APPLICATION FORM: APA / CIP

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

The Insurance Institute

MEMBERSHIP NUMBER (If known)

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

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: ❑ Work ❑ Home

Please note if you select home address, materials will be delivered 9am to 5pm Monday to Friday and will require a signature.

Student Details*

*The following information is required by our awarding body, ATU Sligo

I have already provided the required Student Details information in a previous application. ❑

I am not resident in the Republic of Ireland and have no PPS Number ❑

Country of Birth

Nationality

PPS Number

ATU Sligo Student Number (if known)

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.

Designation Sought

Designation e.g. Accredited Product Adviser (APA), Certified Insurance Practitioner (CIP)

Semester (You wish to sit exams in) Year Month

Additional Assistance

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

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

Exam Details

Centre Code				
Module Code				
Exam & Textbook	❑	❑	❑	❑
Exam Re-Registration	❑	❑	❑	❑
Extenuating Circumstances	❑	❑	❑	❑
Late Application	❑	❑	❑	❑
Paper Surcharge[1]	❑	❑	❑	❑

[1] See fees overleaf. Surcharge will not apply to applications made online in the Member Area.

Terms and Conditions

Employer Sponsorship

I hereby agree that where my employer is sponsoring my exams, the Insurance Institute may share the following information with them to facilitate them in complying with their obligations under the Central Bank's Minimum Competency Code 2017 ("MCC"):

- confirmation of exam registration;
- attendance/non-attendance/deferral of exam;
- exam results (pass or fail only) - except if awarded a Certificate of Excellence for a result of 80% or above;
- designation status (if accepted).

Please note that we do not disclose to employers any information regarding physical or mental health issues which are notified to us (e.g. for deferral of exams).

Third Parties

We may also share your information with our educational partners (e.g. ATU Sligo, our current Awarding Body), other professional/regulatory bodies (e.g. CII, if you are a dual member), or other relevant third parties e.g. examiners, invigilators, lecturers or as required in order to comply with legal, regulatory, statutory or compliance obligations. We also share your address/contact information with our textbook fulfillment service provider(s).

If requested by the Central Bank, we may disclose information to assist it for the purposes of discharging its functions under the Minimum Competency Code.

Designation Status & CPD

I hereby agree that in the event that I hold an Insurance Institute designation that I will:

- Maintain my membership of the Insurance Institute
- Fully participate in a Continuing Professional Development (CPD) Scheme and comply with its requirements
- Provide the Insurance Institute with my accurate and up to date contact details

I hereby agree that as a condition of my CPD membership of the Insurance Institute, it may provide information on my CPD activity to its Professional Standards Committee (PSC) which oversees the administration of our CPD Scheme and ensure the upholding of professional standards and ethics throughout the industry.

Register of Compliant Persons

The Institute publishes a Register of Compliant Persons (as part of the Central Bank's Minimum Competency Code) in which the names of current members holding one (or more) designations and grandfathered members are listed.

I understand that I can request removal of my name from the Register at any time by contacting the Institute.

The following documents are available to view at www.iii.ie

- Examination Regulations
- Exemption Policies
- Prospectus
- Data Protection & Privacy Policy
- Code of Ethics & Conduct
- Membership Terms & Conditions

Data Protection and Privacy

1. The Insurance Institute respects the right to privacy of its members.
2. The Insurance Institute processes personal data in accordance with Data Protection legislation and the Institute's Data Protection & Privacy Policy [available at www.iii.ie/Data-Protection-And-Privacy-Policy]
3. When examinations are provided in the online environment, the Institute appoints a third party contractor to invigilate the examinations and to collate the results of multiple choice examination questions. For the purpose of invigilation, it is necessary for the Institute to provide certain personal data to the third party contractor. It is also necessary for the contractor to collect additional personal data from the candidate. If this application concerns an examination to be taken remotely, it is mandatory that you read the Addendum to the Privacy Policy applicable to online examinations [available at – www.iii.ie/Portals/0/Documents/Membership%20Information/data-protection-and-policy-addendum.pdf]. Please confirm that you have read this and give your consent to the collection and processing of this data in accordance with the terms of the Addendum, by ticking the box below:

For the purpose of taking my examination in the online environment, I confirm that I have read the Addendum to the Data Protection and Privacy Policy of the Institute applicable to online examinations and I hereby consent to the processing of my personal data in accordance with the terms of that Addendum ☐

Declaration

I wish to apply for the exam(s) at the Exam Centre(s) I have marked on this form. I hereby confirm that I have read, understood and agree to the terms and conditions set out on this form (and at www.iii.ie/Membership-Terms-Conditions), the Exam Regulations and Prospectus.

Name (please print)

Signed

Date / /

Course Fees 2025 (per Module)

Course Modules	Per MCQ Module	Per Written Module
Exam Entry & Textbook	€385	
Exam Re-Registration[1]	€205	
Extenuating Circumstances[2]	€95	
Late Application[3]	€50	

[1] Exam Re-Registration - available only for the two exam semesters immediately following the original exam registration.

[2] Extenuating Circumstances - due to absence from exam due to extenuating circumstances supported by independent evidence and submitted to the Institute within 10 days of the original exam date – please see Prospectus for full details.

[3] Late Application fee is IN ADDITION to the relevant fee shown above.

All Institute fees are non-transferable and non-refundable. Whilst a service registered for may be cancelled (e.g., a membership or exam application), the fee cannot be refunded or transferred once the application has been processed.

How to achieve savings

To avail of reduced exam entry fees, login to the Member Area where exam entry fees are:

Exam Entry & Textbook €360	Exam Re-Registration €180

Edition: November 2024

Payment Details

Payment Method ☐ Cash/Cheque/PO ☐ Credit/Debit Card ☐ Sponsoring employer*

Amount € .

Cheque/ PO Number (Please cross your payment and make payable to 'The Insurance Institute')

Credit / Debit Card ☐ Laser ☐ Mastercard ☐ Visa ☐ Amex

Number

Name

Expiry Date / CVV (Last 3 digits on reverse of card)

Sponsoring Employer

Contact Details

PO Number (if applicable).

*Sponsorship will be verified by The Insurance Institute before your application is processed.