



Insurance Institute for
Asia and the Pacific, Inc.

2025 TRAINING CALENDAR

50^X
YEAR ANNIVERSARY

50 years of IIAP's
Heritage and Legacy

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EXECUTIVE DIRECTOR'S MESSAGE

We are pleased to present the **Annual Training Calendar for 2025**, a dynamic roadmap to advancing professional excellence in the insurance industry. This comprehensive calendar highlights a robust lineup of training programs and courses designed to empower officers and employees of the insurance industry and related fields, with the knowledge, skills, and insights needed to thrive in today's rapidly evolving landscape.

This year, we call on our members and patrons to approach training, education, and professional development with **renewed enthusiasm and commitment**. This would empower all of us within the insurance industry, to face the challenges and leverage on the opportunities of the future, affirming that investing in our people remains the cornerstone of growth and innovation.

In addition to our regular offerings, such as Designation Courses in General Insurance Underwriting and Claims, Life Insurance Operations, Supervisory Management, Insurance Accounting, and Corporate Governance, we are excited to unveil several **short courses and micro-certification programs**. These targeted learning opportunities reflect our commitment to addressing emerging trends and industry needs while offering flexibility for busy professionals.

Building on our successful initiatives, we will continue to deliver signature programs like the **ASEAN Professional Insurance Diploma (APID)** in collaboration with ASEAN member countries and the **ASEAN Reinsurance Program (ARP)**, where relevant and pertinent new insurance courses are lined up.

Additionally, we are proud to feature events and courses that address critical topics, such as the **Environmental, Social, and Governance (ESG) Forum**, **IFRS 17 Training for Life and General Insurance Companies**, and the **Philippine Insurance Summit**. These initiatives aim to ensure that industry professionals stay informed and prepared for future challenges.

We invite you to explore the opportunities outlined in the 2025 Annual Training Calendar. To access the calendar and register for your preferred sessions, visit our website or connect with our Education Coordinators at education@iiap.com.ph.

Let us move forward together, embracing the spirit of learning and innovation as we elevate the standards of the Philippine insurance industry. Thank you for your steadfast support and collaboration.



FRANCISCO D. PAPA, JR.
Executive Director

ABOUT IIAP

Our Institute traces its origin from a Presidential Decree issued by Philippine President Ferdinand E. Marcos in 1974. Formerly known as the Asian Institute of Insurance, the IIAP was one of four centers appointed in April 1979 at the Roundtable Meeting in Bangkok, Thailand, to elevate the field of insurance and reinsurance to higher standards, particularly among developing countries.

Today, IIAP is at the helm of charting the future of the insurance industry in the region. Taking this task to heart, the Institute unflinchingly develops and offers sustainable and well-planned educational programs and related services designed to upgrade professionalism, expertise, and performance among practitioners.

COURSE ADMISSION

The IIAP offers seminars in two formats: In-person (face-to-face) and online classes. Participants can choose the mode that best suits their needs and preferences. Webinar courses will be conducted via Zoom, while face-to-face sessions will take place at the IIAP Training Rooms.

For webinar sessions, participants are required to download the Zoom application on their laptops, tablets, or mobile phones prior to the course. For face-to-face sessions, all classes will be held at the IIAP Training Rooms. To ensure maximum interaction among participants, enrollment will be limited. Reservations will be granted only to those who have submitted their applications and paid the corresponding seminar fee.

Applicants must complete the IIAP Admission Form (see page 8), attach an ID-sized photo, and submit it no later than one week before the seminar begins. Please note that refunds will not be issued once the seminar has started.

CERTIFICATE

A Certificate of Completion shall be awarded to participants who obtain a rating of seventy percent (70%) or better for the examinations and attended at least eighty percent (80%) of the sessions. A rating sheet will also be given indicating the final grade of the examinee. A Certificate of Attendance shall be awarded to those who attended at least eighty percent (80%) of the sessions and to those who take the exam but failed.

SEMINAR FEE AND CANCELLATION NOTICE

The seminar fee covers the cost of registration, manuals (e-copy for online/hard copy for face-to-face) snacks (for face-to-face only) and other miscellaneous expenses. Payments for registration fee can be in check, payable to the Insurance Institute for Asia and the Pacific, Inc. We also accept bank transfer transactions. Fees should be remitted on or a week before the seminar.

All cancellations and substitutions must be sent in writing to IIAP. Due to the costs incurred for preparation and administration, any cancellations received a day before and onwards are subject to penalty. IIAP reserves the right to cancel a scheduled course/seminar if deemed necessary, in case of extraordinary situations related to Covid-19 restrictions or inclement weather or other acts of nature.

FOR INQUIRIES AND REGISTRATION CONTACT US:

INSURANCE INSTITUTE FOR ASIA AND THE PACIFIC, INC.

c/o Education Department

Address: 26th Floor, BPI-Philam Life Makati, 6811 Ayala Avenue,
Salcedo Village Bel-Air, Makati City, Philippines

Tel Numbers: (632) 8887-7444 to 46;
8813-0169; 7753-1488

Telefax: (632) 8887-7443

Email: education@iiap.com.ph

Website: www.insuranceinstituteasiapacific.com

Facebook: Insurance Institute for Asia and Pacific, Inc.

LinkedIn: www.linkedin.com/in/iiap_inc

RECOMMENDED TRAINING ROAD MAP

By Employee Level

FOUNDATIONAL TRACK

- I. NEW EMPLOYEES
 - 1. Basic Non-Life Insurance Course
 - 2. Effective Business Correspondence
 - 3. Improving Grammar in Business Writing

- II. STAFF
 - 1. Basic Non-Life Insurance Course
 - 2. Basic Leadership Workshop
 - 3. Insurance Claims
 - 4. Fraud in Claims

TECHNICAL TRACK

- III. FIRE UNDERWRITER'S DESIGNATION TRACK
 - 1. Basic Non-Life Insurance Course
 - 2. Intermediate Course on Fire (Property) Insurance
 - 3. Advanced Course on Fire (Property) Insurance
 - 4. Advanced Course on Engineering Insurance
 - 5. Condominium Insurance
 - 6. Business Interruption Course
 - 7. Fire Claims
 - 8. Engineering Claims
 - 9. Industrial All Risks Insurance
 - 10. Sabotage and Terrorism

- IV. MOTOR UNDERWRITER'S DESIGNATION TRACK
 - 1. Basic Non-Life Insurance Course
 - 2. Advanced Course on Motor Insurance
 - 3. Motor Claims
 - 4. Basic Modern Motor Vehicle Systems & Collision Damage Repair Estimating

- V. MARINE UNDERWRITER'S DESIGNATION TRACK
 - 1. Basic Non-Life Insurance Course
 - 2. Intermediate Course on Marine Insurance
 - 3. Advanced Course on Marine Insurance
 - 4. Marine Claims

- VI. SURETY UNDERWRITER'S DESIGNATION TRACK
 - 1. Basic Non-Life Insurance Course
 - 2. Advanced Course on Suretyship
 - 3. Surety Claims

- VII. CASUALTY UNDERWRITER'S DESIGNATION TRACK
 - 1. Basic Non-Life Insurance Course
 - 2. Intermediate Course on Miscellaneous Casualty Insurance
 - 3. Advanced Course on Miscellaneous Casualty
 - 4. Comprehensive General Liability Insurance
 - 5. Miscellaneous Casualty Insurance Claims

- VIII. REINSURANCE TECHNICAL STAFF TRACK
 - 1. Basic Non-Life Insurance Course
 - 2. Intermediate Course on Reinsurance
 - 3. Advanced Course on Reinsurance
 - 4. Reinsurance Accounting

- IX. INSURANCE ACCOUNTANT TRACK
 - 1. Basic Non-Life Insurance Course
 - 2. Principles and Practice of Non-Life Accounting
 - 3. Setting Up a Tax Qualified Retirement Plan

- X. ACCIDENT AND HEALTH UNDERWRITER'S DESIGNATION TRACK
 - 1. Basic Non-Life Insurance Course
 - 2. Personal Accident Claims
 - 3. Advanced Course on Accident and Health Insurance

- XI. INSURANCE CLAIMS AND LOSS ADJUSTER'S DESIGNATION TRACK
 - 1. Basic Non-Life Insurance Course
 - 2. Insurance Claims
 - 3. Advanced Course on Loss Adjustment
 - 4. Claims Technician Course

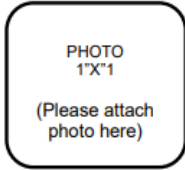
MANAGERIAL TRACK

- XII. SUPERVISORY /MANAGER POSITION OR NEW SUPERVISORS/MANAGERS
 - 1. People Management
 - 2. Basic Leadership Workshop
 - 3. Supervisory Development Workshop
 - 4. Effective Collection Techniques and Strategies
 - 5. Accounting for non-accountants
 - 6. Effective Negotiation Techniques
 - 7. Customer Service Workshop
 - 8. Sales and Negotiation Workshop

- XIII. SENIOR MANAGERS/EXECUTIVES
 - 1. Enterprise-Wide Risk Management
 - 2. Strategic Management
 - 3. Business Continuity Planning
 - 4. Corporate Governance

APPLICATION FOR ADMISSION

Sheet is for office record only



Date of Application				
Seminar/Course Title and Inclusive Dates				
(Family Name)		(First Name)	(Middle Name)	Citizenship
Company Name		Designation	Email Address	
Business Address			Office Tel No.	
Mailing Address			Contact Numbers Residence: Mobile No:	
Age	Sex	Date of Birth (mm/dd/yyyy)	Civil Status (Please check appropriate box) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated	
Highest Educational Attainment/Name of School/University				
Sponsored By: <input type="checkbox"/> Company <input type="checkbox"/> Self <input type="checkbox"/> Others, please specify				
Signature of Applicant				
Signature of Endorsing Officer over Printed Name				
Designation/Company				

Data Privacy

This Privacy Notice is to inform you about the in-person collection and processing of your personal data as the data subject through manual or digital processes, in compliance with RA 10173 – The Data Privacy Act of 2012. The terms “IIAPI”, “the Institute”, “we”, and “our” all refer to the Insurance Institute for Asia and the Pacific, Inc. and its subsidiaries and associated companies.

Processing of Personal Data. The personal information being collected by IIAPI may include your name, e-mail address, postal address, mobile/telephone number, and other necessary personal/sensitive information to identify you and understand your needs. You are under no obligation to provide such information. However, if you should choose to withhold the requested information, we may not be able to respond to you or provide certain services.

Data Protection. We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of the personal information that we collect. Only authorized personnel are permitted and have access to the collected information and will treat any confidential information under strict confidentiality. In case of a breach, the Institute shall notify you and inform the National Privacy Commission (NPC) in accordance with the NPC Circular 16-03 or Personal Data Breach Management.

