EXAMINATIONS

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

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

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

2024 Fee Structure

Classes & Examinations

	Members	Non-Members
	\$	\$
Examination	2,600.00	2,900.00
Late Registration	500.00	500.00
Copy of Exam Results	300.00	300.00
Exemption Requests	500.00	500.00
Deferrals	500.00	500.00

EXAMINATION FEES ARE NON-REFUNDABLE

CASH IS NOT ACCEPTED AT TTII's office.

Payment can be made by Debit/Credit Card, <u>MEMBER</u> company cheques, Manager's Cheques or through direct deposit to our FCB account Monday through Friday, 8:15 a.m. to 4:00 p.m.

Banking Information:

Trinidad and Tobago Insurance Institute
First Citizens Bank: Account #: 2672053

2024 GENERAL EXAMINATION DATES & REGISTRATION DEADLINES

April 09th 2024

Registration Deadline: March 08th 2024

August 13th 2024

Registration Deadline: July 12th 2024

December 10th 2024

Registration Deadline: November 08th 2024

Note: A fee of \$500.00 will be charged for any registration form received after the deadline date.

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

Address: 46-50 Picton Street, Newtown,

Port of Spain

Telephone: 628-5457/628-2969/628-1663

Fax: 622-4205

Email: <u>mail@ttii.org.tt</u>
Website: <u>www.ttii.org.tt</u>





Trinidad and Tobago Insurance Institute

State Licensing Insurance
Programme
&
Examination Schedule
2024



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

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

General Insurance Syllabus

- Introduction to other General Insurance Policies
 - Commercial Motor Insurance Policies
 - Professional Indemnity
 - Contractors All Risks Insurance Policy
 - Machinery and Plant Policies
 - Guarantees
 - Business Interruption Insurance
 - Marine Insurance
 - Goods in Transit Insurance
- Documentation in Insurance:
 - Claims
 - CommonQuestions onProposal Forms
 - Policy Forms
 - Cover Notes
 - Certificates
 - Basic Claims Procedure
 - Resolution of Disputes

Section II

- State Regulation & Supervision of Insurance
 - Overview of Insurance Act, 2018 (as amended) State Supervision
 - Part III of the Act, 2018

 as it relates to Agents,
 Sales Representatives & Brokers.

Section III

 Compliance (Anti Money Laundering (AML) / Combating the Financing of Terrorism (CFT)

General Insurance Syllabus

- 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

Governance & Ethics

Section V

- 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 the Statement of Cash Flows
 - Fundamentals of Financial Analysis: Statement of Position, Income Statement, Statement of Cash Flows

General Insurance Classes 2024

Classes are held once per week for 12 weeks, for the following sessions during the 2024 calendar year.

January-April 2024

Class Dates

Exam Dates

Jan 09th - Mar 26th

Apr. 09th

May-August 2024

Class Dates

Exam Dates

May 14th - Jul 30th

Aug. 13th

September-December 2024

Class Dates

Exam Dates
Dec. 10th

Sept 10th - Nov 26th

Note:

Classes will be held every Tuesday (3:00 p.m. to 6:00 p.m.) or as advised on the schedule provided to registrants at the commencement of each session.

2024 General State Licensing Insurance Programme