



## Exam Registration Open to All Applicants

Posted June 25/20 (emailed June 25/20)

***Emailed to all Authorizers at Manitoba licensed Insurance Companies and to all Operating Agents and Designated Representatives.***

The Insurance Council of Manitoba (ICM) office continues to be closed to the public, however, exams have resumed in our office (*seats are available in Winnipeg only at this time; exams seated outside of Winnipeg continue to be suspended until further notice*). Exams follow strict physical distancing and other COVID-19 prevention measures as follows:

- Exam applicants **must** complete the [Exam Declaration](#) and bring this **completed** form to the ICM office the morning of the exam(s)
- Exam applicants **must** not linger in the hallway outside the ICM office doors, and **must** use the refreshment area in the basement of the building or use the waiting room on the 5<sup>th</sup> floor when waiting for their exam
- Exam applicants will be seated the required 2-meters distance apart
- Exam applicants **must** bring their own pencil
- Exam applicants **must** bring their own non-programmable calculator (no function buttons)
- Exam applicants **must** wear a mask at all times while waiting in line at the ICM and during the exam (masks will not be supplied by the ICM, and each applicant must bring their own)
- Exam applicants **must** obey the social distancing guidelines

An exam applicant that does not bring the items listed above, or obey the safety protocols, will not be able to write the exam.

### **How do I know which dates are Open?**

- To view a list of open dates, refer to the "[Open Examination Sitting Schedule](#)" available on the ICM website.

### **How do I Register?**

- If your examination(s) was previously cancelled in March or April 2020 due to COVID-19, you must contact our office and allow us to manually schedule your exam(s). *Note: Registrants whose exams were cancelled in the months of March and April 2020 were all previously contacted and given priority to schedule their exams.*
- If your examination(s) was not previously cancelled due to COVID-19, you are required to schedule online. For more information about how to register for an exam, please visit our [Exam Process](#) page on our website and ensure to review the [User Guide - Online Examination Registration](#) prior to registering online for the exam.

Thank you for your patience during this uncertain time.

**Insurance Council of Manitoba**

[www.icm.mb.ca](http://www.icm.mb.ca)

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