Personal information collected is stored and later disposed of via shredding and permanently deleted in our electronic files in accordance with R.A. No. 9470 otherwise known as National Archives of the Philippines Act of 2007.

Rights of the Data Subject. As the Data Subject, you have the right to be informed of the personal information being collected, processed, and stored by the Institute, as well as to access, object, rectify, and block the same. You may also file your complaints to the NPC and assign your rights to another. For questions or concerns, you may contact our Data Protection Officer through the following details: (02)8887-74444 to 46 or at education@iiap.com.ph

I have read this form, understood its contents, and consent to the processing of my personal data. I understand that my consent does not preclude the existence of other criteria for lawful processing of personal data and does not result in a waiver of any of my rights under the Data Privacy Act of 2012 and other applicable laws.

For IIAP Office Use Only Student No: _____ Received by: (Date and Name) _____ Date of Payment and OR No: _____
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_____ Signature over Printed Name and Date
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COURSE TITLE: Basic Non-Life Insurance Course (BNL)

COURSE OBJECTIVE: This course will provide an introduction to the basic concepts and principles of Insurance and the features of basic nonlife products. This serves as a pre-licensing course for non-life insurance agents in lieu of taking and passing the pre-licensing examination of the Insurance Commission.

WHO SHOULD ATTEND: This course is a must for all who deal with nonlife Insurance products either as a buyer or a seller. It is also designed for new employees and agents of nonlife insurance companies, brokerage houses, adjustment companies, insurance agencies and bank employees who are assigned to insurance departments. It is also recommended for those who want to start or pursue a career in insurance. It serves as a refresher course for those already working in insurance that need to be updated on the current provisions and new products. It is a required course for those who want to get an underwriter’s license on Fire, Marine or Casualty lines. It is a course certified by the *Chartered Insurance Institute (London)* and leads to a *Cert CII international designation*.

SESSION OUTLINE:

- I. Introduction to Insurance
- II. Fire (Property) Insurance
- III. Motor Car Insurance
- IV. Personal Accident Insurance
- V. Engineering Insurance
- VI. Marine Insurance
- VII. Miscellaneous Casualty Insurance
- VIII. Suretyship
- IX. Claims
- X. Reinsurance
- XI. Review Part I (Introduction to Engineering)
- XII. Review Part II (Marine to Reinsurance)
- XIII. Comprehensive Examination Part I
- XIV. Comprehensive Examination Part II

A. BNL WEEKDAYS

SCHEDULE: 1:00 to 4:00 PM; Monday to Friday

NO. OF SESSIONS: 14

BATCH	DATES	METHOD OF LEARNING
332 nd BNL	January 13-31, 2025	Online
333 rd BNL	February 10-28, 2025	Face-to-Face
334 th BNL	March 10-27, 2025	Online
335 th BNL	April 7-30, 2025	Face-to-Face
336 th BNL	May 12-29, 2025	Online
337 th BNL	June 9-27, 2025	Face-to-Face

338 th BNL	July 7-24, 2025	Online
339 th BNL	August 4-22, 2025	Face-to-Face
340 th BNL	September 8-25, 2025	Online
341 st BNL	October 6-23, 2025	Face-to-Face
342 nd BNL	November 3-20, 2025	Online

B: BNL SATURDAY (Online class via zoom - 9:00 AM to 4:00 PM)

NO. OF SESSIONS: 6 days

DATES: March 8 – April 12, 2025

July 5– August 9, 2025

October 4 – November 15, 2025

C: BNL HOME STUDY PROGRAM: *The participant must finish the program within six (6) months*

D. BNL PROVINCIAL (Face-to-Face):

SCHEDULE: 8:00 AM to 5:00 PM

NO. OF SESSIONS: 5.5 days

VENUE	DATES
Clark	March 24-29, 2025
Cagayan de Oro	August 11-16, 2025
Iloilo	October 13-18, 2025

COURSE FEES (EXCLUDING VAT):

	<u>Online /Home Study</u>	<u>Face-To-Face</u>
IIAP Member:	P17,000	P21,000
IIAP Alumni:	P17,500	P21,500
Non-Member:	P19,000	P23,000

COURSE TITLE: Intermediate Course on Fire (Property) Insurance

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULES: January 20-27, 2025 (Online)
May 12-19, 2025 (Face-to-Face)
July 14-21, 2025 (Online)
1:00-4:00 PM; Monday to Friday

NO. OF SESSIONS: 6

March 25-27, 2024 in Clark
October 14-16, 2025 in Iloilo
9:00AM – 4:00PM; Tuesday to Thursday

NO. OF SESSIONS: 2.5

COURSE OBJECTIVE: This course shall enable a student to gain a deeper understanding of the clauses and provisions of the Standard Fire Policy and discuss issues related to those provisions. It also features the Fire Tariff Manual and allows the student to work on typical cases on fire insurance.

WHO SHOULD ATTEND: For those who have completed the BNL and would like to know more about Property Insurance and/or obtain an underwriter's license in Fire Insurance.

SESSION OUTLINE:

- I. Review of the Basic Principles of Fire Insurance
- II. The Standard Fire Insurance Policy
- III. Warranties and Clauses
- IV. Underwriting
Philippine Fire Tariff
- V. Cases on Fire Insurance (Case Studies)
- VI. Comprehensive Examination

COURSE FEES (EXCLUDING VAT):

	<u>Online</u>	<u>Face-to-Face</u>
IIAP Member:	P11,000	P 16,000
IIAP Alumni:	P11,500	P 16,500
Non-Member:	P12,000	P 17,000

COURSE TITLE: Advanced Course on Fire (Property) Insurance

PRE-REQUISITE: Basic Non-Life Insurance Course and Intermediate Course on Fire (Property) Insurance

SCHEDULE: August 11-27, 2025 (Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 11

COURSE OBJECTIVE: This is the third and final requirement of the Insurance Commission towards getting a Fire Underwriter's license. It aims to equip the students with all the skills needed by a fully-functional fire underwriter. It features an in-depth discussion of allied perils, business interruption, rate-making, surveying, loss adjustment and fire protection devices.

- I. Insurance Code Provisions on Fire Insurance
- II. Issues on Philippine Fire Tariff
- III. Extraneous or Allied Perils
- IV. Business Interruption
 - US and UK Form
 - Comparison (US vs UK form)
- V. Fire Protection Chemistry
- VI. Comprehensive Examination (Part 1)
- VII. Property Rate-Making
- VIII. Probability Theories/Statistics
- IX. Property Loss Adjustment
- X. Property Risk Management
 - Rating and Surveying
 - Actual Inspection
- XI. Comprehensive Examination (Part 2)

COURSE FEE (EXCLUDING VAT):

IIAP Member: P 14,000

IIAP Alumni: P 14,500

Non-Member: P 15,000

COURSE TITLE: Intermediate Course on Marine Insurance

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: April 21-25, 2025 (Face-to-Face)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 5

COURSE OBJECTIVE: To acquire more detailed knowledge about the theory and practice of Marine Insurance with specific and in-depth treatment of the provisions, clauses and warranties in Marine Cargo and Hull Policies.

WHO SHOULD ATTEND: New or existing Staff in the Marine Insurance Department of Insurance Companies, Risk Managers of maritime-related companies and others who are interested in learning more about Marine Insurance.

SESSION OUTLINE:

- I. Review of Basic Marine Insurance
- II & III. Marine Cargo Insurance
 - Underwriting information required for assessment of risk
 - Insurance Clauses and Warranties
 - Claims handling and recoveries
- IV. Marine Hull Insurance
 - Underwriting information required for assessment of risk
 - Insurance Clauses and Warranties
 - Claims handling and recoveries
- V. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

IIAP Member: P16,000

IIAP Alumni: P16,500

Non-Member: P17,000

COURSE TITLE: Advanced Course on Marine Insurance

PRE-REQUISITE: Basic Non-Life Insurance Course and Intermediate Course on Marine Insurance

SCHEDULE: September 8-22, 2025 (Face-to-Face)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 11

COURSE OBJECTIVE: To acquire sufficient knowledge and skills to properly underwrite Marine Insurance. This is the third required course leading to the issuance of a Marine Underwriter's license by the Insurance Commission.

WHO SHOULD ATTEND: Those who are serious in pursuing a career in Marine Insurance and intent in getting an underwriter's license from the Insurance Commission.

SESSION OUTLINE:

- I. Review of Basics of Marine Insurance
- II. Marine Cargo Insurance
 - Special Types of Claims
- III. Underwriting Marine Cargo Insurance
 - Cases on Marine Cargo Insurance
- IV. Claims Cases
- V. Comprehensive Examination (Part 1)
- VI. Marine Hull Insurance
 - Protection and Indemnity (P&I)
- VII. Underwriting Marine Hull Insurance
 - Cases on Marine Hull Insurance
- VIII. General Average
- IX. Freight, Disbursement and Premiums
 - Loss of Hire
- X. Inland Marine and Aviation Insurance
- XI. Comprehensive Examination (Part 2)

COURSE FEE (EXCLUDING VAT):

IIAP Member: P18,000

IIAP Alumni: P18,500

Non-Member: P19,000

COURSE TITLE: Intermediate Course on Miscellaneous Casualty Insurance

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: February 17 – 21, 2025 (Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 5

August 12 – 14, 2025 (Cagayan De Oro)
9:00AM-4:00PM; Tuesday to Thursday

NO. OF SESSIONS: 2.5 days

COURSE OBJECTIVE: For the participants to acquire a broader and more comprehensive knowledge on the theory and practice of Liability Insurance. This also serves as a suitable preparation for the Advanced Course.

WHO SHOULD ATTEND: Those who are currently/or plan to work in the Casualty Department of Insurance Companies. Also, for those actuarial students who are pursuing a career to become Casualty Actuaries. It is also a nice follow-up seminar to the BNL for all interested in Casualty as the third major class of insurance after Fire and Marine.

SESSION OUTLINE:

- I. Review of the Miscellaneous Casualty Insurance
- II. Types of Miscellaneous Casualty Insurance
- III. Underwriting Miscellaneous Casualty Insurance
- IV. Claims/ Cases
- V. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

	<u>Online</u>	<u>Face-to-Face (CDO)</u>
IIAP Member:	P11,000	P16,000
IIAP Alumni:	P11,500	P16,500
Non-Member:	P12,000	P17,000

COURSE TITLE: Advanced Course on Miscellaneous Casualty Insurance

PRE-REQUISITE: Basic Non-Life Insurance Course & Intermediate Course on Miscellaneous Casualty Ins.

