

**TERMS AND CONDITIONS FOR  
SALES REPRESENTATIVE TUTORIALS**



**SCHEDULE  
SALES REPRESENTATIVE (GENERAL)  
TUTORIALS  
FOR 2023 EXAMINATIONS**

1. Registration for Tutorials is **SEPARATE** from Registration for Examination.
2. **ALL** Applicants **MUST** complete a Tutorial Registration Form and submit with the relevant information.
3. Completed registration form for **ALL** classes of business **MUST** be submitted on the deadline dates stated.

**COSTS**

**\$ 7,500.00 - One class of business**

**NOTE:**

Tutorials can be accessed via face-to-face or eLearning. Candidates are required to familiarize themselves with the respective course notes in order to attend these sessions with some form of prior preparation.

To minimize or eliminate challenges accessing the eLearning sessions, specifications required are attached.

**Examinations will be held at the times scheduled.**

*For further information, contact:*

**COLLEGE OF INSURANCE & PROFESSIONAL STUDIES**

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**TUTORIALS FOR FEBRUARY 2023 EXAMINATIONS**

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	January 23 & 30, 2023	February 14, 2023–9:00 – 12:00 noon
Liability Insurance	January 24 & January 31, 2023	February 15, 2023– 1:00 – 4:00 p.m.
Property Insurance	January 25 & February 1, 2023	February 15, 2023 – 9:00 – 12:00 noon
Accident Insurance	January 26 & February 2, 2023	February 16, 2023 – 1:00 – 4:00 p.m.
Pecuniary Loss Insurance	February 6 & 13, 2023	February 16, 2023 – 9:00 – 12:00 noon
Marine Insurance	February 7 & 9, 2023	February 14, 2023 – 1:00 – 4:00 p.m.

**DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS FRIDAY, JANUARY 6, 2023, BY 4:00 P.M. LATE REGISTRATION FEE OF J\$3,750.00 WILL BE ACCEPTED UP TO WEDNESDAY JANUARY 11, 2023**

**TUTORIALS FOR APRIL 2023 EXAMINATIONS**

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	March 20 & 27, 2023	April 18, 2023– 9:00 – 12:00 noon
Liability Insurance	March 21 & 28, 2023	April 19, 2023 – 1:00 – 4:00 p.m.
Property Insurance	March 22 & 29, 2023	April 19, 2023– 9:00 – 12:00 noon
Accident Insurance	March 23 & 30, 2023	April 20, 2023 – 1:00 – 4:00 p.m.
Pecuniary Loss Insurance	April 4 & 11, 2023	April 20, 2023 – 9:00 – 12:00 noon
Marine Insurance	April 4 & 6, 2023	April 18, 2023 – 1:00 - 4:00 p.m.

**DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS FRIDAY MARCH 3, 2023, BY 4:00 P.M.**

**LATE REGISTRATION FEE OF J\$3,750.00 WILL BE ACCEPTED UP TO WEDNESDAY MARCH 8, 2023.**

**DATES ARE SUBJECT TO CHANGE**

**TUTORIALS FOR JUNE 2023 EXAMINATIONS**

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	May 22 & 29, 2023	June 20, 2023 – 9:00 – 12:00 noon
Liability Insurance	May 24 & 31, 2023	June 21, 2023– 9:00 – 12:00 noon
Property Insurance	May 25 & June 1, 2023	June 21, 2023 – 1:00 – 4:00 p.m.
Accident Insurance	May 30 & June 6, 2023	June 22, 2023 – 1:00 – 4:00 p.m.
Pecuniary Loss Insurance	June 5 & 7, 2023	June 20, 2023 – 1:00 - 4:00 p.m
Marine Insurance	June 6 & 13, 2023	June 22, 2023 – 9:00 – 12:00 noon

**DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS FRIDAY MAY 5, 2023, BY 4:00 P.M.**

**LATE REGISTRATION FEE OF J\$3,750.00 WILL BE ACCEPTED UP TO WEDNESDAY MAY 10, 2023.**

**TUTORIALS FOR AUGUST 2023 EXAMINATIONS**

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	July 17 & 24, 2023	August 15, 2023 – 9:00 – 12:00 noon
Liability Insurance	July 18 & 25, 2023	August 16, 2023 – 1:00 – 4:00 p.m.
Property Insurance	July 19 & 26, 2023	August 16, 2023– 9:00 – 12:00 noon
Accident Insurance	July 20 & 27, 2023	August 17, 2023 – 1:00 – 4:00 p.m.
Pecuniary Loss Insurance	July 31 & August 2, 2023	August 17, 2023 – 9:00 - 12:00 noon
Marine Insurance	July 10 & 12, 2023	August 15, 2023- 1:00 – 4:30 p.m.

**DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS FRIDAY JUNE 30, 2023, BY 4:00 P.M.**

**LATE REGISTRATION FEE OF J\$3,750.00 WILL BE ACCEPTED UP TO WEDNESDAY JULY 5, 2023.**

**TUTORIALS FOR OCTOBER 2023 EXAMINATION**

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Insurance Act	September 11 & 13, 2023	October 9, 2023 - 9:00 – 11.30 a.m.
Motor Vehicle Insurance	September 18 & 25, 2023	October 10, 2023 – 9:00 – 12:00 noon
Liability Insurance	September 19 & 26, 2023	October 11, 2023 – 1:00 – 4:00 p.m
Property Insurance	September 20 & 27, 2023	October 11, 2023 – 9:00 – 12:00 noon
Accident Insurance	September 21 & 28, 2023	October 12, 2023 – 1:00 – 4:00 p.m
Pecuniary Loss Insurance	October 2 & 9, 2023	October 12, 2023 – 9:00 - 12:00 noon
Marine Insurance	October 4 & 5, 2023	October 10, 2023 – 1:00 – 4:00 p.m.

**DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS FRIDAY SEPTEMBER 1, 2023, BY 4:00 P.M.**

**LATE REGISTRATION FEE OF J\$3,750.00 WILL BE ACCEPTED UP TO WEDNESDAY SEPTEMBER 6, 2023**

**TUTORIALS FOR DECEMBER 2023 EXAMINATIONS**

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Insurance Act	November 6 & 8, 2023	December 4, 2023 – 9:00 – 11.30 a.m.
Motor Vehicle Insurance	November 13 & 20, 2023	December 5, 2023 – 9:00 – 12:00 noon
Liability Insurance	November 14 & 21, 2023	December 6, 2023 – 1:00 – 4:00 p.m.
Property Insurance	November 15 & 22, 2023	December 6, 2023– 9:00 – 12:00 noon
Accident Insurance	November 16 & 23, 2023	December 7, 2023 – 1:00 – 4:00 p.m.
Pecuniary Loss Insurance	November 27 & Dec. 4, 2023	December 7, 2023 – 9:00 – 12:00 noon
Marine Insurance	November 28 & 30, 2023	December 5, 2023 – 1:00 - 4:00 p.m.

**DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS FRIDAY OCTOBER 20, 2023, BY 4:00 P.M.**

**LATE REGISTRATION FEE OF J\$3,750.00 WILL BE ACCEPTED UP TO WEDNESDAY OCTOBER 25, 2023.**

**NOTE: FEE FOR THE LATE SUBMISSION OF TUTORIALS REGISTRATION FORM(S) IS J\$3,750.00**