



742 Arlington Park Place, Kingston, Ontario K7M 8H9 www.klccollege.ca 613-384-6194

TICO Education Standards Exam

KLC College is pleased to partner with TICO to provide a proctored Kingston location for Travel Industry personnel writing the TICO Minimum Education Standards Exam.

Registration

- Candidates must apply for a proctored seat at KLC College by calling Elizabeth at 613-384-6194 or email efarrar.klc@cogeco.net
- Upon confirmation of a seat at our proctored venue, candidates must register with CITC at <http://www.citc.ca/tico/en/IndRegistration.aspx>
- Candidates then submit the proctor form obtained from TICO to Elizabeth at KLC College by email efarrar.klc@cogeco.net, fax 613-384-9459 or mail KLC College, 742 Arlington Park Place, K7M 8H9
- Candidates are required upon arrival to present government issued photo ID
- Candidates are required to pay a \$35.00 fee to KLC College upon arrival by cash, cheque or credit card.

Exam Schedule and Details

Saturday, January 28, 2012
Saturday, February 25, 2012
Saturday, March 31, 2012
Saturday, April 28, 2012
Saturday, May 26, 2012
Saturday, June 30, 2012
Saturday, July 28, 2012
Saturday, August 25, 2012
Saturday, September 29, 2012
Saturday, October 27, 2012
Saturday, November 24, 2012

- Must be a minimum of 5 registrants 7 days prior to the proposed exam date.
- Please arrive 15 minutes prior to exam start time for on-site payment.
- Late comers will not be permitted.
- KLC College reserves the right to change or amalgamate dates if necessary and can cancel any sessions – registrants will be provided with at least 48 hours notice.
- No food or beverages allowed in the computer lab.

Directions and Contact Information

- Please drive down the side ramp and park in the provided parking lot near 742 L. Number is on the bottom of the door leading into the exam site.
- For further information, please contact:
Elizabeth Farrar efarrar.klc@cogeco.net
Coordinator of Proctoring Service Phone: 613-384-6194