SCHEDULE: June 16-30, 2025 (Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 11

COURSE OBJECTIVE: To provide participants with a thorough knowledge of all the classes and sub-classes of Casualty Insurance. It will include not only the more common types of casualty coverage like Personal Accident Insurance and Motor Car, but the other not-so-common types of casualty lines such as Public Liability Insurance, Crime Insurance, Special Risk Insurance and Poultry and Livestock.

WHO SHOULD ATTEND: For those who are working towards getting a Casualty Underwriter's license from the Insurance Commission. Also, for those who want to specialize and be effective as an underwriter for Casualty Insurance Lines.

SESSION OUTLINE:

- I. Miscellaneous Casualty Insurance
 - Comprehensive General Liability Insurance
 - Comprehensive Personal Liability Insurance
 - Owners, Landlords, and Tenants Liability Insurance
 - Manufacturers and Contractors Liability Insurance
 - Completed Operations and Products Liability Insurance
 - Contractual Liability Insurance (Owners' and Contractors' Protective Liability)
 - Excess Liability Insurance
 - Umbrella Liability Insurance
 - Professional Liability Insurance (Directors & Officers, Errors & Omission, Malpractice Insurance)
- II. Crime Insurance
 - Comprehensive Money and Securities, Payroll Robbery Insurance
 - Fidelity Guarantee Insurance
 - Comprehensive Dishonesty, Disappearance, and Destruction Insurance
 - Bankers Blanket Bond
- III. Comprehensive Examination (Part 1)
- IV. Special Risk Insurance
 - Equipment Floater Insurance
 - Personal Effects/Valuable Personal Articles Insurance
 - Comprehensive Plate Glass Insurance
- V. Poultry and Livestock
- VI. Cases and Applications
- VII. Claims
- VIII. Marketing of Miscellaneous Casualty Lines
- IX. Comprehensive Examination (Part 2)

COURSE FEE (EXCLUDING VAT):

IIAP Member: P14,000

IIAP Alumni: P14,500

Non-Member: P15,000

COURSE TITLE: Intermediate Course on Reinsurance

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: May 5-9, 2025 (Face-to-Face)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 5

COURSE OBJECTIVE: To enable the participants to acquire a deeper knowledge of the theory and practice of Reinsurance, its forms and types. It also covers Reinsurance Accounting and an extensive explanation of the Reinsurance Process Flow.

WHO SHOULD ATTEND: For all those who are or will need to understand in more detail Facultative and Treaty, Proportional and Non-Proportional Reinsurance to be effective in their jobs. All employees who, in the course of their daily functions, will have to deal with reinsurance contracts and issues will also benefit from attending the course.

SESSION OUTLINE:

- I. Introduction
Review of Fundamentals of Reinsurance
- II. Types of Reinsurance Arrangements
 - Proportional and Non-Proportional Reinsurance
- III. Reinsurance Accounting
- IV. Reinsurance Process Flow (Cases)
- V. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

IIAP Member: P16,000

IIAP Alumni: P16,500

Non-Member: P17,000

COURSE TITLE: Advanced Course on Reinsurance

PRE-REQUISITE: Basic Non-Life Insurance Course and Intermediate Course on Reinsurance

SCHEDULE: August 18 - 26, 2025 (Face-to-Face)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 5

COURSE OBJECTIVE: To enable the participants to develop a reinsurance program for their companies. Also, to equip them with skills to review any reinsurance treaty that their company will be involved in.

WHO SHOULD ATTEND: For those who wish to specialize in reinsurance in their careers or those in the R/I Departments of Ceding Companies.

SESSION OUTLINE:

- I. Review of Fundamentals of Reinsurance
 - Proportional and Non-Proportional Reinsurance
- II. Reinsurance Contract Provisions
Workshop/Cases
- III. Preparing Reinsurance Program
Reinsurance Administration
- IV. Inward Reinsurance
- V. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

IIAP Member: P16,000
IIAP Alumni: P16,500
Non-Member: P17,000

COURSE TITLE: Advanced Course on Motor Insurance

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULES: February 10-14, 2025 (Online)
May 5-9, 2025 (Face-to-Face)
September 15-19, 2025 (Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 5

COURSE OBJECTIVE: The Course shall provide skills needed by a Motor Car Underwriter. It is the second requirement towards obtaining a Motor Car Underwriter's license from the Insurance Commission. It features cases on motor underwriting, claims, marketing and pricing. It will also allow the professional to keep abreast of the growing challenges in the motor insurance market in the country.

WHO SHOULD ATTEND: This course is addressed to all who would like to know more about Motor Car Insurance. It is principally designed for motor car department technical staff, professionals and executives but is a useful course even for those working in other lines. The insurance managers of companies (as buyers of motor car insurance) will also benefit from the course.

SESSION OUTLINE:

- I. Review of Basic of Motor Insurance
- II. Motor Underwriting
 - Cases on Underwriting
- III. Motor Claims / Cases on Claims
- IV. Motor Insurance Marketing
 - Government Regulations affecting Motor Insurance
 - Motor Car Pricing Structure
- V. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

	<u>Online</u>	<u>Face-To-Face</u>
IIAP Member:	P11,000	P16,000
IIAP Alumni:	P11,500	P16,500
Non-Member:	P12,000	P17,000

COURSE TITLE: Advanced Course on Personal Accident and Health Insurance

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: July 14-18, 2025(Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 5

COURSE OBJECTIVE: To enable the BNL graduate to acquire an extensive view of the necessary theories and practices in Accident and Health Insurance. The course shall cover principles and operations, particularly the various forms of individual and group health insurance, group employee benefit plans and the scope of the social insurance system.

WHO SHOULD ATTEND: For those who want to specialize on Accident and Health products and complete their understanding of these insurance lines.

SESSION OUTLINE:

- I. Review of the Personal Accident Policy Conditions
- II. Underwriting – Individual and Group PA
 - Reinsurance and Claims
- III. Health Insurance
 - Individual and Group
 - Claims
 - Difference between Health Insurance and HMO
- IV. Types of Products
Marketing Techniques and Trends
- V. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

IIAP Member: P11,000

IIAP Alumni: P11,500

Non-Member: P12,000

COURSE TITLE: Advanced Course on Engineering Insurance

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: March 10-19, 2025 (Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 8

COURSE OBJECTIVE: The objective is to help the student gain sufficient understanding of Engineering Insurance Products and Practices to be able to sell service and manage the engineering insurance portfolio of an insurance company.

WHO SHOULD ATTEND: For all those who are interested in Engineering Insurance and those who are currently working or will work in that department in an insurance company.

SESSION OUTLINE:

- I. Introduction
Contractors All Risks Insurance Policy (CAR), Erection All Risks Insurance Policy (EAR)
- II. Underwriting – CAR and EAR
- III. Comprehensive Examination (Part 1)
- IV. Boiler and Pressure Vessel, Machinery Breakdown and Loss of Profit Policy Conditions and Underwriting
- V. Deterioration of Stocks and Electronic Equipment Insurance Policy Conditions and Underwriting
- VI. Appropriate Reinsurance
- VII. Claims/Cases
- VIII. Comprehensive Examination (Part 2)

COURSE FEE (EXCLUDING VAT):

IIAP Member: P11,500
IIAP Alumni: P12,000
Non-Member: P12,500

COURSE TITLE: Business Interruption Insurance Course

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: September 15-22, 2025 (Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 6

COURSE OBJECTIVE: To provide a detailed understanding of the provisions and forms of Business Interruption Insurance.

WHO SHOULD ATTEND: In general, it is for all interested in this growing line of business. It is a necessary study for those who wish to study the role of Business Interruption in completing the risk management program of any entity. The course is highly recommended for those who will sell, manage and service the Business Interruption portfolio of an insurance company. Also recommended to all risk managers of various institutions who are planning to avail of the product.

SESSION OUTLINE:

- I. Introduction to Business Interruption
Underwriting Business Interruption Insurance
- II. British Form
- III. American Form
- IV. Comparison (British vs. American Form)
- V. Claims
- VI. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

IIAP Member: P11,000

IIAP Alumni: P11,500

Non-Member: P12,000

COURSE TITLE: Condominium Insurance Course

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULES: March 18-21, 2025 (Online)
August 26-29, 2025 (Online)
9:00AM to 12:00NN; Tuesday to Friday

NO. OF SESSIONS: 4

COURSE OBJECTIVE: To provide a comprehensive discussion on the need, coverage and limitations of Condominium Insurance. It shall focus on the nature and legal aspects of condominium ownership, the risks assumed by unit owners, association officers, project developers, building administrators and lending institutions, and the instruments available to handle such risks.

WHO SHOULD ATTEND: For all who are selling the product and all those who will service the policies. All nonlife insurance agents and employees, insurance intermediaries and property underwriters will benefit from this course. It is also a worthwhile seminar for all condominium unit owners and administrators.

SESSION OUTLINE:

- I. Legal Aspect
 - Condominium Law/ Republic Act No. 4726
 - Master Deed
 - Sales Contract
 - Insurable Interest
 - Condominium Insurance
 - Individual Unit Owners
- II. Property Insurance Aspect
 - Condominium Corporation
 - Condominium Unit Owners
- III. Liability Insurance Aspect
 - Legal Liability
 - Condominium Corporation
 - Unit Owners
 - Directors and Officers Liability
 - Insurance Packages
- IV. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

IIAP Member: P6,000
IIAP Alumni: P6,500
Non-Member: P7,000

COURSE TITLE: Advanced Course on Suretyship

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: June 10-23, 2025 (Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 9

COURSE OBJECTIVE: To provide participants with an extensive knowledge of various aspects of Suretyship including familiarity with the many different kinds of bonds, processing of applications, bond applicants, financial statements, loss recoveries, relevant laws and regulations, bond reinsurance and underwriting techniques. An additional session on Laws of Suretyship has been added.

WHO SHOULD ATTEND: For those who want a more detailed appreciation of Bonds as a business. It is recommended for those who wish to specialize in Suretyship to be able to underwrite Bonds.

SESSION OUTLINE:

- I. Review of General Principles
- II. Contractors Bond
 - Bidder's Bond
 - Surety Bond
 - Performance Bond
 - Warranty Bond
- III. Judicial Bond
- IV. Customs Bond
License and Permit Bond
- V. Underwriting of Bonds
3Cs of Underwriting (Character, Capacity and Capital)
- VI. Co Suretyship and Bond Reinsurance
- VII. Analysis of Financial Statements
- VIII. IC Statutory Provisions (Laws on Suretyship)
Bond Claims and Recovery
- IX. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

IIAP Member: P11,500

IIAP Alumni: P12,000

Non-Member: P12,500

TITLE: Advanced Course on Loss Adjustment

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: May 19-30, 2025 (Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 10

COURSE OBJECTIVE: The course covers the professional loss adjustment function. It establishes the framework within which the adjuster exercises his profession and provides essential inputs required for understanding and doing actual adjustment work.

