

**REGISTRANT INFORMATION**

First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Current  
 Title/position: \_\_\_\_\_  
 Employer Name: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City, Province: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_  
 Office Telephone #: \_\_\_\_\_  
 Cell #: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Preferred Language: \_\_\_\_\_

**REGISTRANT PROFILE**

Please select all that apply:

I hold a valid certificate delivered by the *Authorit  des march s financiers (AMF)* in insurance of persons, a category of group insurance of persons, accident and sickness insurance, group savings plan brokerage, investment contract brokerage, scholarship plan brokerage or financial planning and have been actively working in that discipline for at least one year.

License Number	Discipline(s)	Years Experience

I have at least 2 years work experience in insurance of persons and/or annuities with an insurance carrier, brokerage firm or actuarial firm.

Name of Employers	Dates of Employment

I have no relevant experience in insurance of persons.

**SCHEDULE SELECTION:**

- Full time day
- Part-time evening (I have read the terms and conditions of registration (see page 4) and I am eligible to attend the part time condensed evening courses.)

**LIFE INSURANCE TAXATION PRINCIPLES (PREREQUISITE COURSE)**

Register for Life Insurance Taxation Principles (prerequisite course). Although you may be exempt from this course you may choose to register for it as a refresher in taxation to better understand certain modules in the LLQP (Life License Qualification Program) and Accident & Sickness Programs.

OR

I have read the terms and conditions of registration (see page 4) and I meet the conditions to be exempt from the course on Life Insurance Taxation Principles.

**LLQP (LIFE LICENSE QUALIFICATION PROGRAM) PROGRAM SELECTION**

- LLQP (Canada) - AMF modules 01-111, 01-112, 01-311, 01-312, 01-313
- LLQP (Civil Code) - AMF modules 01-111, 01-311, 01-312, 01-313
- LLQP (Common Law) - AMF modules 01-112, 01-311, 01-312, 01-313
- Accident & Sickness (Canada) - AMF modules 01-111, 01-112, 01-312
- Accident & Sickness (Civil Code) - AMF modules 01-111, 01-312
- Accident & Sickness (Common Law) - AMF modules 01-112, 01-312
- Ethics & Professional Practice (Civil Code) - AMF module 01-111
- Ethics & Professional Practice (Common Law) - AMF module 01-112
- Top Up from Accident & Sickness - AMF modules 01-311, 01-313
- Top Up from Accident & Sickness (+ Civil Code) - AMF modules 01-111, 01-311, 01-313
- Top Up from Accident & Sickness (+ Common Law) - AMF modules 01-112, 01-311, 01-313

**HOW TO SUBMIT YOUR REGISTRATION FORM**

Please submit your **completed registration form** along with the **signed Terms and Conditions of Registration** by e-mail to [info@insurancecoursescanada.ca](mailto:info@insurancecoursescanada.ca).

Upon reception of your forms your invoice will be processed and sent to you by e-mail along with payment instructions.

If you require assistance in completing your registration please feel free to contact us.

**Terms and Conditions of Registration**

In order to register with EB Knowledge Center, all candidates must read the conditions of registration below and confirm that they have read, understood and agree to abide by the terms contained in this document:

**Pre-requisites**

- 1- The Module on Life Insurance Taxation Principles is a pre-requisite for all programs under the Life License Qualification Programs (LLQP) and the Accident & Sickness Programs. Candidates may be exempt from attending the Module on Life Insurance Taxation Principles if they already hold an existing insurance license or have relevant past experience in taxation.

To benefit from this exemption, candidates must present their insurance license number or a certificate of successful completion of a taxation course from an accredited institution, college or university, a CPA number, a Financial Planner designation number or other similar designation.

- 2- The following pre-requisites are required for candidates to be accepted in the part time condensed certification program:
  - a) Hold an existing insurance license; or
  - b) Have at least 2 years of relevant work experience in the insurance industry.

To register for the part time condensed course candidates must provide either their insurance license number or their employer name along with the contact information of their immediate supervisor.

**Registration Fees**

The price of a course consists of registration fees and tuition fees. Registration fees cover the cost of opening a file and obtaining digital course manuals.

The following registration fees are non-refundable and non-transferrable:

<b>Program Type</b>	<b>Registration Fee*</b>
LLQP	\$125
Accident & Sickness	\$97
Top Ups	\$83
Ethics & Professional Practice	\$69

\*to which applicable taxes shall be added

**Tuition Fees**

Tuition fees vary per course or certificate chosen by the candidate. Please refer to the EB Knowledge Center website ([www.insurancecoursescanada.ca](http://www.insurancecoursescanada.ca)) for details on *Certification Program* prices.

In the event a candidate withdraws from a course, at least 10 business days' notice prior to the start of class is required in order to receive a refund equivalent to 100% of tuition fees (for clarity, these fees do not include registration fees).

**Training Material Fees**

The AMF manuals supplied by EB Knowledge Centre which are used to teach the courses are in digital format and their cost is included in the registration fees. Candidates who wish to obtain a printed copy of the manuals will be charged additional printing and shipping fees. Printing fees are as follows:

<b>Module</b>	<b>Printing Fees</b>
Life Insurance Taxation Principles	\$33.00
Life Insurance	\$88.00
Segregated Funds and Annuities	\$77.00
Ethics and Professional Practice	\$50.00
Ethics and Professional Practice (Quebec)	\$90.00
Accident and Sickness Insurance	\$71.00

Shipping fees are \$18.00 for the first 2 manuals plus \$3.00 for each additional manual. Manuals can be expected to be received within 10 business days of placing the order.

**Payment of Fees**

EB Knowledge Centre accepts payment by Paypal and all major credit cards.

Registration fees (including taxes) must be paid at the time of registration.

Tuition fees (before taxes) totaling less than 1500\$ must be paid in full upon registration. Tuition fees in excess of 1500\$ (before taxes) may be paid in three (3) monthly installments without interest.

**Issuance of Course Certificate**

Candidates must receive a passing grade of at least 60% in order to receive their course certificate.

EB Knowledge Center reserves the right to withhold the course certificate until such a time as the candidate has paid all balances owing in full.

### **Exams**

In the event students must retake an exam, candidates acknowledge that additional fees of 100\$ plus taxes will be charged by EB Knowledge Center.

Candidates acknowledge that content from exams is confidential and agree not to disclose such exam content to any third party during the course of its studies and any time afterwards.

Penalties will be applied in the event of plagiarism during an exam.

### **Course Cancellation**

EB Knowledge Center reserves the right to cancel or defer a course in the event of low registration. In the unlikely event that the course is cancelled, candidates will be notified and will receive a complete refund.

### **Intellectual Property**

Candidates acknowledge that study materials that may be provided throughout the program are protected by copyright laws which restrict the use and reproduction of such material. Students agree not to violate any such copyrights.

### **Data Protection**

Candidates acknowledge that EB Knowledge Center will collect, use and store personal information for the purpose of administering and managing its courses and as may be required in its status as certified course provider by the *Autorité des marchés financiers*. Such personal information may include all contact information provided upon registration or during the candidate's relationship with EB Knowledge Center, such as academic marks or financial information. For additional information please visit our website to read our complete *privacy policy*.

**REGISTRATION FORM**

In the event you do not agree or have any questions with regards to the above terms, please communicate with EB Knowledge Center by phone at (514) 448-4420 or email at [info@insurancecoursescanada.ca](mailto:info@insurancecoursescanada.ca).

**I confirm that I have read, understood and agree to abide by the terms contained in this document.**

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Signature and date