

Schedule of Courses

EASTER TERM

January 2023 – April 2023



5% discount for Companies registering 3 or more employees participating in a particular course

ONLINE REGISTRATIONS BEGIN MONDAY, DECEMBER 12, 2022

TERM BEGINS WEEK OF JANUARY 9, 2023

ALL LECTURES WILL BE FACILITATED VIRTUALLY

KINDLY CONTACT US FOR ADDITIONAL INFORMATION

3a Richmond Avenue, Kingston 10.

Tel: (876)929-3340, (876)929-6146, (876)929-6159, Digicel(876)383-2411,
Fax(876)929-6117

E-mail: info@collegeofinsurance.edu.jm,

Website: www.cipsonline.edu.jm

Visit us on Facebook: College of Insurance and Professional Studies

VISION

College of Insurance and Professional Studies is the training institution of choice for the insurance industry and the wider community.

MISSION

The College of Insurance and Professional Studies is the leader in education and training for the insurance industry and the wider community, creating career opportunities while inspiring individuals towards life-long growth and learning.

COMMITTED TO

Knowledge

Professionalism

Integrity

Day(s) and date(s) are subject to change

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LIST OF PROGRAMMES/COURSES

NEW!!!

INTERNATIONAL CUSTOMER CERTIFICATION PROGRAMME: Through the Customers' Eyes – Caribbean Perspective

(Jamaica Customer Service Assn. & CIPS) (Please see flyer with detailed information)

REINTRODUCTION

CERTIFICATE IN INSURANCE STUDIES (Please see flyer with detailed information)

CHARTERED INSURANCE INSTITUTE COURSES

(Candidates aiming to complete the CII's Certificate in Insurance qualification)

• CERTIFIED INSURANCE TECHNICIAN PROGRAMME

• CLASSES OF BUSINESS

- Motor Vehicle Insurance
- Property Insurance
- Liability Insurance
- Marine Insurance
- Accident Insurance

• INDIVIDUAL COURSES (most courses can be done individually)

• LOSS ADJUSTING PROGRAMME (In association with HEART - JAGAS & HEART- Portmore.)

(NOTE: A component of this programme MUST be done at HEART-JAGAS)

• CERTIFICATE IN MOTOR ACCIDENT INVESTIGATION

• SEMINARS/WORKSHOPS

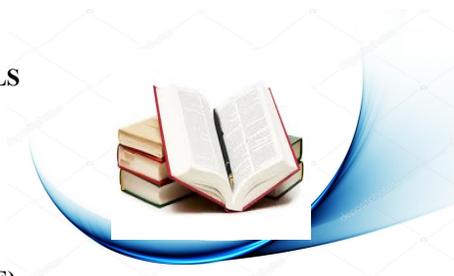
• SALES REPRESENTATIVE TUTORIALS

NON-INSURANCE COURSES

• PARALEGAL COURSE (CERTIFICATE)

• CERTIFICATE/DIPLOMA IN SUPERVISORY MANAGEMENT

• BUSINESS COMMUNICATION



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TERMS AND CONDITIONS

1. The College of Insurance & Professional Studies reserves the right to vary or cancel a course where there is a lack of numbers to start the course. Where a course is cancelled, applicants will be refunded in full. However once a course is being held, fees are **non-refundable** after the first day of class.
2. An individual may discontinue classes, provided written notice is submitted, received and permission obtained. Company sponsored individuals should consult with their Training/HR Managers prior to withdrawing from a course. Candidates who discontinue a course after the first two classes are required to pay fifty percent (50%) of fees which will become payable immediately. Attendance to three or more classes and withdrawal from that class will require a 100% payment of course fees.

Should an individual need to discontinue a course after the first two classes, due to extenuating circumstances, full fees MUST be paid within the course period and the individual will be allowed to participate in the next available course.

This concession will be granted based on the College's discretion.

