

# 2024 CPIB REGISTRATION POLICY

## 2024 IMPORTANT DATES

SEMESTER	SEMESTER DATES	REGISTRATION DEADLINE	EXAM DATE
Winter	Feb. 5—April 22	January 29	April 24
Re-sit Exam			January 24 August 28
Summer	May 27—July 29	May 21	July 31
Fall	Sept. 9—Dec. 2	September 3	December 4

## REGISTRATION POLICY

- CPIB Candidates must have completed either CAIB or CIP to enroll.
- Upon completion of the course stream, learners must supply transcripts from three (3) college or university programs before graduation. Contact IBAO for more information. (Fees apply)
- Your registration will be processed upon receipt of full payment. Course payment must be payable to IBAO. We accept brokerage cheque\*, MasterCard, and VISA (Not VISA Debit!)  
**(NOTE: Payment by cheque must be RECEIVED and CLEARED at the bank BEFORE registration can begin)**
- Please note that courses are filled on a first come, first serve basis.
- IBAO Members are Brokerages (businesses) and their staff list in IBAO's database. IBAO does not have membership status for individuals.

## COURSE & TEXTBOOK CANCELLATION AND REFUND POLICY

If the registrant is unable to attend the course, the registrant must submit a written notice to the IBAO to be eligible for a refund. These conditions apply.

1. IBAO **does not have** any supply of hardcopy materials **onsite**. Shipping is through FedEx.
2. **Textbooks once shipped are not refundable or returnable.**
3. **Admin Fee is: \$75.**
4. Textbooks shipped to an incorrect address provided by the learner or loss due to no fault of the IBAO, will be charged the Admin Fee in addition to the cost of the textbook.
5. If a cancellation notice to a course is provided more than **15 days before the course start date**, the learner is entitled a refund of the course fee (minus Textbook fee once shipped).
6. If notice is provided in **15 days or less to course start date**, the Admin Fee plus Textbook Fee will be deducted from the total refund.
7. **No refunds once course has begun.**

## EXAM POLICY

- All CPIB Exams are held at the test taker's brokerage. The test taker is responsible to identify a proctor within their brokerage. The proctor can be either a Principal Broker or a Manager at a brokerage and must be registered with IBAO before the exam.
- Test takers will receive exam details from IBAO one month prior to the exam date.

## EXAM TRANSFER POLICY

The Registrant must email IBAO the request to transfer their exam date. Requests will be reviewed by IBAO on a case-by-case basis and subject to Admin Fee. (See above) \*See Registration Form for RESIT Fees.



**EXAM RESITS/NO-SHOWS/APPEALS POLICY**

- Passing grade is 60% or higher.
- Test takers who fail to attend or complete their scheduled exam must provide supporting documentation (i.e. medical note), otherwise they are subject to **No-Show Fee** (removing eligibility for Honour Status) and transferred to the next exam date.
- Appeals can be made by those who challenge their exam results. Contact IBAO EXAMS ([exams@ibao.on.ca](mailto:exams@ibao.on.ca)) for more information.

\*See fees on Registration Form

**NSF & BANKING FEES**

All bank charges incurred are the learner's responsibility.

**TAXES & FEES**

All National Designation programs are tax exempt. Fees are subject to change without prior notice.

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

**EMAIL COMPLETED REGISTRATION FORMS (WITH PAYMENT) TO:**

[education@ibao.on.ca](mailto:education@ibao.on.ca)

# 2024 CPIB REGISTRATION FORM (THIS IS A PDF FILLABLE FORM)

## 1. Applicant Information

Name: _____	Member ID: _____	
Brokerage (for shipping): _____		
Address: _____		
City: _____	Province: _____	Postal Code: _____
Email: _____	Phone: _____	

## 2. Select Program

<b>Select CPIB Semester</b>		
<input type="checkbox"/> Winter Semester	<input type="checkbox"/> Summer Semester	<input type="checkbox"/> Fall Semester
<b>Select CPIB Module</b>		
<input type="checkbox"/> Law & Ethics	<input type="checkbox"/> Advanced Personal Lines	<input type="checkbox"/> Business Strategy
<input type="checkbox"/> Claims Management	<input type="checkbox"/> Advanced Commercial Lines	

## 3. Select Option

<b>Study Options - Includes Exam Fee</b>	
<input type="checkbox"/> Self-Study - \$535 (Member) / \$550 (Non-Member)	
<b>Exam Only Options</b>	
<input type="checkbox"/> Resit Exam - \$135 / \$175	<input type="checkbox"/> Transfer Exam - \$75 / \$100

## 4. Payment Options

(NOTE: Payment by cheque must be RECEIVED and CLEARED at the bank BEFORE registration can begin)

Fee Enclosed: \$ \_\_\_\_\_

Brokerage Cheque     MasterCard     VISA

Card #: \_\_\_\_\_ Card Expiry: \_\_\_\_\_

Cardholder: \_\_\_\_\_

## 5. Applicant Declaration

I \_\_\_\_\_ confirm that the above information is correct. I agree to participate in the above course and abide by the CAIB Registration Policy. I understand that fees are subject to change without notice.

Date: \_\_\_\_\_

EMAIL COMPLETED REGISTRATION FORMS (WITH PAYMENT) TO:  
education@ibao.on.ca

