

December 23, 2015

On January 1, 2016, the new Life License Qualification Program (LLQP) modular exams begin. The College of the North Atlantic will be administering the new LLQP modular exams on the behalf of the Office of the Superintendent of Insurance, Service NL.

This letter outlines registration for candidates and schedule of dates for exams written at the St. John's campus of the College of the North Atlantic only. Candidates wishing to write outside of St. John's must contact the College of the North Atlantic. Exams outside St. John's are scheduled on an as needed basis.

New LLQP Registration Process

Candidates are not permitted to register for their LLQP modular exams without successfully completing a qualifying LLQP training course from a provincially approved course provider (see attached) and have registered for their Canadian Insurance Participant Registry (CIPR) number.

Candidates **must** have a CIPR number in order to register for the LLQP modular exams. When registering for the CIPR number, candidates are asked to use their legal name which **must match** their valid government issued photo ID. If the CIPR ID does not match the valid government issued photo ID, candidates may not be permitted to write the LLQP modular exams.

Newfoundland and Labrador only offers modular exams. Candidates are permitted to write up to **two (2)** modules per scheduled exam time. When registering, candidates will indicate which modules they will be writing. The cost per module is **\$35** whether it is a first writing or re-write. Candidates only pay for the modules being written. The passing mark for per module is 60%.

When registering, you must:

- fill out an application form,
- pay your fee(s),
- advise which modules you will be writing,
- and give your CIPR number.

Once candidates are verified to write, the College of the North Atlantic will send an email confirming registration, and information regarding the exam. Marks per module will be released in **5-10 business days via email.**

Reminder! In order to write the exam, you must present your **CIPR number and a valid government issued photo ID** (ex. Passport, license, provincial identification card). Identification must be government issued.

Schedule of Examinations 2016 – (St. John’s and surrounding areas only)

January 13, 27	*July 13, 27
February 10, 24	*August 10, 24
March 9, 23	September 7, 21
April 6, 20	October 5, 19
May 4, 18	November 2, 16, 30
*June 1, 15, 29	December 14

Examinations will be scheduled according to the dates listed above at the Prince Philip Drive Campus. Exams will commence at 5:00 pm.

*** June 1, 15, 29; July 13, 27 and August 10, 24 exams will begin at 4:30 pm:**

Contact:

College of the North Atlantic
Continuing Education Department
Room L202
1 Prince Philip Drive Campus
P.O. Box 1693
St. John’s, NL A1C 5P7

(709)758-7532

Fees are payable through the Continuing Education Department at the Prince Philip Drive campus, Room L202 during regular business hours. Cheque or money order should be made payable to College of the North Atlantic.

Cut off for registration is 3:00 pm on Friday prior to the Wednesday exam sitting.