WHO SHOULD ATTEND: For those seeking to pursue a career in Loss Adjustment, as well as by in-house claims persons, brokers, agents who wish to acquire a comprehensive knowledge of the loss adjustment function.

SESSION OUTLINE:

- I. General Principles of Loss Adjustment
 - Background of Loss Adjustment
 - Role of an Adjuster
- II. Investigation, Evaluation and Reporting
 - Introduction, Cause of Loss,
 - Evaluation and Reporting
- III & IV. Fire Loss Adjustment
 - Determination of Sound Value and Loss
 - Negotiation
 - Reporting
- V. Comprehensive Examination (Part 1)
- VI and VII. Miscellaneous Casualty Loss Adjustment
 - Casualty and Liability
 - Public Liability
 - Other Casualty Policies (Motor and PA)
- VIII & IX. Marine and Aviation Loss Adjustment
 - Marine Cargo Loss Adjustment
 - Marine Hull Loss Adjustment
 - Aviation Loss Adjustment
- X. Comprehensive Examination (Part 2)

COURSE FEE (EXCLUDING VAT):

IIAP Member: P11,000
IIAP Alumni: P11,500
Non-Member: P12,000

COURSE TITLE: Insurance Claims

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: November 10-25, 2025 (Online)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 12

COURSE OBJECTIVE: When an insurance claim develops, certain parties become gravely affected; the insurer is concerned with the depletion of its resources, the insured is anxious to secure prompt reparation and the claimsman's sense of fairness is put to test. This course examines the consequences and presents the proper procedures in the handling and the treatment of insurance claims. Cases and examples will be given for better understanding of the process.

WHO SHOULD ATTEND: For all those who are wishing to make a career in the claims profession as well as those who are currently handling claims and wish to obtain further knowledge.

SESSION OUTLINE:

- I. Introduction to Claims
The Role of the Claims Department and the Adjuster
- II. Motor Car Claims
- III. Accident & Health Claims
- IV. Fire Loss Claims/Adjustment
- V. Engineering Claims
- VI. Comprehensive Examination (Part I)
- VII. Business Interruption Claims /Adjustment
- VIII. Marine Cargo Claims
- IX. Hull Survey & Claims
General Average Claims
- X. Crime Loss Claims/ Public Liability Claims
- XI. Surety Bond Claims & Recoveries
- XII. Comprehensive Examination (Part II)

COURSE FEE (EXCLUDING VAT):

IIAP Member: P14,000

IIAP Alumni: P14,500

Non-Member: P15,000

COURSE TITLE: Risk Surveying and Analysis

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: June 17-20, 2025 (Face-to-Face)
9:00 AM– 4:00 PM; Tuesday to Friday

NO. OF SESSIONS: 4 Days

COURSE OBJECTIVE: The participants will be provided the knowledge and practical know-how of the applications of Risk Surveying and Analysis.

WHO SHOULD ATTEND: Anyone who completed the Basic Non-Life Insurance Course can attend this workshop. Further, those who would like to hone their skills on risk surveying and analysis is recommended to attend this seminar.

SESSION OUTLINE:

Session I & II

- Introduction
- The Risk Management System
- Overview of Survey of a Hazard or
- Property Risk Management System
- Tools of Risk Assessment & Analysis
- Elements of Risk Surveying: The Practice of Risk Engineering

Session III

- Underwriting Guides
 - Conflagration Hazards
 - Accumulation of Hazards
 - Loss Estimates
 - Maximum Amount Subject
 - Probable Maximum Loss
 - Appraisal of Values
- Hazards Identification
 - Electrical Installations
 - Smoking Rule
 - Hot works Operation
 - Flammable Liquids
 - Housekeeping/Maintenance
 - Dust Accumulation
- Industrial Process and Hazards
 - Various types of Power Plants
 - Semi-Conductor Plants
 - Mill Plants
 - Others

Session IV

- Plant Visit (virtual)
- Report Writing
 - Report Format
 - Recommendation for Improvement for risk
 - Plant Layout Plan
 - Workshop
 - Graded Group Report

COURSE FEE (EXCLUDING VAT):

IIAP Member: P12,000

IIAP Alumni: P12,500

Non-Member: P13,000

COURSE TITLE: Motor Claims, Damage Analysis and Estimating Seminar

SCHEDULES: April 22-24, 2025 (Online)
October 21-23, 2025 (Online)
1:00 – 4:00PM; Tuesday to Thursday

NO. OF SESSIONS: 3

COURSE OBJECTIVE: This seminar aims to develop the skills of claims officers, processors and estimators/evaluators in evaluating motor losses in an efficient and cost-effective manner.

WHO SHOULD ATTEND: For those who are working with motor underwriting, claims, sales department.

SESSION OUTLINE:

- I. Motor Claims
 - Preparation /investigation of a motor claim
 - Fraud Detection
- II-III. Damage Analysis and Repair Estimating
 - Workshop

COURSE FEE (EXCLUDING VAT):

IIAP Member: P8,000
IIAP Alumni: P8,500
Non-Member: P9,000

COURSE TITLE: Non-Life Insurance Course for Agents

SCHEDULE: February 25-28, 2025 (Online)
9:00AM – 4:00PM; Tuesday to Friday

NO. OF SESSIONS: 3.5 days

COURSE OBJECTIVE: This course serves as a pre-licensing course for non-life insurance agents. Passers are exempted from the examination given by the Insurance Commission.

WHO SHOULD ATTEND: Agent-recruits or existing agents (who want to review the principles, concepts, and features of various insurance products).

SESSION OUTLINE:

- I. Introduction
 - Insurance Contracts
 - Proposals & Policy Forms
 - General Principles
 - OIC Supervision & Agent's Ethics
 - Personal Accident Insurance
- II. Fire/Property Insurance & Allied Perils
 - Motor Car Insurance
- III. Overview of Marine
 - Overview of Suretyship
 - Overview of Liability Insurance
 - Overview of Claims
 - Overview of other lines (Engineering and Reinsurance)
- IV. Comprehensive Written Examination (Part I and II)

COURSE FEE (EXCLUDING VAT):

IIAP Member: P4,500

IIAP Alumni: P5,000

Non-Member: P5,500

COURSE TITLE: Basic Life Insurance Course

SCHEDULES: March 17-28, 2025 (Face-to-Face)
July 1-14, 2025 (Face-to-Face)
9AM to 12NN; Monday to Friday

NO. OF SESSIONS: 10

COURSE OBJECTIVE: This course will provide an introduction to the basic concepts and principles of Insurance and the features of basic life products. This serves as a pre-licensing course for life insurance agents in lieu of taking and passing the pre-licensing examination of the Insurance Commission.

WHO SHOULD ATTEND: This course is a must for all who deal with life Insurance products either as a buyer or a seller. It is also designed for new employees and agents of life insurance companies, brokerage houses, adjustment companies, insurance agencies and bank employees who are assigned to insurance departments. It is also recommended for those who want to start or pursue a career in insurance. It serves as a refresher course for those already working in insurance that need to be updated on the current provisions and new products.

SESSION OUTLINE:

- I. Services of Life Insurance
 - Life Insurance Programming
 - Business Life Insurance
 - Estate Planning
- II. Types of Policies
- III. Salary Savings
 - Group Insurance
 - Non-Medical Insurance
- IV. Insurance Law
 - Requirements & Functions- Insurance Agent
 - Functions of the Insurance Commission
- V. General Policy Provisions
 - Non-Forfeiture Provisions
 - Optional Settlement Provisions
- VI. Riders
 - Liens
 - Annuities
- VII. Premium Rate Determination
- VIII. Actuary's Function
 - Risk Selection
 - Underwriting
 - Rating
- IX. Reinsurance
- X. Review and Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

IIAP Member: P17,000
IIAP Alumni: P17,500
Non-Member: P18,000

COURSE TITLE: Basic Life Underwriting Course

SCHEDULE: June 3-6, 2025 (Face-to-Face)
9:00AM to 12:00NN; Tuesday to Friday

NO. OF SESSIONS: 4

COURSE OBJECTIVE: This course is designed to provide basic information to the following:

1. A person who wants to work in the underwriting department of a life insurance company, or
2. A person who is already working in the underwriting department but wants to have a working perspective about the company's underwriting operations, or
3. A life insurance agent who wants to have a deeper understanding about field underwriting and how it fits in the company's operations, or
4. A life insurance company that manages the risks it assumes.

WHO SHOULD ATTEND: This course was designed for a life insurance practitioner who wants to have a basic knowledge of life underwriting or become a life underwriter.

COURSE OUTLINE:

- A. Introduction to Life Insurance Legal Aspects of Life Insurance Operations
- B. The Underwriting Function
 - What is Risk
 - Risk and Life Insurance
 - The Principle of Indemnification
 - What is Risk Selection
 - The Purpose of Underwriting or Risk Selection
 - Types of Risks
 - Factors affecting Risks
 - Sources of Information
 - The Underwriting Process & Risk Classification
 - Non-Medical Underwriting
 - Purpose and Benefits of Non-Medical Underwriting
 - Medical Underwriting
 - Financial Underwriting
 - Reinstatement Underwriting
- C. Reinsurance
- D. Data Privacy Act
- E. Claims Settlement
- F. Anti-Money Laundering
- Wrap-Up

COURSE FEE (EXCLUDING VAT):

IIAP Member: P9,000
IIAP Alumni: P9,500
Non-Member: P10,000

COURSE TITLE: Life Insurance Operations and Management Course (LIOM)

SCHEDULE: August 11-26, 2025 (Face-to-Face)
9:00AM to 12:00NN; Monday to Friday

NO. OF SESSIONS: 10

COURSE OBJECTIVE: This course shall enable the participants to learn the “whys” of the processes in a life insurance company while recognizing that the “hows” may vary from company. The learnings imparted in the modules shall encourage them to do more critical thinking in their jobs and enable them to assess if something needs to be tweaked as opposed to merely following procedures.

WHO SHOULD ATTEND: This course was designed for a Life Insurance Practitioner who wants to become an Operations Generalist. Ideally, the participant must be fairly familiar with life insurance principles and product features.

