

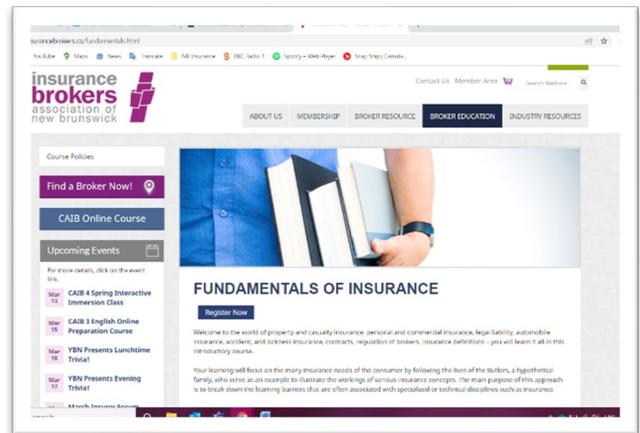


Fundamentals of Insurance Registration and Examination Process

1. To register for the Fundamentals exam, please have students use this [link](http://www.nbinsurancebrokers.ca/fundamentals.html), or follow www.nbinsurancebrokers.ca/fundamentals.html

Once the student is here, they can review the program overview, method of study and contact details of the association.

Students can reach out at anytime by calling (506) 450-2898, or email ibanb@nbinsurancebrokers.ca.



PLEASE LOGIN OR CREATE A GUEST ACCOUNT

- Login using the form below if you already have an account
- Otherwise, [create a guest account](#)

Login

Login

Password

Remember me on this computer

[Forgot your login/password?](#)

Is your brokerage a member? If yes, please [contact us](#) or your brokerage principal to get your personal login credentials.

2. When the student is ready to register, they can select the **'Register Now'** tab at the top of the page, which will then prompt the student to enter their login details. *** If the student is a PEI / NB broker, they will have their own account created upon commencement of employment. If they do not have these details, they can reach out to IBANB, who will assist them: ibanb@nbinsurancebrokers.ca.

If they are not a PEI / NB Broker, they will be asked to create their own account as a **guest** (this will allow the student to revisit their results, and any other information pertaining to their education with IBANB).

Once the student has their own account or guest account open, they will be prompted to give their below details to register for the Fundamentals of Insurance self study:

- First and Last Name
- Email Address
- Company Name
- Answer if they have completed the exam before
- If they have any accessibility / accommodation requirements
- Review of the course policies, with a link shown: www.nbinsurancebrokers.ca/Fundamentals_policies.html

SELF-STUDY WITH ONLINE EXAM

FI - Fundamentals Of Insurance
Textbook must be purchased separately.

Before registering, please read:

- Marks will not be released until payment is received by our office.
- Please note that your exam results will be posted to this website and will no longer be mailed.
- To register/write exam, click on **GO TO CAPTUS** link from the **My Courses** page in your portal.

First Name *

Last Name *

Email *

Company

Have you written this exam before?
 yes no

If yes, when?

I wish to receive the following textbook version:
 English Textbook French Textbook



3. Once all the information has been entered, the student will be given the option to purchase a textbook. **This is the only time; the student will pay a fee to IBANB.** If the student doesn't require a textbook, they can submit form, as they have now completed their registration with IBANB.

To purchase a textbook, the student will use the “click here” to add a textbook. They will then go to another screen and add the fundamentals textbook to their cart as shown below.

QUANTITY	DESCRIPTION	UNIT PRICE	SUBTOTAL	DELETE
1	Fundamentals of Insurance Textbook - English	\$135.00	\$135.00	<input type="checkbox"/>
TOTAL			\$135.00	

4. Once the textbook is in the shopping cart, the student can follow the prompts shown on the screen, which includes delivery details (if different from their current location), and any other information necessary.

They will need to complete the purchase and will be given the opportunity to pay via invoice, or by credit card.

