

EXAMINATIONS

Examinations consist of 75 questions to be completed within three hours.

The pass mark is 60% for Salesmen or 45 questions of the 75 must be answered correctly and 70% for Agents and Brokers or 53 of the 75 questions answered correctly.

EXAMINATION FEES ARE NON-REFUNDABLE & NON-TRANSFERABLE.

Requests for deferrals must be made in writing, no less than 30 days before the examination date.

2019 Fee Structure

Classes & Examinations

	Members	Non-Members
	\$	\$
Examination	2,500	2,800
Text ONLY	300	300
Late Reg.	200	200
Copy of Exam Results	300	300
Exemptions	500	500
Deferrals (without medical)	300	350
Mock Exam	300	300

CASH IS NOT ACCEPTED AT TTII's office.

Payment can be made by Debit/Credit Card,

MEMBER company cheques or Manager's

Cheques Monday through Friday, 8:15 a.m. to 4:00 p.m.

2019 GENERAL EXAMINATION DATES & REGISTRATION DEADLINES

GENERAL

April 9th 2019

Registration Deadline: March 8th 2019

Late Registration: March 11th– 13th 2019

August 13th 2019

Registration Deadline: July 12th 2019

Late Registration: July 15th – 17th 2019

December 10th 2019

Registration Deadline: November 8th 2019

Late Registration: November 11th – 13th 2019

NOTE: Exams are held in Tobago April & December ONLY (**Tentative**)

Vision: To be recognized as the premier Financial Services Education and Training Institution in Trinidad and Tobago and the wider Caribbean, through the provision of effective and relevant education programmes for all industry and the wider public. To be the authorized certification and standards qualification governing body for the financial services sector in Trinidad and Tobago.

Trinidad and Tobago Insurance Institute

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Trinidad and Tobago Insurance Institute

State Licensing Insurance Programme & Examination Schedule 2019



General Insurance Business

Embracing the Future

How Can Classes Benefit You?

- Experienced Tutors
- Examination Techniques
- Access to Library
- Enhances Networking

General Insurance Syllabus

Section I

1. Risk & Insurance
2. Basic Principles of Insurance
3. Fundamentals of Contract Law as applicable to General Insurance
4. Personal Lines of Insurance (1)
 - *Motor Insurance.
- 5 Personal Line of Insurance (2)
 - *Household Policy
6. Personal Lines Insurance (3)
 - *Computer All Risks Insurance -
 - *Personal Accident Insurance –
 - *Travel Insurance –
 - *Underwriting Factors
7. Commercial Lines of Insurance (1)
 - *The Fire Commercial Policy –
 - *Major Extensions –
 - *Underwriting Factors
8. Commercial Lines of Insurance (2)
 - *Burglary Insurance -
 - *Money Insurance -

General Insurance Syllabus

9. Commercial Lines of Insurance –
 - *Public Liability Insurance
10. Introduction to other General Insurance Policies-
 - *Commercial Motor Insurance Policies
 - *Professional Indemnities-
 - *Contractors All Risks Insurance Policies
 - *Machinery and Plant Policies Guarantees
 - *Business Interruption Insurance
 - *Marine Insurance
 - *Goods in Transit Insurance

11. Documentation in Insurance: Re: Claims-
 - *Common Questions on Proposal Forms-
 - *Policy Forms-
 - *Cover Notes
 - *Certificates –
 - *Basic Claims Procedure
 - *Resolution of Disputes

Section II

12. State Regulation & Supervision of Insurance
 - *Overview of Insurance Act, 1980 State Supervision
 - *Part 111 of the Act, 1980- as it relates to Agents, Salesman & Brokers

General Insurance Syllabus

Section III

13. Compliance (Anti Money Laundering (AML) / Combating the Financing of Terrorism (CFT)
 - *The Legislative and Regulatory Framework
 - *Role of the CBTT as a Supervisory Authority
 - *Key Features of a Compliance Programme
 - *Customer Due Diligence
 - *Know Your Employee (KYE)
 - *The Role of the Compliance Officer
 - *Recognizing and reporting suspicious activity (SARS)
 - *Statutory Reporting Requirements

Section IV

14. Governance & Ethics

Section V

15. Basic Financial Accounting
 - *International Accounting Standards
 - *Basic Accounting Process
 - *Understanding the Statement of Financial Position i.e. Assets, liabilities and shareholders' equity
 - *Understanding the Income Statement i.e. Revenues, expenses, gains, losses and effects of taxation
 - *Understanding Statement of Cash Flows
 - *Fundamentals of Financial Analysis: Statement of Position, Income Statement, Statement of Cash Flows

General Insurance Classes 2019

Dates, Times & Venues

Classes are held once per week for 12 weeks with one review class, at the following venues:

Port of Spain Venue

Trinidad & Tobago Insurance Institute
8 Stanmore Avenue, Port of Spain

Wednesdays: 1:00 p.m. - 4:00 p.m.

Class Dates	Exam Dates
Jan 9 th – April 3 rd	April 9 th
May 8 th – Aug 7 th	August 13 th
Sept 11 th – Dec 4 th	Dec 10 th

Central Venue

Central Regional Indoor Sport Arena,
Saith Park, Manic Street, Chaguanas

Tuesdays: 3:00 p.m. – 6:00 p.m.

Class Dates	Exam Dates
Jan 8 th – April 2 nd	April 9 th
May 7 th – July 7 th	August 13 th
Sept 10 th – Dec 3 rd	Dec 10 th

South Venue

Guardian Building, Hobson Court,
13-17 Keate Street, San Fernando

Thursdays: 4:00 p.m. – 7:00 p.m.

Class Dates	Exam Dates
Jan 10 th – April 4 th	April 9 th
May 9 th – Aug 8 th	August 13 th
Sept 12 th – Dec 5 th	Dec 10 th

Tobago Venue (Tentative)

Ansa McAL Building, Milford Road,
Mount Marie Junction, Scarborough,
Tobago

Tuesdays: 9:00 a. m. – 12:00 a.m.

Class Dates	Exam Dates
Jan 8 th – April 2 nd	April 9 th
Sept 10 th – Dec 3 rd	Dec 10 th