

## 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.

*Knowledge Professionalism Integrity*

## Schedule of Courses CHRISTMAS TERM

*September 2024 – December 2024*



**Three (3) Hybrid lectures for  
each course will be held  
September - December 2024**

**ONLINE REGISTRATIONS BEGIN MONDAY, AUGUST 5, 2024**  
**TERM BEGINS WEEK OF MONDAY, SEPTEMBER 9, 2024**

**LECTURES WILL BE FACILITATED VIRTUALLY/FACE-  
TO-FACE (HYBRID) as deemed necessary.**

### KINDLY CONTACT US FOR ADDITIONAL INFORMATION

3a Richmond Avenue, Kingston 10.  
Tel: Flow (876)929-3340, (876)929-6146, (876)929-6159, Digicel(876)383-2411,  
Fax(876)929-6117  
E-mail: [info@cipsonline.edu.jm](mailto:info@cipsonline.edu.jm),  
Website: [www.cipsonline.edu.jm](http://www.cipsonline.edu.jm)  
Visit us on Facebook: College of Insurance and Professional Studies

# LIST OF PROGRAMMES/COURSES



**INTERNATIONAL CUSTOMER CERTIFICATION PROGRAMME: Through the Customers' Eyes – Caribbean Perspective**  
(Jamaica Customer Service Association (JaSCA) & CIPS)



## CERTIFICATE IN INSURANCE STUDIES

- Introduction to Insurance
- Motor Vehicle Insurance
- Introduction to Claims
- Legal Principles
- Property Insurance
- Customer Service

## CHARTERED INSURANCE INSTITUTE COURSES

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

- Award in General Insurance - **COMPULSORY UNIT**
- Underwriting Process
- Insurance Claims Handling Process
- Award in Customer Service in Insurance

## CERTIFIED INSURANCE TECHNICIAN PROGRAMME -

**Qualifications – 4 GCE/CXC** *(including Maths and English or a Mathematical subject)*

- Business Environment
- Insurance Law
- Risk and Insurance
- Personal Insurance
- Marketing
- Principles and Practices of Reinsurance

**(REVISED – 60 HRS – MAY 2024)**

## • PRE-REQUISITE COURSES – *(Compulsory for the Classes of Business/Some Certificate Courses)*

- Introduction to Insurance
- Legal Principles

## • CLASSES OF BUSINESS

- Motor Vehicle Insurance
- Liability Insurance
- Accident Insurance
- Property Insurance
- Prin. & Prac. of Marine Insurance

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

- Introduction to Insurance
- Motor Vehicle Insurance
- Legal Principles
- Introduction to Claims

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

## CERTIFICATE IN MOTOR ACCIDENT INVESTIGATION

- Introduction to Insurance
- Motor Vehicle Insurance
- Motor Investigator
- Legal Principles
- Introduction to Claims

**INDIVIDUAL COURSES** *(most courses can be done individually)*



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

# 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.
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](mailto:gibbert@cipsonline.edu.jm). **Oral notification will not be accepted.**
4. Candidates are required to attend all the facilitated sessions.

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

## 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
\$30,840.00	\$33,774.00	\$29,666.00	\$32,483.00

36 HOURS COURSE			
COST PER INDIVIDUAL COURSE		COST PER COURSE PER PROGRAMME	
Members	Non-members	Members	Non-members
\$35,340.00	\$38,724.00	\$33,986.00	\$37,235.00

45 HOURS COURSE- CERTIFICATE AND INDIVIDUAL COURSES			
COST PER INDIVIDUAL COURSE		COST PER COURSE PER PROGRAMME	
Members	Non-members	Members	Non-members
\$43,800.00	\$48,030.00	\$42,108.00	\$46,169.00

45 HOURS COURSE- CIT, ASSOC. DEGREE & SUPT. MGMT			
COST PER INDIVIDUAL COURSE		COST PER COURSE PER PROGRAMME	
Members	Non-members	Members	Non-members
\$43,800.00	\$48,030.00	\$42,108.00	\$46,169.00

REVISED (60 HRS.)PRINCIPLES & PRACTICES OF REINSURANCE - MAY - AUG 2024			
COST PER INDIVIDUAL COURSE		COST PER COURSE PER PROGRAMME	
Members	Non-members	Members	Non-members
\$58,400.00	\$64,040.00	\$56,145.00	\$61,558.00

SALES REPRESENTATIVE (GENERAL) TUTORIALS	
One class of business	\$ 7,200.00

PARALEGAL COURSE	
Members	Non-members
\$45,000.00	\$47,250.00

INTERNATIONAL CUSTOMER SERVICE COURSE – JaCSA & CIPS	
Members	Non-members
\$43,000.00	\$45,000.00

SATURDAYS SESSIONS ARE A CONTINUATION OF WEEKDAY LECTURES AND APPLY ONLY FOR 45 HOUR COURSES	
DAYS	TIMES
<b>Mondays</b>	5:30 - 8:30 p.m. - Saturdays 8:00 – 11:00 a.m.
<b>Tuesdays</b>	5:30 - 8:30 p.m. - Saturdays 12:00 – 3:00 p.m.
<b>Wednesdays</b>	5:30 – 8:30 p.m. - Saturdays 3:00 – 6:00 p.m.
<b>Thursdays</b>	5:30 - 8:30 p.m. - Saturdays 3:00 – 6:00 p.m.