SESSION OUTLINE:

I. Overview of the Insurance Operations

II. The Underwriting Function

- Individual Life
 - Application Form
 - Non-Medical Underwriting
 - Medical Underwriting
 - Financial Underwriting
 - Reinstatement Underwriting

III. Group Life Underwriting

IV. The Policyowner’s Service and Administration Function

- Customer Service
 - Policy Loans
 - Contractual and Non-contractual Policy Changes
- Reinstatements
- Billing and Collection, Premium Payment Handling
 - Grace Period, Extended Grace Period
 - Agency Audits and Controls
 - Unremitted Premium Collections
 - Conservation
 - Customer Interaction

V. Claims Handling and Claims Management

- Death Claims
 - Philippine Mortality Trends
 - Basic Claims Processing and Requirements (Individual/Group)
 - Investigation and the use of Inspection Agencies
 - Fraud Detection
- Living Benefits-Health Claims and Maturities
- Claims Monitoring (Claims Outstanding, IBNR, Claims Statistics)

VI. Legal Aspects of Life Insurance Operations

- To focus on legal issues arising from:
 - Underwriting (e.g. Privacy, Use of Additional Contract Endorsements, Exclusions)
- Policyowners Service (e.g. Assignments, Loan Forms, Automatic Premium Loan)
- Claims (e.g. Revocable Beneficiary/Irrevocable Designations, Beneficiary Disputes)
- Insurance Code Provisions, Recent IC Circulars/Rulings/Decisions

VII. Agency Administration and Support

- Agency Organization
- Agency Compensation and Impact on Agency Behavior
- Agency Records Maintenance
- Agency Accounting
- Admin Staff Interaction with the Agency Force

VIII. Financial Management

- Financial Statements
 - How Insurance Impacts the numbers
- Product Pricing and its implications on operations

IX. Leadership and Insurance Operations Manager

X. Comprehensive Examination

COURSE FEE (EXCLUDING VAT):

IIAP Member: P16,000

IIAP Alumni: P16,500

Non-Member: P17,000

COURSE TITLE: Overview of Insurance Broking Operations

SCHEDULE: March 27 and 28, 2025 (Face-to-Face)
July 24 and 25, 2025 (Face-to-Face)
9:00AM – 12:00NN; Thursday and Friday

NO. OF SESSIONS: 2

COURSE OBJECTIVE: The course covers the professional insurance broker function. It establishes the framework within which the brokers exercise his profession and provides essential inputs required for understanding and doing actual broking operations.

WHO SHOULD ATTEND: This course is intended to employees who are working in an insurance brokerage and for those who want to pursue a career in an insurance broking firm.

SESSION OUTLINE:

- I. Introduction
 - II. Definition of Insurance Broker
 - III. Requirements for Insurance Brokerage
 - IV. Role and Duties of an Insurance Broker
 - V. Types of Insurance Broker
 - VI. Typical Organizational Structure
 - VII. Benefits of Working for Broking Firm
 - VIII. Professional Ethical Guidelines for Insurance Brokers
- Wrap up

COURSE FEE (EXCLUDING VAT):

IIAP Member: P6,000
IIAP Alumni: P6,500
Non-Member: P7,000

COURSE TITLE: Reinsurance Accounting

SCHEDULE: November 10-14, 2025 (Face-to-Face)
1:00-4:00PM; Monday to Friday

NO. OF SESSIONS: 5

COURSE OBJECTIVE: To enable the participants to acquire the skills to account for reinsurance transactions properly.

WHO SHOULD ATTEND: All nonlife insurance and reinsurance accountants.

SESSION OUTLINE:

- I. Overview of Reinsurance
- II. Reinsurance Chart of Accounts
- III. Accounting Records and Documents
Simplified Flowchart
- IV. Manner of Canceling Treaties
Profit Commission
- V. Government Regulations

COURSE FEE (EXCLUDING VAT):

IIAP Member: P15,000
IIAP Alumni: P15,500
Non-Member: P16,000

COURSE TITLE: Trainers Accreditation Course (TAC) for Life Insurance Companies

SCHEDULES: February 26, 2025 (Face-to-Face)
September 26, 2025 (Face-to-Face)
9:00AM - 4:00PM

NO. OF SESSION: 1 day

COURSE OBJECTIVE: Trainers Accreditation Course (TAC) is a course leading to the renewal of the Life Insurance Agents Course (LIAC) in the IIAP. Trainers who complete this course will be accredited by the IIAP to conduct the IIAP's LIAC within their company's premises.

WHO SHOULD ATTEND: Designated Trainers, Managers

Participants should be directly involved in their company's agents' training activities and must carry a company certification (from the Head of Training or HR, or EVP in the case of head trainers) that they have complied with any of the following requirements for accreditation:

- Completion of LOMA Course 280 (Principles of Insurance) or 290 (Insurance Administration);
- Certification course offered by LUTC, GAMA, RFP or any other similar organization;
- One Year Agency Trainer's experience;
- Must have passed the Insurance Agent's Examination (IC with a grade of 80%).

COURSE FEE (EXCLUDING VAT):

IIAP Member: P5,000

IIAP Alumni: P5,500

Non-Member: P6,000

COURSE TITLE: Corporate Governance

SCHEDULES: January 28, 2025 (Online)
November 11, 2025 (Online)
9:00AM-4:00PM; Tuesday

NO. OF SESSIONS: 1 day

COURSE OBJECTIVE: Successful completion of the seminar will enable the participant to:

- a) Understand the overall strategic planning process, identify what role he plays and how he can effectively help in implementing the changes
- b) Acquire the following core managerial skills:
 - Strategic thinking
 - Leadership and empowerment
 - Change management
 - Data analysis and decision-making
 - Using the balanced-scorecard

WHO SHOULD ATTEND: Presidents, Vice Presidents, Board of Directors, Middle Managers, and Functional Unit Heads, those who have had at least 3 years of management experience in a life, a non-life insurance company, health maintenance organization or pre-need company and are responsible for implementing strategic plans.

SESSION OUTLINE:

- Revised Code of Corporate Governance
- ASEAN Corporate Governance Scorecard
- SEC-IC Annual Corporate Governance Report
- Board Responsibilities; Board vs Mancom
- Financial Reporting and Audit
- Dealing with 3rd parties - suppliers, contractors, creditors, regulators, government
- Illegal Activities of Corporations/ Directors/Officers;
- Insider Trading
- Protection of Minority Shareholders
- Short Swing Transactions
- Liabilities of Directors
- Confidentiality
- Conflict of Interest
- Related Party Transactions
- Case Studies

SEMINAR FEE (EXCLUDING VAT):

IIAP Member: P7,000
IIAP Alumni: P7,500
Non-Member: P8,000

COURSES IN PARTNERSHIP WITH WEALTH MANAGEMENT CENTER FOR COMMUNICATION AND RESEARCH INC.

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SHORT ONLINE COURSES:

COURSE FEE (EXCLUDING VAT):

IIAP Member: P5,000

IIAP Alumni: P5,500

Non-Member: P6,000

COURSE TITLE: Motor Claims

SCHEDULE: January 31, 2025; 9:00AM -12:00NN; Friday

COURSE OBJECTIVE: This course aims to provide an introduction to the preparation and investigation involved in Motor Claims

WHO SHOULD ATTEND: This short course is for Claims personnel of insurance companies, adjusting firms, insurance brokers, insurance agencies, big corporations and underwriting personnel of insurance companies

TOPIC OUTLINE:

- I. Motor Insurance Claims and Kinds of Motor Claims
- II. Section II-No Fault Indemnity
- III. Section III-Loss on Damage
- IV. Section IV-Excess Liability Insurance
- V. Adjustment of Motor Car Claims
- VI. Process of Adjustment
- VII. Determining Payability /Deniability of Motor Car Claims
- VIII. Essential Elements
- IX. Fundamentals Principles in the Adjustment of Motor Car Claims
- X. Documentation of Motor Car Claims

COURSE TITLE: Bond Claims

SCHEDULE: February 20, 2025; 9:00AM -12:00NN; Thursday

COURSE OBJECTIVE: This course aims to provide an introduction to the principles and practices involved in surety bond claims.

WHO SHOULD ATTEND: This short course is for participants who want to specialize on the surety bond product. This course also serves as a refresher course for participants that need to be updated on the current provisions of the surety bond claims.

TOPIC OUTLINE:

- I. Definition
- II. When does a claim arise?
- III. Consequences
- IV. Proper procedures in handling and treatment of bond claims
- V. Valid and fraudulent types of claims

COURSE TITLE: Industrial All Risks

SCHEDULE: March 25, 2025; 9:00AM to 12:00NN; Tuesday

COURSE OBJECTIVE: This course aims to provide and equip participants the knowledge to insure any commercial or industrial business with adequate protection from unforeseen damages and losses whether directly or indirectly from any covered peril resulting to interruption of business.

WHO SHOULD ATTEND: This short course is for those insurance practitioners and other professionals who are interested in updating their knowledge and want a deeper understanding of the concepts, applications and practices of All Risks Insurance.

TOPIC OUTLINE:

- I. Difference between a Named Peril Policy and All Risks Policy
- II. Exclusions under All Risks Insurance
- III. Advantages and Disadvantages in securing an All Risks Policy from the standpoint of the Client
- IV. Advantages and Disadvantages of All Risks Policy from the point of view of an Underwriter

COURSE TITLE: Personal Accident Claims

SCHEDULE: April 29, 2025; 9:00AM to 12:00NN; Tuesday

COURSE OBJECTIVE: This course aims to provide an introduction to the principles and practices involved in personal accident claims.

WHO SHOULD ATTEND: This short course is for those who want to specialize on the Personal Accident product. This course also serves as a refresher course for participants that need to be updated on the current provisions of the personal accident claims.

TOPIC OUTLINE:

- I. Claims Procedure
- II. Dismemberment/Disablement
- III. Medical Expense
- IV. Hospital Income Claims
- V. Travel Insurance Claims
- VI. Personal Accident Death Claim
- VII. Process Of Claims Adjustment
- VIII. Fraudulent Claims
- IX. Questionable Claims

COURSE TITLE: Engineering Claims

ONLINE SCHEDULE: June 11, 2025; 9:00AM -12:00NN; Wednesday

COURSE OBJECTIVE: This course aims to provide the basic foundation for a sound training in engineering insurance claims.

WHO SHOULD ATTEND: This short course is addressed to all who would like to know about the Engineering Insurance Claims such as Claims Staff, In-house Adjusters, Public Adjusters and other insurance practitioners who may be interested in this topic.

TOPIC OUTLINE:

- I. Key Factors to Consider
- II. Normal Grounds for Denial
- III. Factors that Aid Settlement
- IV. Typical Adjustment Process for Engineering Insurance
- V. Insured's Role
- VI. Adjuster's Role
- VII. Intermediaries' Role
- VIII. Post Settlement

COURSE TITLE: Fire Claims

ONLINE SCHEDULE: July 24, 2025; 9:00AM -12:00NN; Thursday

COURSE OBJECTIVE: This seminar shall enable participant to have a better understanding of Fire Claims.