5. The student is now registered in IBANB's system for their fundamentals exam. They can review the details, by going to https://www.nbinsurancebrokers.ca/cgi/page.cgi/my_courses.html. This will show them the below:

Course	Date	Result	Options
FI - Member Fee			Go to CAPTUS



6. Once the student has completed steps 1 – 5, they can register for their exam using our exam provider Captus Press Inc. The link is provided under the “My Courses” section of the IBANB website, or select this link – <https://info.captus.com/examregistration/ib/ibanb/register.aspx>

At the top of the page, Captus has laid out the registration process which is very helpful for students to follow (shown below):

- Complete the pre-registration form (this page), and submit it
- Retain the confirmation code from the confirmation page for your records. Captus Press will also send you a confirmation email containing the pre-registration information
- IBANB will approve your registration if they have no questions regarding your proctor
- Upon IBANB approval, Captus Press will process your payment plus tax
- Once payment has been processed, you will be sent an email with a login code for the exam. Your proctor will also receive their code via email. Should you not receive the email, you may also retrieve your exam login from the Confirmation page that appears after you register. You will need to add that page to your favourites
- Your login code will, in conjunction with the appropriate proctor code, give access to the exam only between the dates in this form. Please allow sufficient time for IBANB and Captus to process your application

Technical Support
Technical support for exams is available by phone at 1-866-348-7888 in North America from 9:00 AM to 5:00 PM Eastern time on weekdays or by email to Support@captus.com.

Examination Availability
Examinations are available between 9:00 AM to 5:00 PM Eastern time on weekdays. It is highly recommended that examinations be started and completed between these times to avoid possible loss of service due to routine and maintenance.

Pricing:

Exam	Price	Rewrite Price
Fundamentals of Insurance	\$125 + 18.75 HST = \$143.75	\$125 + 18.75 HST = \$143.75
CAIB	\$355 + 53.25 HST = \$408.25	\$125 + 18.75 HST = \$143.75

Fields marked with an asterisk * are required.

First Name: *

Middle Name: (if applicable)

Last Name: *

Home Address: *

City: *

Province: *

Postal Code: *

Email: * *Email address must be unique to you alone. Shared as they do not uniquely identify you.*

Brokerage: (if applicable)

Address: (if applicable)

Postal Code: (if applicable)

Home Phone: * (include area code)

Secondary Phone: (if applicable)

License Number:

Nominated Proctor: IBANB Office * *Nominated Proctor must match the name on your Proctor Registration Form exactly.*

Select Exam: *

Rewrite? I am rewriting the Exam

Visa

MasterCard

American Express

Cheque or Phone

Proforma Invoice

Credit Card Number: * 16 Digits (Amex 15)

Expiry Date: * MM/YY

Exam Date: * *If you are writing at the IBANB office, you do not need to select a date here. However, you will need to book a time with the IBANB office.*

Depending on how many times you have challenged the exam previously, you may be subject to a waiting period. Please be aware that waiting periods are not a form of punishment. They are necessary to ensure that your knowledge at the time of testing is accurately measured.

- Second and Third attempt. No waiting period.
- In all circumstances, this exam may only be written 3 times in any six-month period.

Your Credit Card will not be billed until your registration has been approved by IBANB. Alternatively, you may mail a cheque to the address in the confirmation email or phone in credit card payment to 416-736-5537. Select Proforma invoice if you need an invoice sent prior to payment.

***** Please note: Proctors must be a supervisor, manager, or brokerage principal. All proctors MUST be approved by IBANB ahead of completion of the exam.**

Once all the fields are completed; the student must read through the below “Terms and Conditions” and agree at the bottom of the page:



TERMS AND CONDITIONS OF REGISTRATION FOR INTERNET ACCESS TO THIS COURSE

The following terms and conditions of registration constitute a legal agreement between you and the Insurance Brokers Association of New Brunswick (IBANB) and Captus Press Inc. for access to the IBANB Online Examinations.

This agreement gives you the right to access the exam between the specified dates. You cannot transfer or assign these rights (along with the access codes or passwords that you obtain from IBANB and/or Captus Press), and you cannot allow any other individual or organization to use these educational materials.

Unauthorized use or reproduction of IBANB educational materials in any form is prohibited. No part of these educational materials may be reproduced, distributed or stored in any manner or form by any means, electronic or otherwise, without the prior written permission of IBANB. Intellectual property rights and copyright ownership regarding these educational materials rest with IBANB. These educational materials are also protected under Canadian and international copyright laws and treaty provisions.

