

Registrant's Information Sheet

Harmonized LLQP Life and/or Accident & Sickness Insurance Agent Examinations

What to Bring:

Original government issued Photo Identification is required. Registrants who cannot produce picture identification will not be permitted to write the exam. The name on your I.D. must match the name within CIPR (*Canadian Insurance Participant Registry*). Exam applicants must bring their own pencil. A non-programmable calculator will be supplied for use by the ICM. Masks are recommended.

Time, Number of Questions and Length of Examination: (Pass mark is 60%)

Registration is 10-15 minutes prior to each exam module.

Registration closes 5 minutes prior to each exam module. Late entries are not permitted.

Exam Schedule: Examinations are written typically twice a week (*additional days are accommodated as needed*). [Open Examination Sitting Schedule for in-person examinations](#)

Examination Location:

- Unless otherwise notified, the exams are held at the Insurance Council of Manitoba office located at 466 – 167 Lombard Avenue, Winnipeg. Contact information for the office is phone #204-988-6800, email contactus@icm.mb.ca.
- Registrants will not be permitted to enter the exam room after the exam has begun and will forfeit their exam fee.
- The ICM kindly asks that you do not linger in the hallway between examinations. There is a waiting room on the 5th floor, Room 544.
- Please ensure that you allow sufficient time to find parking if required.

The Exam Setting:

- A separate desk will be provided for each registrant.
- No food or beverages are allowed on the examination room tables.
- No additional papers of any kind are allowed on the examination table(s) during the exam. Scrap paper will be provided to you for the exam. You are prohibited from using any other paper for scrap paper other than what the ICM provides to you.
- Electronic devices that have storage and/or transmission capabilities are not permitted inside the exam room. Cellular phones, smart watches, PDAs, and other electronic devices are not permitted in the exam room.
- Study materials, bags and brief cases must be placed away from your desk when writing.
- No breaks are permitted once the exam begins. This includes washroom breaks. Leaving the exam room will be considered the end of your exam attempt. Council suggests that this activity be completed before the exam begins.
- If you have a medical or other condition which requires special consideration, please inform our office PRIOR to your exam day. NOTE: Exemption from this rule will require a doctor's note.

Cancellation:

Cancellation of an exam can occur at least one business day prior to the exam. (For example, if your exam is scheduled for Tuesday at 9:00 a.m., you can reschedule before 9:00 a.m. on Monday.) The exam fee is non-refundable. However, if sufficient notice of one business day is provided, the fee can be applied to your next exam booking. An applicant is allowed to cancel and reschedule their first set of examinations one time only within at least one business day prior to the exam. An applicant is allowed to cancel and reschedule one re-write examination only one time within at least one business day prior to the exam. **No further allowances will be made to reschedule an examination. Any further rescheduling will require payment of the examination fee again.** (For example, Joe Smith failed his first life insurance exam on Apr 9/24. He rescheduled it for May 9/24, but decided to cancel this sitting on May 1/24. He then rescheduled it for May 29/24 at no additional cost. However, he decided to cancel this sitting as well. Joe then rescheduled for June 15/24 and had to pay another examination fee for this sitting.)