WHO SHOULD ATTEND: Employees who are working with Fire Underwriting or Claims, who would like to enhance their knowledge or anyone who simply would like to have an understanding of the Basic Fire Claims.

TOPIC OUTLINE:

- I. Basic Insurance Principles
- II. Characteristics of Insurance Contracts
- III. Analysis of Fire Insurance Policy
- IV. Applicable Endorsements, Clauses and Warranties
- V. Adjustment of Fire Insurance Claim
Investigation
 - The Insured; Property Covered; Insurable interest; Cause of Loss; Nature and Extent of Loss Evaluation; Establishing Value and Loss; Bldg. Stocks and other Personal property, M/E; Application of policy Limiting Condition; Determination of Policy Liability
- VI. Issues and Practical Problems

COURSE TITLE: Comprehensive General Liability

SCHEDULE: September 25, 2025; 9:00AM to 12:00NN; Thursday

COURSE OBJECTIVE: This course aims to provide the basic foundation for a sound training in Comprehensive General Liability Insurance.

WHO SHOULD ATTEND: This seminar is addressed to all who would like to know the basics of Liability Insurance. This seminar also serves as a refresher for participants who need to be updated on the current provisions of the liability insurance line.

TOPIC OUTLINE:

- I. Owners, Landlords & Tenants Liability
- II. Manufacturers & Contractors Liability
- III. Completed Operations & Products Liability
- IV. Contractual Liability
- V. Owners' & Contractors "Protective Liability"
- VI. Comprehensive General Liability
- VII. Elevator Hazards
- VIII. Product Hazards
- IX. Completed Operations
- X. Independent Contractors
- XI. Basic Underwriting

COURSE TITLE: Fraud in Insurance Claims

SCHEDULE: October 22, 2025; 9:00AM to 12:00NN; Wednesday

COURSE OBJECTIVE: The course aims to provide participants with knowledge on how to deal with fraudulent Claims.

WHO SHOULD ATTEND: This seminar is for those who are currently working or will work in the Claims Department and those who would like to know more about fraudulent claims.

TOPIC OUTLINE:

- I. What is Fraud?
- II. Common types of fraud
- III. Fraud in Insurance
- IV. Who may commit fraud? How are they committed?
- V. Factors affecting occurrence of fraud
- VI. Statistical Highlight
- VII. Effects on the Insuring Public; Effects on the bottom line of Insurer
- VIII. How can it be detected?
- IX. How can it be minimized/prevented?
- X. Regulatory/Insurer's Initiative

COURSE TITLE: Effective Collection Techniques (Online)

SCHEDULE: November 5, 2025; 9:00AM to 12:00NN; Wednesday

COURSE OBJECTIVE: The program is designed to help the participants achieve the following:

- Clear overview of collection work as art and science
- The impact of distressed accounts receivables in the company's financial condition
- The contribution of the collection team in the growth of the business
- Identification of various characteristics of debtor
- Basic collection techniques, strategies and tools
- Attributes of a good collection staff/agent

WHO SHOULD ATTEND: For those who are in the collection department or accounting staff.

TOPIC OUTLINE:

- I. Disciplines of Collection
- II. Problem/Delinquent Accounts
- III. Drivers of Collection
- IV. Common/ General Categories of Debtors
- V. Psyching up your debtor
- VI. Conventional Collection Procedures
- VII. Out-of-the-Box Approaches to Collection
- VIII. Gearing up for Collection
- IX. Collection via Tele-Con
- X. Collection Strategies & Techniques
- XI. Seven Habits of a Highly Effective Collector
- XII. Cardinal Rules in Collection

INSURANCE MANAGEMENT DEVELOPMENT SEMINAR/WORKSHOP

COURSE TITLE: Supervisory Development Workshop

SCHEDULE: July 22-25, 2025 (Online)
9:00AM to 12:00NN; Tuesday to Friday

NO. OF SESSIONS: 4

COURSE OBJECTIVE: This course aims to equip participants with the necessary tools and techniques to enable them to take more responsibilities for managing work in their area and improve their personal ability to lead a group in pursuit of individual and corporate effectiveness.

WHO SHOULD ATTEND: This course is for recently promoted supervisors/managers or for the supervisor/manager who wishes to improve his/her managerial skills.

COURSE OUTLINE:

I. INTRODUCTION

- A. Acquaintance
- B. Participant's Expectations
- C. Seminar Objectives, Framework and Methodology

II. LEADERSHIP AND MANAGEMENT

- A. Technical Work VS. Management Work
- B. Management Functions and Activities
- C. Principles of Supervision – Management
- D. Supervision – Management VS. Doing

III. PLANNING

- A. Definition, Rationale and Need, Activities
- B. Job Clarity – Key Result Areas, Objective Setting
- C. Action Planning: Specific Objectives, Programming, Scheduling, Budgeting, Potential Problems
- D. Administering Policies and Procedures
- E. Summary of Planning & its Importance

IV. CONTROLLING

- A. Definition, Rationale and Need
- B. Activities
- C. Link to Planning
- D. Setting Standards of Performance
- E. Measuring and Evaluating Performance
- F. Correcting Performance and Performance Appraisal

V. ORGANIZING

- A. Definition, Rationale and Need
- B. Activities
 - 1. Definition/Differentiation
 - a. Organization Structure
 - b. Delegating Techniques & Degrees
 - c. Developing Relationships

VI. LEADING

- A. Definition, Rationale and Need
- B. Leadership
- C. Evaluating Self-Adaptability
- D. Decision Making
 - 1. Guidelines
 - 2. Exercise
- E. Communicating
 - 1. Definition and Nature
 - 2. Types
 - 3. Interpersonal Communication Theories/Models
 - 4. Barriers
 - 5. Guidelines for Giving/Receiving Feedback
 - 6. Guidelines for Active Listening
- F. Motivating
 - 1. Approaches
 - 2. Identifying Needs of Subordinates
 - 3. Role of Culture in Motivation
 - 4. Framework for Identifying Problems
- G. Selecting New Personnel
- H. Training Subordinates
 - 1. Rationale for On-the-Job Training
 - 2. Guidelines

COURSE FEE (EXCLUDING VAT):

IIAP Member: P6,000

IIAP Alumni: P6,500

Non-Member: P7,000

COURSE TITLE: Effective Business Correspondence

SCHEDULE: April 3, 4, 10, 11, 2025 (Online)
9:00AM to 12:00NN; Thursday and Friday

NO. OF SESSIONS: 4

COURSE OBJECTIVE: This course aims to enhance professional writing of participants to achieve high-impact results. It also aims to enable the participant to write concise, clear, cordial and courteous business correspondence using the basic principles of effective written messages.

WHO SHOULD ATTEND: This is for employees who prepare and edit business proposals, memos, and letters for their respective companies.

COURSE OUTLINE

- I. The Process of Communication
- II. Principles in Writing Effective Business Correspondence
 - The Six Cs of Writing
 - The Business Style- Tone, Outlook, Organization, Expressions Used
- III. Principles in Writing Effective Reports
- IV. Exercises on Unity
- V. Transitional Words and Phrases
- VI. Redundant Expressions
- VII. Eliminating Sexist Language
- VIII. Prepositions with Special Words
 - Minor Errors and other Pitfalls
 - Prepositions & Idiomatic Expressions
- IX. Business Correspondence – Letters and Memos
- X. Good News/Bad News/Neutral News Communications
- XI. Guidelines on Writing E-Mail
- XII. Trite and Outworn Expressions to Avoid
- XIII. Topic Development Strategies
- XIV. Business Letter Formats

SEMINAR FEE (EXCLUDING VAT):

IIAP Member: P6,000

IIAP Alumni: P6,500

Non-Member: P7,000

COURSE TITLE: Improving Grammar in Business Writing

SCHEDULE: June 19, 20, 26 and 27 2025 (Face-to-Face)
November 6, 7, 13 & 14 (Face-to-Face)
9:00AM to 12:00NN; Thursday and Friday

NO. OF SESSIONS: 4

COURSE OBJECTIVE: Every participant of this Course is expected to review the Basic English Grammar rules toward effective business communication; to acquire new strategies / techniques to change inefficient communication habits; to become aware of the strong impact on the use of accurate grammar in various contexts of situations and to further develop and refine grammatical skills to ensure effective communication.

WHO SHOULD ATTEND: Employees who want to improve and further develop their grammar and writing skills.

COURSE OUTLINE

- I. Getting Acquainted
- II. Overview of The Course
- III. Importance of Effective Communication
- IV. The Process of Communication
- V. Barriers to Effective Communication
- VI. Basic Business Grammar and Strategies Applied in Workshops
 - A. Subject-Verb Agreement
 - B. Verb Tenses
 - C. Modifiers: Misplaced, Dangling and Degrees of Comparison
 - D. Prepositions: Location, Dates, Idiomatic Expressions
 - E. Nouns and their Plural Forms
 - F. Sentence Structures
- VII. Integrating Activity: Writing a Composition on a Given Business Situation.

COURSE FEE (EXCLUDING VAT):

IIAP Member: P9,000
IIAP Alumni: P9,500
Non-Member: P10,000

COURSE TITLE: Accounting for Non-Accountants

SCHEDULE: May 27 – 30, 2025 (Face-to-Face)
9:00AM to 12:00NN; Tuesday to Friday

NO. OF SESSIONS: 4

COURSE OBJECTIVE: This course aims to provide non-accountants with a basic understanding of financial accounting concepts, procedures, and processes. It covers the practical application of these concepts and highlights the importance of financial statements (Balance Sheet, Income Statement, and Cash Flow) and financial ratios for informed decision-making and management analysis.

WHO SHOULD ATTEND: This course is designed for insurance supervisors, managers and executives whose functions and responsibilities may require basic knowledge on how business transactions are recorded in the books and subsidiaries, and then summarized into the financial statements. Staff involved in any of the following, outside of Accounting: Sales, Underwriting, Delivery, and Purchasing/ Procurement, Inventory, Human relations / Personnel.