The College will not write off fees owed by students who withdraw from courses without the College's permission. Company-sponsored and self-sponsored students will be liable for outstanding fees.

3. The College of Insurance & Professional Studies will not be liable for any correspondence (i.e. class notes/handouts, bulletins, updates or any other information) which has not been received by a student who has failed to notify us of his/her change of email address or telephone number. All notifications/requests/changes MUST be made via email to gibbert@cipsonline.edu.jm. Oral notification will not be accepted.
4. Candidates are required to attend all facilitated the sessions.

College of Insurance and Professional Studies

3a Richmond Avenue, Kingston 10

Jamaica, West Indies

Telephone: Flow: (876)929-3340 /2/3, Digicel: (876)383-2411

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COSTS

REGISTRATION FEE - \$1,200.00 (NON-REFUNDABLE)

30 HOURS COURSE

COST PER INDIVIDUAL COURSE		COST PER COURSE PER PROGRAMME	
Members	Non-members	Members	Non-members
\$30,746.00	\$33,666.00	\$29,583.00	\$32,386.00

36 HOURS COURSE

COST PER INDIVIDUAL COURSE		COST PER COURSE PER PROGRAMME	
Members	Non-members	Members	Non-members
\$35,246.00	\$38,574.00	\$33,914.00	\$37,110.00

45 HOURS COURSE- CERTIFICATE AND INDIVIDUAL COURSES

COST PER INDIVIDUAL COURSE		COST PER COURSE PER PROGRAMME	
Members	Non-members	Members	Non-members
\$43,568.00	\$47,729.00	\$41,903.00	\$45,898.00

45 HOUR COURSE – CIT AND SUPERVISORY MANAGEMENT COURSES

COST PER INDIVIDUAL COURSE		COST PER COURSE PER PROGRAMME	
Members	Non-members	Members	Non-members
\$42,692.00	\$46,854.00	\$41,028.00	\$45,022.00

SALES REPRESENTATIVE (GENERAL) TUTORIALS

One class of business	\$ 7,030.00
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PARALEGAL COURSE

Members	Non-members
\$44,712.00	\$45,423.00

INTERNATIONAL CUSTOMER SERVICE COURSE – JaCSA & CIPS

Members	Non-members
\$28,000.00	\$30,800.00

SATURDAYS SESSIONS ARE A CONTINUATION OF WEEKDAY LECTURES AND APPLY ONLY FOR 45 HOUR COURSES

DAYS	TIMES
Mondays	5:30 - 8:30 p.m. - Saturdays 8:00 – 11:00 a.m.
Tuesdays	5:30 - 8:30 p.m. - Saturdays 12:00 – 3:00 p.m.
Wednesdays	5:30 – 8:30 p.m. - Saturdays 3:00 – 6:00 p.m.
Thursdays	5:30 - 8:30 p.m. - Saturdays 3:00 – 6:00 p.m.

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NON-INSURANCE SHORT COURSES

- CHANGE MANAGEMENT
- SKILLS TO EFFECTIVE COMMUNICATION
- CONFLICT MANAGEMENT
- STRESS MANAGEMENT
- TEAM BUILDING
- LEADERSHIP

ADDENDUM

Members	Companies who pay an annual membership fee
Non-members	Companies/Individuals who do not pay an annual membership fee
Cost per course per programme	cost for more than one courses participated in for a term
Cost per individual course	cost for one course being participated in for a term

CII CERTIFICATE IN INSURANCE QUALIFICATION-MAY 2023-APRIL 2024

COURSES	DURATION	DATE	DAY(S)
W01- Award in General Insurance (COMPULSORY)			
WUE – Underwriting Process			
WCE – Insurance Claims Handle Process			
W04 – Award in Customer service in Insurance			

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PRE-REQUISITE COURSES			
COURSES	DURATION	DATE	DAY(S)
Legal Principles	30 hrs.	Jan. 9 – Mar. 13	Mondays
Introduction to Insurance	36 hrs.	Jan. 10 – Apr. 4	Tuesdays

