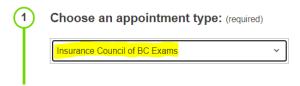


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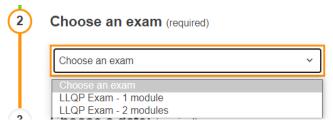
How to Schedule an LLQP Exam in Victoria

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

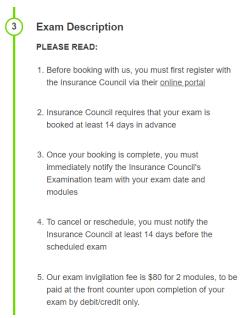
Select "Insurance Council of BC Exams."



2. Select the number of modules you wish to write. You may write up to 2 modules per exam date/time selection.



3. Please ensure to read the instructions.

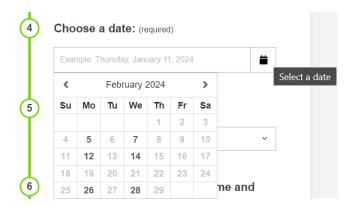


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4. Select a date that is <u>at least 14 calendar days</u> ahead of today's date. For example, if today is January 1, 2024, you may only select January 15, 2024, or a later date to write your exam. Exam date selection is dependent on the test centre's availability.

(**Please note:** You must notify the Insurance Council's Examinations team via email at examinations@insurancecouncilofbc.com <u>at least 14 calendar days before</u> 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.)



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



6. Enter your contact information and select the modules you wish to write. 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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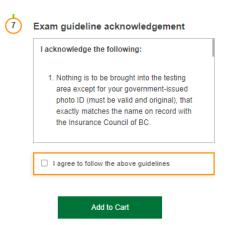
Please enter your full legal name and email address

Will you be taking this exam or are you registering someone else? Please enter the test taker's information.	for
Last Name (required)	
Email (required)	
This field is required, This field must be a valid em	ail
First Name (required)	
Phone Number (required)	
555-555-5555	
This field is required	
Select the module you are writing first: (required)	
- Choose an option -	0
This field is required	
Select the module you are writing second: (require	d)
- Choose an option -	0
This field is required	
Would you like to receive text notifications?	
Example: 555-555-5555	
 By entering my mobile number above, and checking this box, I agree to the Terms of Servi and Privacy Policy 	ce

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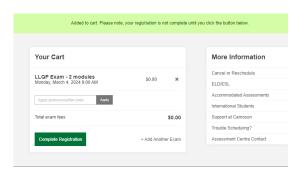
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7. Thoroughly read through the exam rules, guidelines and acknowledgment before checking the acknowledgment box.



8. Once you have entered all the necessary information. Click on "Add to Cart," and "Complete Registration."

(**Please note:** A proctoring fee applies and is paid directly to the test centre on the day you write your exam. The test centre's exam proctor fee is \$60 for 1 module and \$80 for 2 modules, to be paid at the front counter upon completion of your exam by debit/credit only.)



- 9. 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(s).
- 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.)