



WINTER 2011 IN-CLASS CIP COURSE SCHEDULE

Insurance Institute

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REGISTRATION DEADLINES

EARLY: November 8 - 21 / STANDARD: November 22 - December 12 (Deadlines apply to Online, Fast Track and Evening Classes)

LATE REGISTRATION FEE EFFECTIVE DECEMBER 13

Late registrations will be accepted subject to a \$56 (incl HST) late fee and space availability.
Transfers between In Class, Fast track and Online courses will be accepted, a \$25 administration fee may apply
Schedule subject to changes - updates in **RED**

FAST TRACK – Winter 2011 (4 full days)

COURSE # & TITLE	INSTRUCTOR	DAYS	DATES	TIME	LOCATION	EXAM
C11* Principles & Practice of Ins. <i>must be taken as one of first four courses</i>	Rick Pickens	4 Saturdays	Feb 26, March 5, 19, 26	9am - 4pm	Downtown	Monday April 4 @ 9:30AM
C12* Insurance on Property	Mary Dehod	4 Saturdays	March 5, 12, 19, 26	9am - 4pm	New West	Wednesday April 6 @ 9:30AM
C13* Insurance Against Liability	Atherine Ricketts	4 Saturdays	March 5, 12, 19, 26	9am - 4pm	New West	Tuesday April 5th @ 1:30PM
C14* Automobile Insurance	Martin Dunstan	4 Saturdays	March 5, 12, 19, 26	9am - 4pm	New West	Friday April 8th @ 9:30AM
C16* Business of Insurance <i>be taken as one of the last 3 courses</i>	<i>must</i> John McKenzie	4 Saturdays	March 5, 12, 19, 26	9am - 4pm	New West	Monday April 4 @ 1:30PM
C39 Fraud Awareness	Michael Mesic	4 Saturdays	March 5, 12, 19, 26	9am - 4pm	Downtown	Thursday April 7th @ 1:30PM
C111 Advanced Loss Adjusting	Leanne Taylor-Ring	4 Saturdays	March 5, 12, 19, 26	9am - 4pm	North Van	Wednesday April 6 @ 1:30PM
C130 Essential Skills for Broker/Agent	Suzanne Brodziak	2 Friday/Saturdays	March 4, 5 & 18, 19	9am - 4pm	Surrey	Tuesday April 5th @ 9:30AM
C13* Insurance Against Liability	Dennis Summerhayes	4 Saturdays	March 5, 12, 19, 26	9am - 4pm	VICTORIA	Tuesday April 5th @ 1:30PM

ONLINE – Winter 2011 (1 night/week, 2.5 hours for 11 weeks)

COURSE # & TITLE	INSTRUCTOR	DAY	TIME	START DATE	LOCATION	EXAM
C14* Automobile Insurance	Rose Tomlinson	Tues.	6:00pm	Thursday Jan 20 <small>(first class will be a Thursday and Tuesdays after that)</small>	Online	Friday April 8th @ 9:30AM
C110 Essentials of Loss Adjusting	Atherine Ricketts	Wed.	6:00pm	January 12, 2011	Online	Thursday April 7th @ 9:30AM

EVENING CLASS – Winter 2011 (1 night/week, 2.5 hours for 11 weeks)

Lower Mainland - address of locations listed below schedule

COURSE # & TITLE	INSTRUCTOR	DAY	START TIME	START DATE	LOCATION	EXAM
C11* Principles & Practice of Insurance <i>must be taken as one of first four courses</i>	Wayne Hickey	Wed	5:15pm	January 5, 2011	Downtown	Monday April 4 @ 9:30AM
	Jack Hardacre	Tues.	6:00pm	January 11, 2011	New West	
C12* Insurance on Property	Paul Crema	Tues.	5:15pm	January 11, 2011	Downtown	Wednesday April 6 @ 9:30AM
C13* Insurance Against Liability	Anthony McDermott	Thurs.	5:15pm	January 13, 2011	Downtown	Tuesday April 5th @ 1:30PM
C14* Automobile Insurance	Tim Provenzano	Mon.	5:15pm	January 10, 2011	Downtown	Friday April 8th @ 9:30AM
C16* Business of Insurance <i>be taken as one of the last 3 courses</i>	<i>must</i> Sara Mehrjou	Tues.	5:15pm	January 11, 2011	Downtown	Monday April 4 @ 1:30PM
C32 Bodily Injury Claims	Chris Marbella	Thurs.	6:30pm	January 13, 2011	Surrey	Friday April 8th @ 1:30PM
C72 Into to Risk Mgmt & Commerical	Monica Woldring	Thurs.	5:15pm	January 13, 2011	Downtown	Monday April 4 @ 1:30PM
C110 Essentials of Loss Adjusting	Shannon Karok	Wed.	6:00pm	January 12, 2011	New West	Thursday April 7th @ 9:30AM
C120 Underwriting Essentials	Allison Bergen	Mon.	5:15pm	January 10, 2011	North Van	Wednesday April 6 @ 1:30PM
	Ron Holmes	Mon.	5:15pm	January 10, 2011	Downtown	
C121 Advanced Underwriting	Rita Algabre	Wed.	5:15pm	January 12, 2011	Downtown	Tuesday April 5th @ 9:30AM
C130 Essential Skills for Broker/Agent	Darlene McBride	Mon.	5:15pm	January 10, 2011	Downtown	Tuesday April 5th @ 9:30AM
C131 Advanced Skills for Broker/Agent	Marleen Abbott	Wed.	6:00pm	January 12, 2011	Surrey	Wednesday April 6 @ 1:30PM

*mandatory course

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Vancouver Island - address of locations listed below schedule *mandatory course