The course fee paid to Captus Press Inc. is for reasonable Internet access to this learning material for the period indicated above. As the Internet host of this material, Captus Press Inc. makes no representation whatsoever as to the result or benefit of writing this exam for any purpose.

*Required *By checking this box, I hereby certify that all statements on this application are correct, and that no relevant information has been withheld. I am registering for this exam, and I affirm that I have read and understood the terms and conditions of registration stated herein. I agree to be bound by these terms and conditions and to pay the exam fee.

- Once all this is complete, and payment is received to Captus, the student will receive an email stating the link for their exam, and their candidate code. The exam will be available on the date they entered during registration.
- Students will have 2 ½ hours to complete their exam unless extra time has been awarded by IBANB to accommodate a learning disability. The student will use the link provided by Captus (<https://eclients.captus.com/ib/exam/IBANB/>) to access their exam.

Once the student has opened the link, they will be promoted to read and follow the guidelines of the Fundamentals of Insurance exam, shown below:

After logging into the exam, verifying your name and clicking the "...begin exam" button, you will be taken to the first question. Questions will appear one per page. The left side navigation bar shows all questions in the exam in red if there is no answer, in green if there is an answer. You may click on these to take you to any question on the exam. The time and number of questions for each exam is:

IBANB EXAMS

insurance brokers association of new brunswick association des courtiers d'assurances du nouveau-brunswick

INSTRUCTIONS REGISTER CANDIDATE CODES PROCTOR CODES CAIB EXAM SITE

FUNDAMENTALS OF INSURANCE

INSTRUCTIONS

Please read completely and carefully!

All Candidates



Exam Name	Questions	Time Allowed	Passing Grade
Fundamentals of Insurance	100 Multiple Choice	2½ hours	75%

Multiple Choice Questions - A short question with a list of multiple options for the correct answer. Select the best answer from the list.

Submission of a single question - Questions are submitted to the database when you:

- Click the '<< Previous' or 'Next >>' buttons at the bottom of the question. These will also take you to the corresponding question.
- Click the 'Save' button at the bottom of the question. This is not necessary, but you may wish to save during a longer answer.
- Click the 'Review' button at the bottom of the **last** question. This will take you to the review page where you can check your answers and submit the exam.
- Navigate to another question by clicking the question number on the left side navigation bar
- Click the Review and Submit link on the left side navigation bar. This will also take you to the review page.
- Remain on a single question for more than 15 minutes. (Autosave) the navigation bar link will not change colour until you change questions.)

Final Submission and Review of the Exam -

- Navigate to the Review page using the navigation bar link, or the 'Review' button on the last question.
- Verify that all questions are answered - A visual scan of the navigation bar will show any empty answers, but a thorough look through of the exam is recommended if time permits.
- You may navigate back to any question by clicking the "Edit Question #" link or by clicking the question number on the navigation bar.
- When you are satisfied, you may submit the exam by checking the check box and clicking the button at the bottom of the Review page.
- Once submitted, the exam be marked, and you will receive feedback immediately.

Error Recovery - In the event circumstances beyond reasonable control such as:

- Network failure,
- Power failure, or
- Emergency at the location of the exam

Prevent the exam from proceeding as planned; the proctor must notify the IBANB office immediately. Time allocations will be altered based on the sole discretion and assessment of IBANB.

In the event the exam has been lost or closed out of in error, simply return to the login page, and login again as if you were starting fresh. You will be presented with the same exam question set and any questions which were answered that were submitted prior to the interruption will be available for revision. In the worst-case scenario, you will only lose the single question you were working on when the outage occurred. You can verify the current state of the exam by looking at the Question Navigator grid on the left menu.



9. Students may log in to www.nbinsurancebrokers.ca and click “My Courses” to view their exam mark. Marks will be instantaneous upon completion of the exam, and a downloadable transcript is also available.



At any time, students may contact Captus Press with questions regarding codes, registration process, or technical difficulties. Support is available from 10:00 am-6:00 pm, Monday-Friday. Call 1-866-348-7888 or email support@captus.com