



Christmas Term Catalogue

# The College of Insurance and Professional Studies

September to December 2025

## About Us:

The College of Insurance and Professional Studies (CIPS) is Jamaica's leading institution for education and training in insurance. For over four decades, CIPS has been creating meaningful career opportunities; preparing individuals not just for today's workforce, but for a lifetime of learning and professional advancement. Programmes are practical, career-focused, and aligned with industry demands. Students learn from seasoned professionals who bring real-world experience directly into the classroom.

## Vision:

An innovative, agile, market-driven employer of choice and the Caribbean's premier institution for professional development in the Insurance Industry.

## Mission:

To enable Insurance Companies, Brokers and Agents to meet their respective business objectives by improving staff capability.

## Core Values:

Knowledge Professionalism Integrity

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## Term Overview:

**Online Registration Opens:** Monday, August 11, 2025

**Term Begins:** Week of Monday, September 15, 2025

**Delivery Format:** Hybrid (Virtual and In-Person as required)

## Registration & Contact Information

**Website:** [www.cipsonline.edu.jm](http://www.cipsonline.edu.jm)

**Email:** [info@cipsonline.edu.jm](mailto:info@cipsonline.edu.jm)

**Tele:** (876) 929-3340 | 929-6146 | 929-6159

**Whatsapp:** (876)383-2411

**Address:** 3a Richmond Avenue, Kingston 10

**Registration Fee:** \$1,500 (Non-refundable)

# Programmes Offered:

## Certificate Programmes/Courses:

- Certificate in Insurance Studies
- Certified Insurance Technician (CIT)
- Certificate in Insurance Accident Investigating - Motor
- Chartered in Insurance Institute/College of Insurance Certificate
- Certificate in Paralegal
- Certificate in Business Communication
- Certificate in Customer Service

## Certificate in Insurance Accident Investigating - Motor

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

## Certificate in Insurance Studies:

- Introduction to Insurance
- Legal Principles
- Motor Vehicle Insurance
- Property Insurance
- Liability Insurance
- Accident Insurance
- Principles & Practices of Marine Insurance
- Customer Service

## Chartered Insurance Institute (CII)/CIPS Certificate Courses:

- W01 - Award in General Insurance (Compulsory)
- WUE - Underwriting Process
- WCE - Insurance Claims Handling Process
- W04 - Award in Customer Service in Insurance

## Certified Insurance Technicians Courses:

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

## Seminars and Workshops (September - December 2025)

- Demystifying Electric Motor Vehicle
- AI for Insurance Professionals
- Underwriting Process
- Claims Process

# Course Schedule Overview:

*All dates are subject to change*

## Pre-Requisite Courses:

Course	Duration	Dates	Day
Legal Principles	30 hrs	Sept. 15 - Nov. 24	Monday
Introduction to Insurance	36 hrs.	Sept. 16 - Dec. 2	Tuesday

## Insurance & Technical Programmes:

Course	Duration	Dates	Day
Property Insurance	45 hrs.	Sept. 15 - Dec. 15 Sats. Oct. 11 & Nov. 8	Monday
Introduction to Claims	45 hrs.	Sept. 16 - Dec. 9 Sats. Oct. 11 & Nov. 8	Tuesday
Accident Insurance	36 hrs.	Sept. 15 - Dec. 2	Tuesday
Motor Vehicle Insurance	36 hrs.	Sept. 17 - Dec. 3	Wednesday
Principles & Practices of Marine Insurance	36 hrs.	Sept. 17 - Dec. 3	Wednesday
Liability Insurance	36 hrs.	Sept. 18 - Dec. 4	Thursday
Advance Claims	45 hrs	Sept. 18 - Dec. 11 Sept. 17 - Dec. 3	Thursday

