



Detailed information on all programs and registration can be found on the IBAO website at www.ibao.org

The IBAO School of Insurance

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POLICIES AND PROCEDURES

1. Registration

Register online at www.ibao.org. Payment by cheque or BIPPER Bucks cannot be processed online. You MUST submit a registration form with payment to IBAO. A signed declaration from the principal must accompany the registration form requesting that BIPPER Bucks be used.

2. Cancellation/Refund Policies

- Once textbooks are shipped from IBAO they become the non-returnable property of the purchaser.
- Cancellation/refund requests received before shipment of texts will receive a full refund less a \$50 administration fee.
- Cancellation/refund requests received after shipment of texts will receive the amount paid less the cost of the textbook and an administration fee for the period of semester elapsed.
- All cancellations, transfers and/or refund requests must be submitted in writing to the IBAO.
- Transfers will not be permitted within one month of an examination.
- All transfers, without official documentation (medical or other), are subject to a transfer fee – \$50 for members and \$75 for non-members.
- No more than two transfers per CAIB part will be permitted.
- Re-sit exam fees are non-refundable.

3. No Show Procedures

Registrants who fail to attend their scheduled examination, without valid documentation (medical, family emergency), will be subject to a no-show fee the next time they register for that exam – \$135 for members and \$170 for non-members.

“ I found the knowledge I gained from CAIB immediately transferable to my job as a broker. ”

CAIB Graduate

USE OF THE CAIB DESIGNATION

The Insurance Brokers Association of Canada (IBAC) will award the CAIB designation to successful candidates who meet the following conditions:

1. The right to obtain an IBAC designation will be restricted to successful candidates who are employed by a property and casualty insurance brokerage and are members in good standing, as at the time of the granting of such IBAC designation, of a member association which is and continues to be a member of IBAC.
2. At the sole discretion of IBAC and member associations, non-members and/or non-brokers shall be allowed to complete any program offered by IBAC, and upon successful completion, such non-members and/or non-brokers will be entitled only to Certificates of Completion.
3. The right to use and maintain any IBAC designation granted by IBAC shall only continue while such person is employed by a property and casualty insurance brokerage, acceptable to the IBAC Board of Directors, while that brokerage continues to be a member in good standing of a member association which itself is a member in good standing of IBAC.
4. A licensed property and casualty insurance broker, having earned a Certificate of Completion or an IBAC designation, who is an employee (not a principal) of a property and casualty insurance brokerage that is not a member of a member association of IBAC, may be allowed to obtain membership or associate membership with the appropriate member association of IBAC, failing which that person's right to use such IBAC designation will be terminated. (An annual associate membership fee must be paid to IBAO for this privilege.)
5. The granting of member and/or associate member status is at the discretion of the member association and shall be in accordance with, and subject to, the applicable member association's by-laws, rules, regulations and guidelines

Canadian Accredited
Insurance Broker

CAIB

EDUCATION FOR BROKERS BY BROKERS



IBAO School of Insurance



Program Description

The CAIB program was developed specifically for the Canadian insurance broker with the direct input from Canadian insurance brokers. You will immediately transfer your newly learned knowledge and skills from the CAIB program to your job at the brokerage. You can count on the CAIB program to enhance your technical knowledge, general business competency, and professionalism.

BENEFITS OF THE CAIB PROGRAM

- It provides you with formal, fundamental insurance knowledge.
- It encourages you to develop specialized skills.
- Your clients will receive the necessary insurance expertise.
- You develop personal confidence and enhance your career opportunities.

Participants do not have to be licensed in order to take any of the CAIB courses. However, they do have to be licensed to use the designation upon completion. The courses can be taken in any order, however we recommend the student commence with CAIB 1.

TIME COMMITMENT

We recommend that the student spend a minimum of five hours per week studying the material. For discussion group participants, these five hours are in addition to the time spent in weekly discussions. Each semester is approximately 12 weeks in length.

Note: There is no limit on the amount of time you may take to complete the CAIB designation. Be aware that textbooks and exams are revised every few years and textbooks may become outdated. It is the student's responsibility, in this case, to make sure the text is current.

“CAIB covers all aspects of the business, providing brokers with the knowledge and real life experiences necessary to deal with almost any situation.”

