

# CE REGISTRATION POLICY

## REGISTRATION

To register for a course or webinar, a completed registration form must be received, with payment in full (to IBAO) prior to the start date. We accept Visa, Mastercard, brokerage cheques and certified personal cheques. (See contact information below). Courses are filled on a first come, first served basis.

## DEADLINES

The cut-off for course and webinar registration is five (5) business days prior to the start date. Late registrants may be accepted space permitting.

## FEES

RIBO accredited courses and webinars are tax exempt. Fees are subject to change without prior notice.

## NSF & BANKING FEES

All bank charges incurred are the registrant's responsibility.

*Note: It is the student's responsibility to become familiar with the Registration Policy prior to enrollment. Please keep a copy of registration information for your records.*

Mail, fax or email completed forms to:

Tracey Blouin, Broker Continuing Education Coordinator, email: [tblouin@ibao.on.ca](mailto:tblouin@ibao.on.ca) | fax: 416 488 7526  
Insurance Brokers Association of Ontario, 700-1 Eglinton Avenue East, Toronto, ON M4P 3A1

# CE REGISTRATION FORM

## 1. Applicant Information

IBAO Number: _____	RIBO Number: _____
Course Name: _____	
Location: _____	Date: _____
Name: _____	
Brokerage: _____	
Address: _____	
City: _____	Postal Code: _____
Email: _____	Phone: _____

## 2. Payment Options

Fee Enclosed (please refer to website for fees): \$ _____			
<input type="checkbox"/> Brokerage Cheque	<input type="checkbox"/> Certified Personal Cheque	<input type="checkbox"/> MasterCard	<input type="checkbox"/> VISA
Card #: _____		Card Expiry: _____	
Cardholder: _____		Signature: _____	

## 3. Applicant Declaration

I \_\_\_\_\_ confirm the above information is correct. I agree to participate in the above course and abide by IBAO education's Registration Policy. I understand fees are subject to change without prior notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Mail, fax or email completed forms to:

Tracey Blouin, Broker Continuing Education Coordinator, email: [tblouin@ibao.on.ca](mailto:tblouin@ibao.on.ca) | fax: 416 488 7526  
Insurance Brokers Association of Ontario, 700-1 Eglinton Avenue East, Toronto, ON M4P 3A1