CERTIFICATE IN SUPERVISORY MANAGEMENT			
COURSES	DURATION	DATE	DAY(S)
Supervisory Management -02	45 hrs.	Jan. – Mar. 27 Sats. Feb. 11 & Mar. 11	Mondays

PARALEGAL COURSE			
COURSES	DURATION	DATE	DAY(S)
Paralegal Course (Cert)	36 hrs.	Jan. 9 – Mar. 27	Mondays

CLASSES OF BUSINESS			
COURSES	DURATION	DATE	DAY(S)
Property Insurance	45 hrs.	Jan. 9 – Mar. 27 Sats. Feb. 11 & Mar. 11	Mondays
Accident Insurance	36 hrs.	Jan. 10 – Mar. 28	Tuesdays
Motor Vehicle Ins.	36 hrs.	Jan. 11 – Apr. 5	Wednesdays
Prin. & Prac. of Marine Ins.	36 hrs.	Jan. 11 – Apr. 5	Wednesdays
Liability Insurance	36 hrs.	Jan. 12- Mar. 30	Thursdays

INDIVIDUAL COURSES			
COURSES	DURATION	DATE	DAY(S)
Supervisory Management -01	45 hrs.	Jan. 10 – Mar. 28 Sats. Feb. 11 & Mar. 11	Tuesdays
Introduction to Claims	45 hrs.	Jan. 10 – Mar. 28 Sats. Feb. 11 & Mar. 11	Tuesdays
Business Communication	45 hrs.	Jan. 11 – Apr. 5 Sats. Feb. 11 & Mar. 11	Wednesdays
Advance Claims	45 hrs.	Jan. 12 – Mar. 30 Sats. Feb. 11 & Mar. 11	Thursdays

CERTIFIED INSURANCE TECHNICIAN			
COURSES	DURATION	DATE	DAY(S)
Insurance Law	45 hrs.	Jan. 10 – Mar. 28 Sats. Feb. 11 & Mar. 11	Tuesdays
Marketing	45 hrs.	Jan. 10 – Mar. 28 Sats. Feb. 11 & Mar. 11	Tuesdays
Risk and Insurance	45 hrs.	Jan. 11 – Apr. 5 Sats. Feb. 11 & Mar. 11	Wednesdays
Principles & Practices of Reinsurance	45 hrs.	Jan. 12 – Mar. 30 Sats. Feb. 11 & Mar. 11	Thursdays

INSURANCE ACCIDENT INVESTIGATING – MOTOR			
COURSES	DURATION	DATE	DAY(S)
Motor Insurance Investigator	45 hrs.	Jan. 13 – Apr. 21	Thursdays

LOSS ADJUSTING PROGRAMME			
A SECTION OF THIS PROGRAMME IS TO BE COMPLETED AT THE JAMAICA-GERMAN AUTOMOTIVE SCHOOL (JAGAS)			
COURSES	DURATION	DATE	DAY(S)
Legal Principles	30 hrs.	Jan. 9 – Mar. 13	Mondays
Property Insurance	45 hrs.	Jan. 9 – Mar. 27 Sats. Feb. 11 & Mar. 11	Mondays
Introduction to Insurance	36 hrs.	Jan. 10 – Apr. 4	Tuesdays
Introduction to Claims	45 hrs.	Jan. 10 – Mar. 28 Sats. Feb. 11 & Mar. 11	Tuesdays
Motor Vehicle Insurance	36 hrs.	Jan. 11 – Apr. 5	Wednesdays



SEMINARS/WORKSHOPS – JANUARY – APRIL 2023
CIPS TECHNICAL SEMINAR SERIES
- Claims - February
Construction Insurance , Presenter William Tomlin - February 15, 2023
Data Protection Act
Risk Management
New Road Traffic Act
Business Interruption
Ethics in Business

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