



Tourism and Travel - Adventure and Ecotourism  
1450 Nakina Drive  
P.O.Box 398  
Thunder Bay, On. P7C 4W1

### **Proctor Policy & Registration Information for TICO Exam:**

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

**Location:** Confederation College  
1450 Nakina Drive  
Thunder Bay, On.  
P7C 4W1  
Travel Lab - Room C215 (2<sup>nd</sup> floor)

**Contact:** Giannina Veltri  
Program Coordinator  
Tourism and Travel-Adventure and Ecotourism  
Phone: 807 473.3795  
Email: [gveltri@confederationc.on.ca](mailto:gveltri@confederationc.on.ca)  
Website: [www.tourismandtravel.ca](http://www.tourismandtravel.ca)

**Registration:** Must be at least 2 weeks prior to scheduled exam date. Complete the registration form which can be faxed to Giannina Veltri, at 807 623-9165.  
Candidates will be accepted on a first-registered, first-served basis.

**Proctor Fee:** \$15.00 non-refundable, non-transferable  
Payable by cheque to S.U.C.C.I at exam site, prior to commencement of exam.

**Parking:** on-site complimentary (evening)  
**Entrance:** Nakina Drive - metered lots - V1, V2, V4  
**North Side:** Lots B, C, D, E, F

**Note:** Candidates are required to present **photo ID** on arrival. Candidates should plan to arrive at least **20 minutes** prior to commencement of exam to allow time for payment and log-in procedures. Early starts are not allowed.

Please note: Candidates must still register with CITC to write the exam, and to pay the exam fee. This is a separate procedure from registering to use the facilities of Confederation College. The exam registration is available at [www.citc.ca/ticoexam](http://www.citc.ca/ticoexam). Candidates must register at least 14 days prior to their chosen exam date.