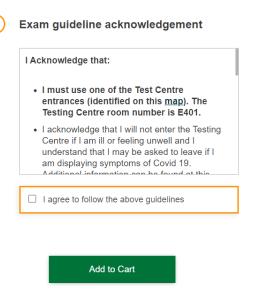
(**Please note:** you may only write two modules per exam day, and it can only be written on Mondays and Tuesdays at 9:00 am or 1:00pm.)

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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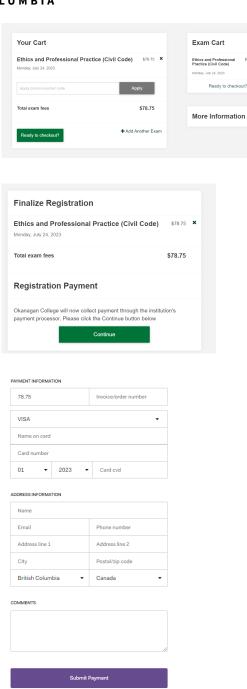


6. Thoroughly read through the exam rules, guidelines and acknowledgment before checking the acknowledgment box, and click on "Add to Cart."



7. A proctoring fee applies and is paid directly to the test centre. Follow the steps to pay for your exams. Click on "Ready to checkout?" then click on "Continue." Enter your payment information and click on "Submit Payment."

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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.

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- 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.)