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

## NON-INSURANCE COURSES

- PARALEGAL COURSE (CERTIFICATE)
- CERTIFICATE/DIPLOMA IN SUPERVISORY MANAGEMENT
- BUSINESS COMMUNICATION

CII/CIPS CERTIFICATE IN INSURANCE QUALIFICATIONS – MAY 2024-2025			
COURSES	DURATION	DATE	DAY(S)
W01- Award in General Insurance (COMPULSORY)			
WUE - Underwriting Process			
WCE – Insurance Claims Handling Process			
W04 - Award in Customer Service in Insurance			

## 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 <b>more than one</b> courses participated in for a term
Cost per individual course	cost for <b>one course</b> being participated in for a term

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

PRE-REQUISITE COURSES			
COURSES	DURATION	DATE	DAY(S)
Legal Principles	30 hrs.	Sept. 9 – Nov. 18	Mondays
Introduction to Insurance	36 hrs.	Sept. 10 – Nov. 26	Tuesdays

PARALEGAL COURSE			
COURSES	DURATION	DATE	DAY(S)
Paralegal Course (Cert)	36 hrs.	Sept. 9 – Dec. 2	Mondays

CLASSES OF BUSINESS			
COURSES	DURATION	DATE	DAY(S)
Property Insurance	45 hrs.	Sept. 9 – Dec. 2 Sats. Oct. 12 & Nov. 9	Mondays
Accident Insurance	36 hrs.	Sept. 10 – Nov. 26	Tuesdays
Motor Vehicle Ins.	36 hrs.	Sept. 11 – Nov. 27	Wednesdays
Prin. & Prac. of Marine Ins.	36 hrs.	Sept. 11 – Nov. 27	Wednesdays
Liability Insurance	36 hrs.	Sept. 13 – Nov. 28	Thursdays

INDIVIDUAL COURSES			
COURSES	DURATION	DATE	DAY(S)
Introduction to Claims	45 hrs.	Sept. 10 – Nov. 26 Sats. Oct. 12 & Nov. 9	Tuesdays
Business Communication	45 hrs.	Sept. 11 – Nov. 27 Sats. Oct. 12 & Nov. 9	Wednesdays
Advance Claims	45 hrs.	Sept. 12 – Nov. 28 Sats. Oct. 12 & Nov. 9	Thursdays

INSURANCE ACCIDENT INVESTIGATING – MOTOR			
COURSES	DURATION	DATE	DAY(S)
Legal Principles	30 hrs.	Sept. 9 – Nov. 18	Mondays
Introduction to Insurance	36 hrs.	Sept. 10 – Nov. 26	Tuesdays
Motor Vehicle Ins.	36 hrs.	Sept. 11 – Nov. 27	Wednesdays
Motor Insurance Investigator	45 hrs.	Sept. 12 – Nov. 28 Sats. Oct. 12 & Nov. 9	Thursdays

CERTIFIED INSURANCE TECHNICIAN			
COURSES	DURATION	DATE	DAY(S)
Business Environment	45 hrs.	Sept. 9 – Dec. 2 Sats. Oct. 12 & Nov. 9	Mondays
Personal Insurance	45 hrs.	Sept. 9 – Dec. 2 Sats. Oct. 12 & Nov. 9	Mondays
Insurance Law	45 hrs.	Sept. 10 – Nov. 26 Sats. Oct. 12 & Nov. 9	Tuesdays
Prin. & Prac. Of Reins.	60 hrs.	Sept. 12, 2024 – Feb. 13, 2025	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.	Sept. 9 – Nov. 18	Mondays
Property Insurance	45 hrs.	Sept. 9 – Dec. 2 Sats. Oct. 12 & Nov. 9	Mondays
Introduction to Insurance	36 hrs.	Sept. 10 – Nov. 26	Tuesdays
Introduction to Claims	45 hrs.	Sept. 10 – Nov. 26 Sats. Oct. 12 & Nov. 9	Tuesdays
Motor Vehicle Insurance	36 hrs.	Sept. 11 – Nov. 27	Wednesdays



SEMINARS/WORKSHOPS SEPTEMBER – DECEMBER 2024
Impact of Artificial Intelligence on the Insurance Industry
Electric Motor Vehicle
Reinsurance 101

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

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