COURSE OUTLINE

- I. Financial Statements, understanding the basic principles of:
 - a. Balance Sheet
 - b. Income Statement
 - c. Cash Flow Statement
- II. Business Transactions, basis for recording
 - a. Transactions analysis
 - b. Creation of Accounts
 - c. Double-entry accounting
 - d. Recording transactions
 - e. Books of Accounts and subsidiaries
 - e. Summarizing the entries
 - f. Preparation and understanding trial balance
- III. Basic Accounting Principles/ Documents/ Closing
 - a. Cash Accounting
 - b. Accrual Accounting
 - c. Matching principle,
 - d. Accounting Period
 - e. Transaction documents
 - f. Correction/adjustment method (current/prior yr.)
 - g. Financial Statement, Schedules and Notes.
 - h. Closing the books.
- IV. Financial Ratios and Analysis
 - a. Vertical/Horizontal comparative
 - b. Computation and interpretation of financial Ratios for management info and other users of Financial Statement

COURSE FEE (EXCLUDING VAT):

IIAP Member: P9,000
IIAP Alumni: P9,500
Non-Member: P10,000

COURSE TITLE: Award in Customer Service in Insurance (W04)
a Chartered Insurance Institute (CII) Course

SCHEDULE: May 29 and 30, 2025 (Online)
9:00AM to 12:00NN; Thursday and Friday

NO. OF SESSIONS: 2

COURSE OBJECTIVE: To provide knowledge and understanding of the customer service within the context of insurance environment.

CII CERTIFICATION FOR BNL QUALIFIER: The Basic Non-Life Graduates CII Qualifiers may earn their CII Certification the easy way. Instead of taking an examination for the required 15 points to get the said Certification, you may now just enroll to the CII Customer Service course equivalent to Award in Customer Service in Insurance, to be facilitated by IIAP. After which, the participants can take the online exam and if they passed, this will not only allow them to receive such Certification, but will also entitle them to 15 credit points, should you decide to pursue taking higher CII Courses.

LEARNING OUTCOME:

1. Know how to fulfill customer requirements in the insurance sector.
2. Understand the importance of customer feedback to improve service in the insurance sector.
3. Understand the importance of good communication to maintain and build client relationships in the insurance industry.
4. Know how to deal with conflict within an insurance environment.
5. Understand the importance of keeping accurate and confidential records when dealing with customers.
6. Know how to manage own workload and time to meet business requirements and timescales.
7. Know how to work with other to achieve team and organisational objectives.
8. Understand the sales process.
9. Know how to increase sales activities.

COURSE FEE (EXCLUDING VAT):

IIAP Member: P15,000

IIAP Alumni: P15,500

Non-Member: P16,000

PROGRAM TITLE: ASEAN PROFESSIONAL INSURANCE DIPLOMA (APID)

MODULE 1: Certificate in Asean Insurance Market Practices (Underwriting and Claims) Philippines

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: April 28 and 29, 2025 (Online)
9:00AM to 5:00PM (Monday and Tuesday)

NO. OF SESSIONS: 2

TARGET PARTICIPANTS:

1. Insurance professionals including underwriters, claims handlers, brokers, reinsurers general managers who have completed their Insurance Diplomas in their respective countries & who wish to attain the APID. For Local participants, those who have completed at least Basic Non-Life Insurance Course may attend, while working on their other requirements for the Asean Professional Insurance Diploma.
2. Anyone who may not have a domestic Insurance Diploma but wish to learn more about ASEAN insurance markets' practices in terms of underwriting, claims and climate risk management

KEY LEARNING OUTCOMES:

At the end of the course, the participant is expected to:

1. Have a solid understanding of the insurance market landscape in the Philippines.
2. Examine the legal and regulatory framework and key commercial influences on underwriting in the Philippines.
3. Learn the key underwriting policies and practices in underwriting and claims in the Philippines
4. Evaluate the Philippines' general insurance portfolio mix and shifts in the mix in the last 10 years.
5. Understand the reinsurance practices and how reinsurance programs are arranged and reinsurance capacity sourced.
6. Examine how the Philippines manage natural catastrophe from the perspective of underwriting and reinsurance.
7. Familiarize with claims practices across the various lines of insurance and learn the market practices in claims reserving, complaints handling and fraud detection.
8. Gauge the influence of technology in insurance company operations and assess how the Philippines is leveraging on InsureTech or if market disruptors are able to come in to influence market growth and profitability.
- 9.

COURSE FEE

	<u>Foreign Participants</u>	<u>Local Participants (VAT Inclusive)</u>
Early Bird Rate	\$180	P11,200
Standard Rate	\$200	P13,000

PROGRAM TITLE: ASEAN PROFESSIONAL INSURANCE DIPLOMA (APID)

MODULE 2: Certificate in Climate & Environmental Risk in Asean (Philippines)

PRE-REQUISITE: Basic Non-Life Insurance Course

SCHEDULE: September 15, 2025 (Online)
9:00AM to 12:00NN; Monday

NO. OF SESSION: 1

TARGET PARTICIPANTS:

1. Insurance professionals including underwriters, claims handlers, brokers, reinsurers general managers who have completed their Insurance Diplomas in their respective countries & who wish to attain the APID. For Local participants, those who have completed at least Basic Non-Life Insurance Course may attend, while working on their other for the Asean Professional Insurance Diploma
2. Anyone who may not have a domestic Insurance Diploma but wish to learn more about ASEAN Environment and Climate Risk Management in the Philippines.

KEY LEARNING OUTCOMES:

At the end of the course, the participant is expected to:

1. Understand the specific climate and environmental risks facing the Philippines.
2. Familiarize themselves with relevant policies, regulations, and international involvement.
3. Learn about various strategies utilized in the Philippines.
4. Understand sustainability in business and tools for measuring performance.
5. Evaluate compliance requirements and their application to the insurance industry.
6. Learn about sustainable (green and blue) innovative finance and insurance products

COURSE FEE

	<u>Foreign Participants</u>	<u>Local Participants (VAT Inclusive)</u>
Standard Rate	\$70	P4,200

PROGRAM TITLE: ASEAN REINSURANCE PROGRAM (ARP)

COURSE TITLE: Asean Reinsurance Market Developments (Intermediate Level)

SCHEDULE: TBA

NO. OF SESSION: 1

ABOUT THE MODOLUE: This first module (part of a 3-part series) provides participants with an overview of the reinsurance market, with particular emphasis on the ASEAN region. We look at key parties in the market - the broker, reinsurer, buyer and regulator - their roles and how they interact.

There is an examination of the market dynamics, essentially how the reinsurance market works and its day-to-day operation. This includes an outline of key historical developments and how they have shaped the industry. An Insight is also provided in to the recent market trends and what they mean for the ASEAN Region. Finally, there is a review and discussion of the key challenges facing the market and how the ASEAN region might meet these challenges.

The objective of the module is to provide the attendees with a 360-degree view of how the reinsurance market works and how it is developing, so that they can understand how the market is relevant to their business

COURSE FEE

	<u>Foreign Participants</u>	<u>Local Participants (VAT Inclusive)</u>
Standard Rate	\$100	P6,000

COURSE TITLE: Asean Reinsurance Planning and Structuring (Intermediate Level)

SCHEDULE: TBA

NO. OF SESSION: 1

ABOUT THE MODOLUE: This module considers how different types of reinsurance can be chosen and how they might work together in reality.

There is a re-examination of the advantages and disadvantages of the different types of reinsurance to help participants understand which forms might be best suited to various circumstances.

There are visual and worked examples of how the different forms of reinsurance can be used, how risk cessions would operate and how insurance company can make claims recoveries. Key questions that might be asked when structuring reinsurance programs, will also be included in the discussion. Key considerations for retention setting and the benefits of reinsurance with respect to managing capital will also be discussed.

The concepts of catastrophe and financial modelling will be introduced as suggested approaches in helping a practitioner structure reinsurance programmes.

Finally, the Course will also offer a potential checklist that might be used when considering which types of reinsurance to use. The overall objective of this module is to provide a better understanding of the key steps to follow when designing reinsurance programmes.

COURSE FEE

	<u>Foreign Participants</u>	<u>Local Participants (VAT Inclusive)</u>
Standard Rate	\$100	P6,000

COURSE TITLE: Asean Reinsurance Pricing (Intermediate Level)

SCHEDULE: TBA

NO. OF SESSION: 1

ABOUT THE MODULUE: This module provides attendees with an overview of the reinsurance pricing process. Using worked examples, an illustration on how different approaches and methodologies are used in real life, will be discussed. Focus will be given to the key pricing considerations for a reinsurance underwriter, highlighting the reinsurance pricing thought process and how different considerations can influence the overall pricing.

This session will also delve into the fundamental approaches to reinsurance pricing (experience rating and exposure rating), how they are used not to mention their advantages and disadvantages.

With respect to proportional business, a discussion on how different pricing techniques might be used to evaluate the overall performance of a treaty and to determine appropriate commission levels, together with an investigation of the specific considerations for pricing liability business and how this differs to property business, will be included.

The objective of this module is to provide the attendees with an insight as to how property and liability reinsurance pricing is calculated and applied in real life.

COURSE FEE

	<u>Foreign Participants</u>	<u>Local Participants (VAT Inclusive)</u>
Standard Rate	\$100	P6,000

COURSES FOR EXCLUSIVE AND IN-HOUSE TRAININGS

IIAP is also exclusive trainings for all courses and seminars and for the following courses below. We can provide a tailored training/workshop to suit the needs of your organization.

Date /schedule can be negotiated; minimum number of participants is 25 for Life and Non-Life Courses and 20 for Management Courses/Special Seminars. Exclusive training package rate is available upon request.

COURSE

1. Basic Microinsurance Course
2. Basic HMO
3. Risk Management
4. Basic Variable Life Insurance Course
5. Basic Life Reinsurance Course
6. Basic Leadership Program
7. Customer Service Workshop
8. Basic Operations Management
9. Performance Management
10. Coaching & Counseling
11. Management Dynamics
12. Integrated Planning and Controlling Techniques
13. Change Management
14. Basic Project Management
15. Basic Treasury Management
16. Business Ethics
17. Upgrade your Selling Skills
18. Basic Economics
19. Managerial Statistics
20. Corporate Entrepreneurship
21. Basic Market Research
22. Supply Chain Management
23. IT for Managers
24. Lean Management

