

## 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, **MEMBER** 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 LONG TERM EXAMINATION DATES & REGISTRATION DEADLINES

### April 09<sup>th</sup> 2024

Registration Deadline: March 08<sup>th</sup> 2024

### August 13<sup>th</sup> 2024

Registration Deadline: July 12<sup>th</sup> 2024

### December 10<sup>th</sup> 2024

Registration Deadline: November 08<sup>th</sup> 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:** [mail@ttii.org.tt](mailto:mail@ttii.org.tt)  
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## Trinidad and Tobago Insurance Institute

### State Licensing Insurance Programme & Examination Schedule 2024



## Long Term Insurance Business

*Embracing the Future*

## How Can Classes Benefit You?

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

## Long Term Insurance Syllabus

### Section I

- Basic Principles of Life & Health Insurance
- Functions of Life & Health Insurance
- Fundamentals of Contract Law
  - Meaning of Contracts
  - Types of Contracts
  - General requirements for a valid contract.
  - Utmost Faith
- Basic Life Insurance Products
  - Term Life
  - Whole Life
  - Juvenile Insurance
  - Endowment Insurance
  - Industrial Life Insurance
- Flexible Life Insurance Products
  - Universal Life
  - Morality Charges
  - Expenses
  - Loans & Withdrawal
- Supplementary Benefit Riders
  - Waiver of Premium for Disability Benefit/Payor Benefit
  - Disability Income Benefit
  - Accidental Death Benefit & (AD&D)
  - Terminal Illness Benefit
  - Dread Disease (Critical Illness)

## Long Term Insurance Syllabus

- Life Insurance Policy Provisions
  - Misstatement of Age or Sex
  - Grace Period
  - Beneficiary Provision
  - Payment of Claims
- Options Relating to Non-Forfeiture, Dividends & Settlements
  - Non-forfeiture options
  - Dividend Options
  - Settlement Options
- Life Insurance Claims
- Annuities
- Group Insurance, Individual Health National Insurance
  - Principles & Characteristics of Group Insurance
  - Group Health Insurance

### 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)
  - The Legislative and Regulatory Framework
  - Role of the CBTT as a Supervisory Authority

## Long Term Insurance Syllabus

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

## Long Term 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 08 <sup>th</sup> – Mar 25 <sup>th</sup>	Apr 09 <sup>th</sup>

### May-August 2024

Class Dates	Exam Dates
May 13 <sup>th</sup> – Jul 29 <sup>th</sup>	Aug 13 <sup>th</sup>

### September-December 2024

Class Dates	Exam Dates
Sept 09 <sup>th</sup> – Nov 25 <sup>th</sup>	Dec 10 <sup>th</sup>

### Note:

Classes will be held every Monday (1:00 p.m. to 4:00 p.m.) or as advised on the schedule provided to registrants at the commencement of each session.

## 2024 Long Term State Licensing Insurance Programme