

APPLICATION FORM: For IoB Members ONLY

General Insurance APA for Life / Financial Services APA Holders

(PLEASE USE BLOCK CAPITALS) Please note incomplete forms will be returned



Personal Details

Salutation Mr/ Ms/ Mrs/ Other (please state)

First Name

Surname

Maiden Name

Date of Birth

Gender Male Female

Home Address: *(Note that due to HEA statutory requirements, you MUST provide your home address & Eircode details here)*

Eircode

Telephone

Mobile

Email Address 1*

Email Address 2*

* Please note 2 unique email addresses are required.

Related Professional Body Details

Membership & Certificate Numbers

IOB Membership No.

Insurance Institute Exam Centres

Centres & Centre Codes		Exam Semesters		
Centre	Code	Jan	May	Sep
Following the Covid health crisis and until further notice, all Institute examinations are delivered online and not in physical examination centres.		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓

Please choose the exam centre of convenience to you.

Disclaimer: While every effort will be made by The Insurance Institute to ensure your exam will be available at your preferred exam centre, please note it may be necessary to alter or cancel an exam due to circumstances beyond our control. In the event of a cancellation we will contact you to ensure you can make alternative arrangements.

Employment Details

Employer

Job Title

Area of Work

Administration/Processing Finance Loss Assessing
 Broking HR/Training Risk Management/Surveying
 Claims IT/Data Sales/Marketing
 Compliance Loss Adjusting Underwriting

Work Address

Eircode

Work Telephone

Address where you wish to receive exam related materials: Home Work
 Please note if you select home address, materials will be delivered 9am to 5pm Monday to Friday and will require a signature.

Exam Details

Semester (You wish to sit exams in) Year Month

Exam Centre	The Nature of Insurance	Personal General	Commercial General	Private Medical
	CIP-01 <input type="checkbox"/>	CIP-03 <input type="checkbox"/>	CIP-04 <input type="checkbox"/>	CIP-05 <input type="checkbox"/>
Service Required	Exam & Textbook <input type="checkbox"/>	Exam Re-Registration ¹ <input type="checkbox"/>	Late Application <input type="checkbox"/>	

Additional Assistance

Additional Assistance Candidates

Candidates who have a physical or sensory disability or a specific learning problem (e.g. dyslexia) and who wish to avail of support should contact Member Services, who will advise you how to apply and the supporting documentation required.

If you have any queries, please contact Member Services: memberservices@iii.ie - 01 645 6670

ENTRY REQUIREMENTS FORM



Entry Requirements for Access to Insurance Institute APA/CIP Programmes

As you may be joining the Institute in order to participate in our APA and/or CIP programmes, there are specific entry requirements which must be satisfied before you can be admitted onto the programme. Please provide the following information in order for us to assess your eligibility.

1. Are you aged 23 or above on the 1st January in the year of applying for Insurance Institute exams?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, go to Note on English Proficiency
2. For applicants under 23 on 1st January in the year of applying for Insurance Institute exams, please select from the following list, your highest educational qualification (as on the NFAQ Ireland framework):			
• Level 10 / Doctorate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, go to Note on English Proficiency
• Level 9 / Masters	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Level 8 / Hons Degree	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Level 7 / Degree	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Level 6 / Higher Certificate or Advanced Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Level 5 / (Leaving Certificate with a pass in English and Maths) Applicants aged under 18 must contact the Institute to confirm eligibility first.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
External Qualifications If your highest qualification was obtained outside Ireland, please refer to the QQI website to identify the Irish equivalent of the qualification you hold.			
3. Have you worked in the Insurance Industry/Financial Services Sector for a minimum of 6 months and can this be certified under the Central Bank Minimum Competency Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, go to Note on English Proficiency

Note: English Proficiency

Please note that all lectures, tutorials, and practical work are delivered through English and examinations are in English.

It is vitally important that learners who are not native English speakers hold the required standard to ensure they gain maximum value from their studies.

A level 5 qualification in English is strongly recommended which will allow you to understand, communicate, read, listen and write in English.

Go to
Declaration

Important Notice

If you have **NOT** been able to answer Yes to any of the three questions above, you may still be eligible to be admitted. Please contact Member Services: memberservices@iii.ie - 01 645 6670 - to discuss

YOU MUST COMPLETE THIS DECLARATION AND SEND IT TO THE INSTITUTE BEFORE MAKING CONTACT REGARDING ELIGIBILITY or ENTRY REQUIREMENTS.

DECLARATION

I confirm that the entry requirements information I have provided above are true, complete and accurate and I am aware that I may be required to provide supporting evidence on request.

Signed: _____

Date: _____

Note: Please refer to our Data Protection & Privacy Policy at www.iii.ie/Data-Protection-And-Privacy-Policy and our Membership Terms & Conditions.