COURSES SUMMARY

COURSE/SEMINAR	SCHEDULE	TIME	NO. OF SESSIONS	SEMINAR FEES (VAT EXCLUSIVE)			PRE-REQUISITE COURSE		
				MEMBER	ALUMNI	OTHERS			
JANUARY									
1	332nd Basic Non-Life Insurance Course	Online	January 13 - 31	1:00-4:00PM	14	17,000	17,500	19,000	-
2	Intermediate Course on Fire (Property) Insurance	Online	January 20 - 27	1:00-4:00PM	6	11,000	11,500	12,000	BNL
3	Corporate Governance	Online	January 28	9AM to 4PM	1 day	7,000	7,500	8,000	-
4	Motor Claims	Online	January 31	9AM - 12NN	1	5,000	5,500	6,000	-
FEBRUARY									
1	333rd Basic Non-Life Insurance Course	Face-to-Face	February 10 - 28	1:00-4:00PM	14	21,000	21,500	23,000	-
2	Advanced Course on Motor Insurance	Online	February 10 - 14	1:00-4:00PM	5	11,000	11,500	12,000	BNL
3	Intermediate Course on Miscellaneous Casualty Insurance	Online	February 17 - 21	1:00-4:00PM	5	11,000	11,500	12,000	BNL
4	Non-Life Insurance Course for Agents	Online	February 25 - 28	9AM to 4PM	3.5 days	4,500	5,000	5,500	-
5	Bond Claims	Online	February 20	9AM - 12NN	1	5,000	5,500	6,000	-
6	Trainers Accreditation Course (TAC) for Life Ins. Companies	Face-to-Face	February 26	9AM to 4PM	1 day	5,000	5,500	6,000	-
7	Lunch and Learn	Face-to-Face	February 27	10AM to 1PM	1		500		
MARCH									
1	334th Basic Non-Life Insurance Course	Online	March 10 -27	1:00-4:00PM	14	17,000	17,500	19,000	-
2	Basic Non-Life Insurance Course - Saturday	Online	March 8 - April 12	9AM to 4PM	6 days	17,000	17,500	19,000	-
3	Advanced Course on Engineering Insurance	Online	March 10 - 19	1:00-4:00PM	8	11,500	12,000	12,500	BNL
4	Condominium Insurance Course	Online	March 18 - 21	9AM - 12NN	4	6,000	6,500	7,000	BNL
5	Basic Life Insurance Course	Face-to-Face	March 17-28	9AM - 12NN	10	17,000	17,500	18,000	-
6	Basic Non-Life Insurance Course in Clark	Face-to-Face	March 24-29	8:AM-5PM	5.5 days	21,000	21,500	23,000	-
7	Intermediate Course on Fire Insurance in Clark	Face-to-Face	March 25-27	9AM to 4PM	2.5 days	16,000	16,500	17,000	BNL
8	Overview of Insurance Broking Operations	Face-to-Face	March 27 and 28	9AM - 12NN	2	6,000	6,500	7,000	-
9	Industrial All Risks	Online	March 25	9AM - 12NN	1	5,000	5,500	6,000	-
APRIL									
1	335th Basic Non-Life Insurance Course	Face-to-Face	April 7 - 30	1:00-4:00PM	14	21,000	21,500	23,000	-
2	Intermediate Course on Marine Insurance	Face-to-Face	April 21 - 25	1:00-4:00PM	5	16,000	16,500	17,000	BNL
3	Motor Claims, Damage Analysis and Estimating Seminar	Online	April 22-24	1:00-4:00PM	3	8,000	8,500	9,000	-
4	APID Module 1: Certificate in Asean Insurance Market Practices (Underwriting and Claims) Philippines	Online	April 28 and 29	9AM to 5PM	2	Foreign \$200 / Local P13,000			BNL
5	Personal Accident Claims	Online	April 29	9AM - 12NN	1	5,000	5,500	6,000	-
6	Effective Business Correspondence (IMDP)	Online	April 3, 4, 10, 11	9AM - 12NN	4	6,000	6,500	7,000	-
7	Lunch and Learn	Face-to-Face	April 24	10AM to 1PM	1		500		
MAY									
1	336th Basic Non-Life Insurance Course	Online	May 12-29	1:00-4:00PM	14	17,000	17,500	19,000	-
2	Intermediate Course on Reinsurance	Face-to-Face	May 5-9	1:00-4:00PM	5	16,000	16,500	17,000	BNL
3	Intermediate Course on Fire (Property) Insurance	Face-to-Face	May 12 - 19	1:00-4:00PM	6	16,000	16,500	17,000	BNL
4	Advanced Course on Loss Adjustment	Online	May 19 - 30	1:00-4:00PM	10	11,000	11,500	12,000	BNL
5	Advanced Course on Motor Insurance	Face-to-Face	May 5 - 9	1:00-4:00PM	5	16,000	16,500	17,000	BNL
6	Accounting for Non-Accountants (IMDP)	Face-to-Face	May 27 - 30	9AM - 12NN	4	9,000	9,500	10,000	-
7	Award in Customer Service in Insurance (W04) a CII Course	Online	May 29 - 30	9AM - 12NN	2	15,000	15,500	16,000	-
JUNE									
1	337th Basic Non-Life Insurance Course	Face-to-Face	June 9 - 27	1:00-4:00PM	14	21,000	21,500	23,000	-
2	Advanced Course on Suretyship	Online	June 10 - 23	1:00-4:00PM	9	11,500	12,000	12,500	BNL
3	Advanced Course on Miscellaneous Casualty Insurance	Online	June 16 - 30	1:00-4:00PM	11	14,000	14,500	15,000	BNL and Int. Casualty
4	Risk Surveying and Analysis	Face-to-Face	June 17 - 20	9AM to 4PM	4 days	12,000	12,500	13,000	BNL
5	Basic Life Underwriting Course	Face-to-Face	June 3-6	9AM - 12NN	4	9,000	9,500	10,000	-
6	Improving Grammar in Business Writing (IMDP)	Face-to-Face	June 19, 20, 26, 27	9AM - 12NN	4	9,000	9,500	10,000	-
7	Engineering Claims	Online	June 11	9AM - 12NN	1	5,000	5,500	6,000	-
8	Lunch and Learn	Face-to-Face	June 26	10AM to 1PM	1		500		

COURSES SUMMARY

JULY									
1	338th Basic Non-Life Insurance Course	Online	July 7 - 24	1:00-4:00PM	14	17,000	17,500	19,000	-
2	Basic Non-Life Insurance Course - Saturday	Online	July 5 - August 9	9AM to 4PM	6 days	17,000	17,500	19,000	-
3	Basic Life Insurance Course	Face-to-Face	July 1 - 14	9AM - 12NN	10	17,000	17,500	18,000	-
4	Intermediate Course on Fire (Property) Insurance	Online	July 14 - 21	1:00-4:00PM	6	11,000	11,500	12,000	BNL
5	Advanced Course on Personal Accident and Health Insurance	Online	July 14-18	1:00-4:00PM	5	11,000	11,500	12,000	BNL
6	Overview of Insurance Broking Operations	Face-to-Face	July 24 - 25	9AM - 12NN	2	6,000	6,500	7,000	-
7	Supervisory Development Workshop - IMDP	Online	July 22-25	9AM - 12NN	4	6,000	6,500	7,000	-
8	Fire Claims	Online	July 24	9AM - 12NN	1	5,000	5,500	6,000	-
AUGUST									
1	339th Basic Non-Life Insurance Course	Face-to-Face	August 4 - 22	1:00-4:00PM	14	21,000	21,500	23,000	-
2	Basic Non-Life Insurance Course - Cagayan De Oro	Face-to-Face	August 11 -16	8AM to 5PM	5.5 days	21,000	21,500	23,000	-
3	Intermediate Course on Misc. Casualty Insurance - Cagayan de Oro	Face-to-Face	August 12 - 14	9AM to 4PM	2.5 days	16,000	16,500	17,000	BNL
4	Life Insurance Operations and Management Course (LIOM)	Face-to-Face	August 11-26	9AM - 12NN	10	16,000	16,500	17,000	-
5	Advanced Course on Fire (Property) Insurance	Online	August 11 - 27	1:00-4:00PM	11	14,000	14,500	15,000	BNL and Int. Fire
6	Advanced Course on Reinsurance	Face-to-Face	August 18 - 26	1:00-4:00PM	5	16,000	16,500	17,000	BNL and Int. RI
7	Condominium Insurance Course	Online	August 26 - 29	9AM - 12NN	4	6,000	6,500	7,000	BNL
8	Lunch and Learn	Face-to-Face	August 28	10AM to 1PM	1		500		
SEPTEMBER									
1	340th Basic Non-Life Insurance Course	Online	September 8-25	1:00-4:00PM	14	17,000	17,500	19,000	-
2	Advanced Course on Marine Insurance	Face-to-Face	September 8 - 22	1:00-4:00PM	11	18,000	18,500	19,000	BNL and Int. Marine
3	Business Interruption Insurance Course	Online	September 15 - 22	1:00-4:00PM	6	11,000	11,500	12,000	BNL
4	Advanced Course on Motor Insurance	Online	September 15 - 19	1:00-4:00PM	5	11,000	11,500	12,000	BNL
5	APID Module 2: Certificate in Climate & Environmental Risk in Asean (Philippines)	Online	September 15	9AM - 12NN	1	Foreign \$70 / Local P4,200			BNL
6	Comprehensive General Liability	Online	September 25	9AM - 12NN	1	5,000	5,500	6,000	-
7	Trainers Accreditation Course (TAC) for Life Ins. Companies	Face-to-Face	September 26	9AM to 4PM	1 day	5,000	5,500	6,000	-
OCTOBER									
1	341st Basic Non-Life Insurance Course	Face-to-Face	October 6 - 23	1:00-4:00PM	14	21,000	21,500	23,000	-
2	Basic Non-Life Insurance Course - Saturday	Online	Oct. 4 - Nov. 15	9AM to 4PM	6 days	17,000	17,500	19,000	-
3	Basic Non-Life Insurance Course - Iloilo	Face-to-Face	October 13 - 18	8AM to 5PM	5.5 days	21,000	21,500	23,000	-
4	Intermediate Course on Fire Insurance - Iloilo	Face-to-Face	October 14 - 16	9AM to 4PM	2.5 days	16,000	16,500	17,000	BNL
5	Motor Claims, Damage Analysis and Estimating Seminar	Online	October 21 - 23	1:00-4:00PM	3	8,000	8,500	9,000	-
6	Fraud in Insurance Claims	Online	October 22	9AM - 12NN	1	5,000	5,500	6,000	-
7	Lunch and Learn	Face-to-Face	October 23	10AM to 1PM	1		500		
NOVEMBER									
1	342nd Basic Non-Life Insurance Course	Online	November 3 - 20	1:00-4:00PM	14	17,000	17,500	19,000	-
2	Insurance Claims	Online	November 10 - 25	1:00-4:00PM	12	14,000	14,500	15,000	BNL
3	Improving Grammar in Business Writing (IMDP)	Face-to-Face	November 6, 7, 13 & 14	9AM - 12NN	4	9,000	9,500	10,000	-
4	Reinsurance Accounting	Face-to-Face	November 10 - 14	1:00-4:00PM	5	15,000	15,500	16,000	-
5	Corporate Governance	Online	November 11	9AM to 4PM	1 day	7,000	7,500	8,000	-
6	Effective Collection Techniques	Online	November 5	9AM - 12NN	1	5,000	5,500	6,000	-
	Basic Non-Life Insurance Course - Home Study Program	Self Study	NA	NA	6 months	17,000	17,500	19,000	-