

**TERMS AND CONDITIONS FOR  
SALES REPRESENTATIVE TUTORIALS**

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**

**\$ 8,400.00** - One class of business

**NOTE:**

Tutorials can be accessed via face-to-face or virtual. 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:*

**THE COLLEGE OF INSURANCE & PROFESSIONAL STUDIES**  
3a Richmond Avenue, Kingston 10.  
Tel: 929-3340, 929-6149, 929-6159, Digiline: 383-2411, Fax: 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



**SCHEDULE  
SALES REPRESENTATIVE (GENERAL)  
TUTORIALS  
FOR 2025 EXAMINATIONS**

**TUTORIALS FOR FEBRUARY 2025 EXAMINATIONS**

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30 P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	January 13 & 20, 2025	February 10, 2025 –9:00 – 12:00 noon
Property Insurance	January 14 & 21, 2025	February 11, 2025 – 9:00 – 12:00 noon
Accident Insurance	January 15 & 22, 2025	February 12, 2025 – 9:00 – 12:00 noon
Liability Insurance	January 16 & 23, 2025	February 11, 2025 – 1:00 – 4:00 p.m.
Marine Insurance	January 27 & February 3, 2025	February 17, 2025 – 1:00 – 4:00 p.m.
Pecuniary Loss Insurance	January 28 & February 4, 2025	February 17, 2025 – 9:00 – 12:00 noon

**DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS  
FRIDAY, JANUARY 3, 2025, BY 4:00 P.M.**

**LATE REGISTRATION FEE OF **J\$4,200.00** WILL BE ACCEPTED UP TO  
WEDNESDAY JANUARY 8, 2025**

**TUTORIALS FOR APRIL 2025 EXAMINATIONS**

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	March 17 & 24, 2025	April 14, 2025 – 9:00 – 12:00 noon
Property Insurance	March 18 & 25, 2025	April 15, 2025 – 9:00 – 12:00 noon
Accident Insurance	March 19 & 26, 2025	April 16, 2025 – 9:00 – 12:00 noon
Liability Insurance	March 20 & 27, 2025	April 15, 2025 – 1:00 – 4:00 p.m.
Marine Insurance	March 31 & April 7, 2025	April 22, 2025 – 1:00 - 4:00 p.m.
Pecuniary Loss Insurance	April 1 & 8, 2025	April 22, 2025 – 9:00 – 12:00 noon

**DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS  
FRIDAY MARCH 7, 2025, BY 4:00 P.M.**

**LATE REGISTRATION FEE OF **J\$4,200.00** WILL BE ACCEPTED UP TO  
WEDNESDAY MARCH 12, 2025.**

**DATES ARE SUBJECT TO CHANGE**

### TUTORIALS FOR JUNE 2025 EXAMINATIONS

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	May 19 & 26, 2025	June 16, 2025 – 9:00 – 12:00 noon
Property Insurance	May 20 & 27, 2025	June 17, 2025 – 9:00 – 12:00 noon
Accident Insurance	May 21 & 28, 2025	June 18, 2025 – 9:00 – 12:00 noon
Liability Insurance	May 22 & 29, 2025	June 17, 2025 – 1:00 – 4:00 p.m.
Marine Insurance	June 2 & 9, 2025	June 23, 2025 – 1:00 – 4:00 p.m.
Pecuniary Loss Insurance	June 3 & 10, 2025	June 23, 2025 – 9:00 - 12:00 noon

DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS FRIDAY MAY 9, 2025, BY 4:00 P.M.

LATE REGISTRATION FEE OF **J\$4,200.00** WILL BE ACCEPTED UP TO WEDNESDAY MAY 14, 2025

### TUTORIALS FOR AUGUST 2025 EXAMINATIONS

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	July 14 & 21, 2025	August 11, 2024 – 9:00 – 12:00 noon
Property Insurance	July 15 & 22, 2025	August 12, 2025 – 9:00 – 12:00 noon
Accident Insurance	July 16 & 23, 2025	August 13, 2025 – 9:00 – 12:00 noon
Liability Insurance	July 17 & 24, 2025	August 12, 2025 – 1:00 – 4:00 p.m.
Marine Insurance	July 28 & August 4, 2025	August 18, 2025 - 1:00 – 4:30 p.m.
Pecuniary Loss Insurance	July 29 & August 5, 2025	August 18, 2025 – 9:00 - 12:00 noon

DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS FRIDAY JULY 4, 2025, BY 4:00 P.M.

LATE REGISTRATION FEE OF **J\$4,200.00** WILL BE ACCEPTED UP TO WEDNESDAY JULY 9, 2025.

### TUTORIALS FOR OCTOBER 2025 EXAMINATION

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	September 15 & 22, 2025	October 13, 2025 – 9:00 – 12:00 noon
Property Insurance	September 16 & 23, 2025	October 14, 2025 – 9:00 – 12:00 noon
Accident Insurance	September 17 & 24, 2025	October 15, 2025 – 9:00 – 12:00 noon
Liability Insurance	September 18 & 25, 2025	October 14, 2025 – 1:00 – 4:00 p.m.
Marine Insurance	September 29 & October 6, 2025	October 20, 2025 – 1:00 – 4:00 p.m.
Pecuniary Loss Insurance	September 30 & October 7, 2025	October 20, 2025 – 9:00 - 12:00 noon

DEADLINE FOR SUBMISSION OF SEPTEMBER 5, 2025, BY 4:00 P.M.

LATE REGISTRATION FEE OF **J\$4,200.00** WILL BE ACCEPTED UP TO WEDNESDAY SEPTEMBER 10, 2025

### TUTORIALS FOR DECEMBER 2025 EXAMINATIONS

CLASS OF BUSINESS	DATES & TIME OF TUTORIAL SESSIONS 5:30 -8: 30P.M.	EXAMINATION DATES AND TIMES
Motor Vehicle Insurance	November 10 & 17, 2025	December 8, 2025 – 9:00–12:00 noon
Property Insurance	November 11 & 18, 2025	December 9, 2025–9:00–12:00 noon
Accident Insurance	November 12 & 19 2025	December 10, 2025 –9:00 – 12:00 noon
Liability Insurance	November 13 & 20, 2025	December 9, 2025 - 1:00–4:00 p.m.
Marine Insurance	November 24 & Dec. 1, 2025	December 15, 2025 – 1:00 - 4:00 p.m.
Pecuniary Loss Insurance	November 25 & Dec. 2, 2025	December 15, 2025 –9:00-12:00 noon

DEADLINE FOR SUBMISSION OF COMPLETED TUTORIAL FORMS IS FRIDAY OCTOBER 31, 2025, BY 4:00 P.M.

LATE REGISTRATION FEE OF **J\$4,200.00** WILL BE ACCEPTED UP TO WEDNESDAY NOVEMBER 5, 2025.

**NOTE: FEE FOR THE LATE SUBMISSION OF TUTORIALS REGISTRATION FORM(S) IS **J\$4,200.00****