



FOUNDED IN 1976

## **Admissions to Certificate of Proficiency**

The Secretariat of the Insurance Institute of Barbados is responsible for managing and maintaining the IIB's admissions systems, policies and procedures. The purpose of this policy is to provide prospective students with a guide to registering for courses.

### **Entry Requirements**

The course is open to all persons interested in gaining an educational foundation in insurance with a minimum qualification of CXC English A at a grade 3 (after 1998) or equivalent.

### **Registration Process**

- A. An applicant must use the IIB's website to access the Student Portal where they will sign up and/or register as a student. In the portal, they will also register for classes, collect results and update profile when necessary.
- B. If the employer is paying for the course, the employer must send a confirmation email to [studentaffairs@iab.org.bb](mailto:studentaffairs@iab.org.bb).
- B. All applicants are required to pay a one-time registration fee of **\$50.00** within two business days of registering.
- C. If the student is paying for his/herself, and not paying in full, a 'student payment plan' must be filled out and signed, and all requisite deposits paid.
- D. Provided everything is in order the student will receive an electronic confirmation of enrolment.