



Proctor Policy & Registration Information for TICO Exam

Conestoga College is pleased to offer a proctored venue for travel industry personnel writing the TICO Education Standards Exam.

Location: Conestoga College ITAL, Doon Campus, 299 Doon Valley Drive ,
Kitchener, Ontario N2G 4M4

Parking: Complimentary, on site , if scheduled after 4:00pm or on weekends
(see directions and campus map link below)
<http://www.conestogac.on.ca/about/ourcampuses/siteplan.jsp>

Proctor Info/ Sharon Williams , Program Assistant , School of Business , Conestoga College
Contact swilliams@conestogac.on.ca 519-748-5220 x3414

Registration: **Candidates** must first register with CITC 14 days prior to the exam date chosen and pay the exam fee . Register to write the exam at : www.citc.ca/ticoexam
You must then register with Conestoga College for the proctored exam location and pay the proctoring fee of \$25 (non refundable/non transferrable) directly to Conestoga , no later than 7 days before the exam date. Visa, Master Card, or American Express accepted. Complete the Registration form provided and fax to Sharon Williams 519-748-3570 .
Candidates should plan to arrive 20 minutes prior to exam start and must present government issued photo ID matching the registration form. Minimum of 5/ maximum of 25 candidates per exam session will be accepted on a first-registered basis.

Room Policy: No food or beverages allowed in the computer labs.

Exam Time/ Dates: Exams start at 10:00 am

Saturday, March 3,2012	Saturday, April 14,2012
Saturday, May 12,2012	Saturday , June 23,2012
Saturday, Sept.08, 2012	Saturday, Oct.13,2012
Saturday, Nov.17,2012	Saturday, Dec.15,2012