

BASIC BROKER PREPARATION COURSE

Registered Insurance Brokers of Ontario

Level 1 Registration

Mohawk College

Hamilton, Ontario

2010



Basic Broker Preparation Course -- (working under supervision)

Regulations . . .

Upon completion of this course, the student will be qualified to be an "other than life" Insurance Broker as defined in the Registered Insurance Brokers Act, RSO1990 and its regulations. In order for a student to obtain a RIBO registration, it is necessary that employment be obtained with an unrestricted broker within 12 months of the date of passing the examination.

The student will receive a Level 1 "restricted registration". A restricted registration will not permit the student to establish his/her own brokerage. After 2 years working as a restricted broker and successful completion of the Advanced Broker Registration Course (Level 2) and respective examinations, this restriction can be removed.

A restricted registration permits a broker to effect any type of Property and Casualty coverages but the broker is required to have sufficient knowledge of the coverages in order to handle the client's needs in a professional and competent manner.

Successful candidates may gain employment through any Registered Brokerage in the Province of Ontario. If a candidate does not become employed and registered within 12 months, the student will be required to re-write a RIBO examination.

The Insurance Brokers Association of Hamilton, Mohawk College and the Instructors are not responsible for obtaining such employment or recommending employment opportunities.

About the course . . .

The Basic Broker Preparation Course satisfies the Basic Broker Skill Requirements as established by the Registered Insurance Brokers of Ontario (RIBO). It is a lengthy and fast moving course that requires attendance at all lectures. It is recommended that a student spend a minimum of 3 - 4 hours in private study between each lecture. Emphasis is placed on Insurance Principles and personal automobile and property coverages. Frequent Term Quizzes given throughout the course allow the student a measure of his/her accomplishments to date. A review exam will be supplied covering all course subject matter in preparation for the RIBO exam. These quizzes and review exam do not contribute to the RIBO exam or marks.

The RIBO exam will be written in class on the last day of the course.

The Basic Broker Preparation Course at Mohawk College . . .

The Basic Broker Preparation Course is offered through the co-operation of the Insurance Brokers Association of Hamilton and Mohawk College-School of Insurance.

The course has been offered at Mohawk College since 1980, as an evening course encompassing 2 nights per week for 12 weeks. In 1997, a 2 week day program was introduced. The course at Mohawk College has consistently obtained a highly successful pass ratio since its inception.

About the Exam . . .

The examination is set by the Registered Insurance Brokers of Ontario. The student is required to submit an examination application and pay to RIBO the examination fee of \$180.00 in addition to the course enrolment fee. This examination fee, application and two passport photos are due on the second day of class for the 2-week course.

The examination of 3-hour duration contains 90 multiple choice questions and 10 short answer questions. Fifty percent (50%) of the exam will be "open book" and the candidate will be supplied with the Ontario Automobile Policy and the Habitational Policies for reference purposes.

The student must obtain a mark of 75% or higher to be successful.

Re-writes are limited to 3 examination attempts in a 12-month period. The re-write fee is \$90.00.

About the Instructors . . .

James E. Bonnay, C.I.P., C.C.I.B. Jim retired from Dalton Insurance Brokers Ltd. in 1996 after 34 years. He is currently an Insurance Consultant for Educational seminars and training, expert witness assignments and other Education related activities for the General Insurance Industry.

He is an Honourary member of the Insurance Brokers Association of Ontario and received the 1997 Award of Merit from the Association.

Jim has taught at Mohawk College since 1974 and received the Mohawk College Presidents Award of Merit in 1994 for 20 years teaching insurance courses. In 2003 Jim received an Honourary Diploma in Insurance from Mohawk College for 30 years of Insurance Education.

Jim has served on Education and exam committees for the Insurance Brokers Association of Canada, Insurance Brokers Association of Ontario and the Registered Insurance Brokers of Ontario. He has served for 25 years as panel member and chairman of the Registered Insurance Brokers of Ontario - Discipline Committee.

Jim has prepared and presented auto seminars for Bill 164, Bill 59 and Ontario Market Reform. He also has delivered Risk Analysis and Errors and Omission seminars in several centres in Ontario and in Alberta, Saskatchewan, New Brunswick and Manitoba. He has worked with over 60 law firms from across Ontario, Nova Scotia and New Brunswick and has assisted as an "expert witness" in over 250 cases.

Violet H. Whitehouse, C.A.I.B., CIP. Violet is the Personal Lines Manager at Ten Star Insurance Brokers Inc. Violet has been a broker for over 30 years and has been involved with education with The Insurance Institute of Ontario for over 17 years. Violet currently lectures for Sheridan College, the Hamilton- Niagara Chapter of the Insurance Institute and occasionally for the Toronto Chapter of the Insurance Institute.

In 2002 Violet was awarded the David McLaughlan Memorial Award in honour of her outstanding contribution to the Insurance Community. Also, in 2004, Violet was the recipient of

the Clannad Award. This award is given by the Hamilton-Niagara Insurance Institute to the teacher who is nominated by her students as being outstanding in his/her field.

Violet is a member of the Insurance Brokers Association of Hamilton executive as the Education Chairperson and also as the Academic Chair for the Hamilton-Niagara Chapter of the Insurance Institute.

