



strengthening insurance brokers.

Please return this form via email to education@ibaa.ca.

If you are using a Virtual Proctor, this form does not need to be completed.

Selection of an independent, nonbiased proctor protects the student from allegations of academic dishonesty. Allowable proctors will be limited to those offering professional invigilation services and we must be able to verify them.

Professional proctor services are generally offered by the following:

- Colleges/Universities
- Law Offices
- Libraries

We cannot approve colleagues, relatives, personal friends, neighbors, or anyone with a potential conflict of interest. **Licensed broker managers will no longer be approved on any registration completed after July 1, 2021.**

Location where exam will be written: _____

Exam date (registration must be completed a minimum of 14 days prior to date): _____

Exam (circle): CAIB 1 CAIB 2 CAIB 3 CAIB 4

PROCTOR INFORMATION

Name: _____

Employer: _____ Position: _____

Email Address: _____

Phone: _____ Relationship to student: _____

In signing below, I certify that I have selected a qualified proctor and recognize the importance of ensuring and maintaining the integrity of the IBAA education program.

Student Name

Student Signature and Date

Students are responsible for the Proctor costs or expenses

The Independent Proctor must remain in proximity of the student for the entire duration of the exam.