Program Outline

CAIB 1
RIBO HOURS: 5 MANAGEMENT & 16 TECHNICAL
<ul style="list-style-type: none"> • Introduction to General Insurance • Habitational Insurance • Other Habitational Insurance Coverages • Personal Liability Insurance • Farm Insurance • Basic Personal Auto Insurance • Building Towards Professionalism - Emphasis on Service • Travel Insurance
CAIB 2
RIBO HOURS: 16 TECHNICAL
<ul style="list-style-type: none"> • Introduction to Commercial Property • Commercial Property Insurance - Policy Forms • Commercial Property Insurance - Additional Coverage Forms • Commercial Property Insurance - Miscellaneous Property Forms • Crime Insurance • Business Interruption Insurance
CAIB 3
RIBO HOURS: 16 TECHNICAL
<ul style="list-style-type: none"> • Commercial General Liability - A Legal Perspective • Commercial General Liability Insurance Policy • The Commercial Automobile Exposure • Ocean Marine and Aviation Insurance • Surety Bonds • Risk Management
CAIB 4
RIBO HOURS: 20 MANAGEMENT
<ul style="list-style-type: none"> • Planning • Organizing • Human Resources • Leading • Broker - Insurance Company Relations • Marketing • Building Long-Term Relationships • Technology • Financial Management • Monitoring

RIBO hours are granted to all students who challenge the exam, whether or not the student passes the exam. RIBO hours are granted once per CAIB course, regardless of how many attempts it takes to pass the exam.

Note: RIBO Council has approved the CAIB designation as an equivalency for the Unrestricted (Technical Only) class of registration. You may apply to RIBO for the Unrestricted Technical license upon completion of the designation. Other requirements may apply.

Study Formats

1. Group Discussion

Discussion groups emphasize active participation and are a forum for the sharing of ideas. An experienced broker, acting as a discussion leader, guides the group. IBAO will arrange a discussion group and leader for a minimum of six participants. Classes are approximately two hours long, and are held once a week for the duration of the term. Class times and locations are not predetermined. They are dependent on registration. We do not offer the discussion group format during the summer semester. Enrollment in a discussion group automatically enrolls a student for the examination at the end of that term.

2. Teleconference Group Discussion

CAIB 4 students can now take advantage of a new Teleconference Discussion Group format. The teleconference format mirrors that of the existing discussion format but is done via teleconference (phone). Students simply dial in from the convenience of their home or office once a week for their 60-90 minute CAIB class. The group is lead by an experienced broker, acting as a discussion leader. Teleconference groups will require a minimum of six students to run. Enrolment in the teleconference group automatically enrolls a student for the examination at the end of that term.

3. Self-Study

The self-study format is offered to students who prefer the self-study method. It is also an alternative for students in areas that do not have the minimum enrollment numbers to run a group discussion. In addition to the course text, students will receive a Self-Study Answer Guide. Enrollment in a self-study program automatically enrolls you for the examination at the end of that term.

4. CAIB Online

Full member registrants (Group Discussion or Self-Study) in each semester are entitled to free access to the online version of the course. CAIB online consists of a series of multimedia lectures, progress quizzes and a discussion board for students to interact with fellow students across the country.

5. Individual Textbook Sales

You can purchase the CAIB textbooks to use as a reference tool or as study material for a RIBO Level II license. Buying a book does not entitle you to an exam,

nor does it make you eligible to challenge an exam. To achieve the CAIB designation, the student must pay the full course fee.

6. Course Fee

Individuals, who have failed an exam and wish to join a discussion group in a later semester, must pay a course fee. The course fee includes the cost of the exam. This is equivalent to the fee that one, who purchased an individual textbook, would pay to use that text towards the CAIB designation.

7. Re-Sit Exam Fee

This fee applies to any students who fail an examination and wish to rewrite.

8. No Show Fee

This fee applies to any student who fails to attend a scheduled examination.

FEE SCHEDULE			
	Member	Non-Member	
1. Discussion Group (Per CAIB, per semester) <small>*Not offered in summer semester</small>	\$554	\$733	
2. Teleconference Group (Via phone) CAIB 4 only	\$654	\$833	
3. Self-Study (Per CAIB, per semester)	\$514	\$694	
4. CAIB Online (See criteria #4)	FREE	-	
5. Text Only Purchase	\$279	\$399	
6. Course Fee	\$250	\$290	
7. Re-Sit Exam (Only for previously unsuccessful students)	\$109	\$149	
8. No-Show Fee	\$135	\$170	
9. Transfer Fee (See Policies and Procedures #2)	\$50	\$75	

Cheques must be made payable to IBAO. Certified Personal Cheques, Cash, Visa, MasterCard and Money Orders accepted. Prices are subject to change without notice.

ENROLLMENT DEADLINES			
	Reg. Deadline	Exam	Re-sit Date
Winter Semester	Dec. 1/09	May 5/10	July 14/10
Summer Semester	April 1/10	July 14/10	Sept. 15/10
Fall Semester	Aug. 1/10	Dec. 1/10	Feb. 9/10