

## Memo

**To:** Brokers and Agents  
**From:** Financial Services Regulation Division, Service NL  
**Date:** November 1, 2017  
**Re:** LLQP Modular Exams

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This Memo outlines registration process for all candidates but only includes a schedule of dates for exams written at the **St. John's campus of the College of the North Atlantic**. Candidates wishing to write outside of St. John's may do so at the Gander, Corner Brook or Happy Valley-Goose Bay campus. Candidates must contact the appropriate campus directly to schedule exams as they are scheduled on an as needed basis.

### **LLQP Registration Process**

Candidates must meet the following in order to register for a LLQP modular exam:

- **Have a Canadian Insurance Participant Registry (CIPR) number.** 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;
- **Have successfully completed a qualifying LLQP training course** from a provincially approved course provider;
- Are shown as being **certified on CIPR**; and
- **Have registered, in person, by 3:00 pm on Friday prior to the Wednesday exam sitting.**

When registering, you must:

- Fill out an application form;
- Advise which modules you will be writing. Newfoundland and Labrador only offers modular exams. Candidates are permitted to write up to **two** modules per scheduled exam time;
- Pay your fee(s) for the modules being written. The cost per module is \$35 whether it is a first writing or re-write. In St. John's, fees are payable through the Continuing Education Department at the Prince Philip Drive campus, Room A201 during regular business hours 8:30 am – 3:30 pm. Payment may be made by cash, debit or credit. Cheque or money order should be made payable to College of the North Atlantic; and
- Present your **CIPR number and a valid government issued photo ID** (ex. Passport, license, provincial identification card). Identification must be government issued.
- If you have written the LLQP modular exams before outside of Newfoundland and Labrador, please advise which province, the exams written and date. Failure to do so may result in marks being forfeited.

**Candidates who fail to meet any or all of these conditions will not be permitted to write.**

Once it is determined a candidate is eligible to write, the College of the North Atlantic will send an email confirming registration and include the details regarding the exam.

## Exam Results

Exam results are verified by Service NL before being released. The candidate will receive their results **via email within 10 business days** of writing their exam. The passing mark per module is 60%.

## Exam Schedule 2018 – CNA St. John’s Campus

January 10, 24	<b>*July 11, 25</b>
February 7, 21	<b>*August 8, 22</b>
March 7, 21	September 5, 19
April 4, 18	October 3, 17, 31
May 2, 16, <b>30*</b>	November 14, 28
<b>*June 13, 27</b>	December 12

Examinations will be scheduled according to the dates listed above at the Prince Philip Drive Campus. Exams will commence promptly at 5:00 pm. **\* May 30; June 13, 27; July 11, 25 and August 8, 22 exams will begin at 4:30 pm.\***

## Contact:

### **St. John’s Campus:**

1 Prince Philip Drive Campus  
Room A201  
**(709)758-7532**

### **Gander Campus:**

1 Magee Road  
Room 122  
**(709)651-4802**  
[colleen.harris@cna.nl.ca](mailto:colleen.harris@cna.nl.ca)

### **Corner Brook Campus:**

141 O’Connell Drive  
Room 1031  
**(709)637-8570**  
[shelly.buffett@cna.nl.ca](mailto:shelly.buffett@cna.nl.ca)

### **Happy Valley-Goose Bay Campus:**

219 Hamilton River Road  
Room 131  
**(709)896-6303/6365**