Course Dates and Times . . .

12 week course

Due to insufficient enrolment, the 12 week course has been discontinued.

2 week courses

Commencement Date -- Feb. 22, 2010
Exam Date -- March 6, 2010

Commencement Date -- May 3, 2010
Exam Date -- May 15, 2010

Commencement Date July 5, 2010
Exam Date July 17, 2010

Commencement Date Sept. 27, 2010
Exam Date Oct. 9, 2010

Course dates -- Monday to Friday

Course times -- 8:30 am to 12 noon
1:00 PM to 4:30 PM
Exam 9:00 am to 12 noon (Saturday of the second week)

Location -- Mohawk College Residence & Conference Centre
Conference Room
Mohawk College- Fennell Campus

Course Fee -- \$580.00 - Members of Insurance Brokers Association of Ontario
\$990.00 - non-members

Note: Late registrations will be subject to a late enrolment fee.
Details on Application for Registration.
You must submit a **“Criminal Record Verification”**

See application for instructions and how to obtain this form from your local police detachment.

The fee includes tuition, text material and all handouts. In addition the student is responsible for the RIBO exam fee of \$180.00 (\$90.00 for re-write) which is to be submitted on

the second day of class along with a completed exam application and two signed passport photos. Exam application will be distributed on the first day of classes.

The Course fee must be made payable to the Insurance Brokers Association of Hamilton. The examination fee is payable to the Registered Insurance Brokers of Ontario.

Accommodation assistance is available for out-of-town students. The Mohawk College Residence offers attractive and reasonable accommodation on campus. Please refer to:

“Information for accommodation at the Mohawk College Residence & Conference Centre

To receive an application please complete the following and send to:

Jim Bonnay,
5236 Cherryhill Cres.,
Burlington, Ont. L7L 4C4

Surname _____ First name _____
Title Mr. Mrs. Ms. Miss _____
Street address _____
City _____ Postal code _____
Home phone area code _____ phone _____
Email address _____

Require application for: 2 week course commencing Feb. 22, 2010 _____
2 week course commencing May 3, 2010 _____
2 week course commencing July 5, 2010 _____
2 week course commencing Sept. 27, 2010 _____

Applications are also available on the Insurance Brokers Association of Hamilton – web site at:

www.ibah.org

I am a member or an employee of a member of The Insurance Brokers Association of Ontario: **yes** **no**

Course fee must accompany application. Personal cheques must be certified.

Applications for this course are **NOT** available at Mohawk College. As this course is offered by the Insurance Brokers Association of Hamilton, Mohawk College may not accept your application or payment. Applications must be obtained and submitted to the Course Co-ordinator.

All courses subject to sufficient enrolment. Course material and dates may be changed or cancelled at the discretion of the Insurance Brokers Association of Hamilton or Mohawk College.

After receiving your cheque and application and when sufficient enrolment has been received, you will be notified by email confirming the acceptance of your registration for the course selected.

For additional information, please call:

Jim Bonnay
Course Co-ordinator
phone 905-333-1727 fax 905-333-0683
e-mail: jamesbonnay@cogeco.ca

PLEASE NOTE:

Applications sent by ICS Courier may be delayed or not delivered . Other couriers – Purolator, Fedex, etc. will deliver promptly to the above address. IBAH will assume no responsibility for applications not received or delayed.

Registration withdrawals within 7 days of commencement date will be subject to a withdrawal fee of \$100.00.

***Information for Accommodation at
The Mohawk College Residence & Conference Centre***

245 Fennell Ave. W., Hamilton, Ont. L8N 3T2

The Mohawk Residence & Conference Centre is located on the Fennell Campus of Mohawk College in a separate building to the west of the main campus building. The Residence has 171 spacious guest suites and which include:

- Two private bedrooms, each with a double bed
- Private kitchenette with sink, full size refrigerator and microwave.
- Three piece bathroom
- Cable Television with a TV set in each bedroom.
- Air-conditioning
- Data ports –high speed internet connections
- Telephone with free local calls and voice mail
- Long distance telephone service available

Suite rate which accommodates 2 persons - **\$419.65 per week**

- Rates quoted are per suite (based on double occupancy and are subject to applicable taxes.
- The maximum number of guests allowed per suite is 4.
- Rates are subject to change without notice
- Other features include, study rooms, furnished lounges, controlled access into the building (upon request), laundry facilities, and Mohawk College's new Wellness Centre.

All registered guests will receive a free continental breakfast each morning.

Suite reservations must be arranged directly with the Mohawk Residence and Conference Centre. IBAH or the course coordinator assumes no responsibility for room reservations.

You can contact the Mohawk Residence at:

(905) 385-3200 (Room Reservations)

Toll Free – 1-877-2-ALUMNI (1-877-225-8664)

Email mohawk@stayrcc.com

Website: www.checkintothecentre.com

Many of our attendees have stayed in the Residence while attending the two week course for the past several years. They all have spoken highly of the facility and the attractive weekly rates. The Residence is located a short distance from several restaurants and shopping areas. A separate brochure about the Residence is available on request.