## Paralegal Course:

Course	Duration	Dates	Day
Paralegal		Sept. 15 - Dec. 8	Monday

**Certificate in Insurance Accident Investigating - Motor**

<b>Course</b>	<b>Duration</b>	<b>Dates</b>	<b>Day</b>
Legal Principles	30 hrs	Sept. 15 - Nov. 24	Monday
Introduction to Insurance	36 hrs.	Sept. 16 - Dec. 2	Tuesday
Introduction to Claims	45 hrs.	Sept. 16 - Dec. 9 Sats. Oct. 11 - Nov. 8	Tuesday
Motor Vehicle Insurance	36 hrs.	Sept. 17 - Dec. 3	Wednesday
Motor Insurance Investigator	45 hrs.	Sept. 18 - Dec. 11 Sats. Oct. 11 - Nov. 8	Thursday

**Certified Insurance Technician (CIT)**

<b>Course</b>	<b>Duration</b>	<b>Dates</b>	<b>Day</b>
Business Environment	45 hrs	Sept. 15 - Dec. 15 Sats. Oct. 11 - Nov. 8	Monday
Personal Insurance	45 hrs.	Sept. 15 - Dec. 15 Sats. Oct. 11 - Nov. 8	Monday
Insurance Law	45 hrs.	Sept. 16 - Dec. 9 Sats. Oct. 11 - Nov. 8	Tuesday
Marketing	45 hrs	Sept. 16 - Dec. 9 Sats. Oct. 11 - Nov. 8	Tuesday
Risk and Insurance	45 hrs.	Sept. 27 - Dec. 10 Sats. Oct. 11 - Nov. 8	Wednesday
Principles & Practices of Reinsurance	60 hrs.	Sept. 18 2025 - Feb. 12 2026	Thursday

**Customer Service Course:**

<b>Course</b>	<b>Duration</b>	<b>Dates</b>	<b>Day</b>
Customer Service	12 hrs	Sept. 18 - Oct. 9	Thursday

# Course Fees:

## 30 HOURS COURSE

### COST PER INDIVIDUAL COURSE

Members	Non-members
\$33,050.00	\$36,200.00

### COST PER COURSE PER PROGRAMME

Members	Non-members
\$31,800.00	\$34,839.00

## 36 HOURS COURSE

### COST PER INDIVIDUAL COURSE

Members	Non-members
\$39,350.00	\$43,130.00

### COST PER COURSE PER PROGRAMME

Members	Non-members
\$37,860.00	\$41,500.00

## 45 HOURS COURSE

### COST PER INDIVIDUAL COURSE

Members	Non-members
\$48,810.00	\$53,540.00

### COST PER COURSE PER PROGRAMME

Members	Non-members
\$46,950.00	\$51,460.00

## 60 HOURS COURSE

### COST PER INDIVIDUAL COURSE

Members	Non-members
\$58,400.00	\$64,040.00

### COST PER COURSE PER PROGRAMME

Members	Non-members
\$56,145.00	\$61,558.00

## INTERNATIONAL CUSTOMER SERVICE COURSE - JACSA & CIPS

Members	Non-members
\$45,000.00	\$47,000.00

## PARALEGAL COURSE

Members	Non-members
\$48,376.00	\$50,794.00

# Additional Information:

## Definitions:

- **Members:** Companies or individuals who pay an annual membership fee.
- **Non-Members:** Companies or individuals who do not pay the annual membership fee.
- **Individual Course:** A single course taken for the term.
- **Per Programme:** Multiple courses taken as part of a full programme.

## Class Times:

- **Weekdays:** 5:30 PM – 8:30 PM OR 6:00 PM - 9:00 PM
- **Saturdays:** Vary by course: 8:00 AM – 6:00 PM (in 3-hour blocks)  
Saturdays are continuations of weekday lectures for **45-hour courses only**.

## Terms and Conditions:

1. CIPS reserves the right to cancel or adjust any course based on registration numbers
2. Withdrawal requires written notice and approval. Refunds depend on when withdrawal occurs.
3. Students are responsible for updating contact information via email only.
4. Full attendance is expected for all registered course
5. Fees must be paid in full; exceptions may be granted only under extenuating circumstances at CIPS' discretion.