C13*	Insurance Against Liability	Dennis Summerhayes	Saturday Fast Track	9:00am	March 5, 12, 19, 26	Victoria	Tuesday April 5th @ 1:30PM
C16*	The Business of Insurance	Tara Parr	Tues.	6:00pm	January 11, 2011	Victoria	Monday April 4 @ 1:30PM
C130	Essential skills for the Broker/Agt	Lucie Ferguson	Thurs.	6:00pm	January 13, 2011	Victoria	Tuesday April 5th @ 9:30AM
C12*	Insurance on Property	Dale Rogoza	Tues.	6:00pm	January 11, 2011	Nanaimo	Wednesday April 6 @ 9:30AM
C14*	Automobile Insurance	Rose Tomlinson	Tues.	6:00pm	Thursday Jan 20 <small>(1st class will be a Thursday and Tuesdays after that)</small>	Online	Friday April 8th @ 9:30AM
C110	Essentials of Loss Adjusting	Autherine Ricketts	Wed.	6:00pm	January 12, 2011	Online	Thursday April 7th @ 9:30AM

Kelowna & Prince George - address of locations listed below schedule *mandatory course

C110	Essentials of Loss Adjusting	Greg Thierman	Thurs.	6:00pm	January 13, 2011	Kelowna	Thursday April 7th @ 9:30AM
C14*	Automobile Insurance	Tricia Gagnon	Wed.	6:00pm	January 10, 2011	Prince George	Friday April 8th @ 9:30AM
C14*	Automobile Insurance	Rose Tomlinson	Tues.	6:00pm	Thursday Jan 20 <small>(1st class will be a Thursday and Tuesdays after that)</small>	Online	Friday April 8th @ 9:30AM
C110	Essentials of Loss Adjusting	Autherine Ricketts	Wed.	6:00pm	January 12, 2011	Online	Thursday April 7th @ 9:30AM

COURSE LOCATIONS - LOWER MAINLAND

Vancouver (Downtown)	IIBC - (Insurance Institute of BC) YWCA	1110 - 800 W. Pender (corner of West Pender St & Howe St.) 567 Hornby St. - 4th floor
Surrey	ICBC Out-of-Province Claims	10470 - 152nd St - 4C
New West	Douglas College	700 Royal Ave C110 Wed & C11 Tues: 1809 Fast Track: C12 - 3406, C13 - 3408, C14 - 3412, C16 - 3343
North Vancouver	ICBC	151 West Esplanade

COURSE LOCATIONS - VANCOUVER ISLAND, KELOWNA & PRINCE GEORGE

Victoria	ICBC	TBD
Nanaimo	ICBC	TBD
Kelowna	Stutters Restoration	201 - 1216 St. Paul St
Prince George	Western Financial Group	790 Central Street East

In-Class CIP Course Fees (Winter 2011) EVENING CLASS and FAST TRACK

COURSE - <i>fees include applicable tax</i>	EARLY: November 8 - 21			STANDARD: November 22 - December 12		
	Tuition & Exam	Textbook †	TOTAL	Tuition & Exam	Textbook †	TOTAL
C11	\$510.72	\$162.75	\$673.47	\$546.56	\$162.75	\$709.31
C12, C13, C16 & Applied Courses**	\$462.56	\$162.75	\$625.31	\$498.40	\$162.75	\$661.15
All Other Courses	\$463.68	\$129.15	\$592.83	\$498.40	\$129.15	\$627.55

† **TEXTBOOKS** - If you already have a current edition textbook, please let us know and the textbook fee will not apply.

FAST TRACK: You must read your text prior to the first class. Add \$11.20 to the above fees for S&H. Texts will be sent to your office via ICS

ONLINE: Add \$11.20 to the above fees for S&H. Texts will be sent to your office via ICS

EVENING CLASS: Textbooks are distributed by the instructor during the first class.

**** STUDENT RESOURCE GUIDES (includes access to on-line tutorial):**

Resource Guides contain sample questions and answers matching the question styles of the national exams. You will find review questions, case study questions and other additional material to enhance the learning experience and to help prepare for the exam.

C11, C12, C13, C16 and all Applied Course Textbooks: Fee above includes the mandatory student resource guide and on-line tutorial.

ONLINE WEB COURSE:

This course will require students to have access to high-speed internet and speakers. The midterm will be a daytime exam to be written at the IIBC office or proctored by your supervisor. For further details please contact IIBC.

CANCELLATION POLICY (Evening Class, On-Line & Fast Track):

Once your form is received in our office you are registered and financially responsible for the course.

Approved withdrawals will be subject to a \$60.00 (incl tax) withdrawal fee and course text charge.

No refunds will be made for texts that are not current, or have been marked in.

All cancellations/withdrawals must be made in writing (email, fax or mail) before the cancellation deadline.

MEMBERSHIP FEES are \$65 and are non-refundable

FAST TRACK deadline: Feb 1, 2011. Requests must be made prior to this date. NO REFUNDS after this date

EVENING CLASS deadline: Requests must be received prior to second class. NO REFUND will be given after the second class

Transferring to distance learning is not permitted and is considered a cancellation. Transfers to other In Class, Online or Fast Track courses can be arranged, however, after Jan 1, they may be subject to a \$25 (plus tax) administration fee.

TWO WAYS TO REGISTER:

(1) If paying by credit card please register On-line at www.insuranceinstitute.ca

(2) If paying by cheque Fax to 604-681-5479 – form located at www.insuranceinstitute.ca – BC Manual Registration Form

If you have any questions, please contact us at 604-681-5491 or IIBCmail@insuranceinstitute.ca