

EXEMPTION APPLICATION FORM

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



MEMBERSHIP ID
(If known)

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Personal Details

Salutation Mr/ Ms/ Mrs/

First Name

Surname

Maiden Name

Date of Birth

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Gender

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Male

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Female

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

Eircode

Telephone

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Mobile

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Email Address

Details of Non Insurance Institute Qualifications / Examinations

Please note that in order to be eligible for an exemption your qualification must match at least 80% of the syllabus and 70% of the assessment format of a current Insurance Institute module.

In line with other professional bodies, academic qualifications completed more than 10 years ago will not be considered. Please read our full exemption policy before submitting your application - see www.iii.ie/programmes/exemptions

Note that once offered, accepted and paid for, exemptions will be added to your Academic Record and cannot be removed afterwards.

Qualification Held	Awarding Body	Date of Award

Exemption Application Details

Please specify the professional Designation you wish to pursue:

APA <input type="checkbox"/>	Accredited Product Adviser	MDI <input type="checkbox"/>	Management Diploma in Insurance
CIP <input type="checkbox"/>	Certified Insurance Practitioner		

Specify the Module(s) you are seeking an Exemption from:

Module Code	Module Name	Module Code	Module Name
CIP-01 <input type="checkbox"/>	The Nature of Insurance	MDI-01 <input type="checkbox"/>	Insurance and Business Law
CIP-02 <input type="checkbox"/>	Compliance and Advice	MDI-02 <input type="checkbox"/>	Insurance Business Environment
CIP-03 <input type="checkbox"/>	Personal General Insurance	MDI-04 <input type="checkbox"/>	Motor Insurance
CIP-04 <input type="checkbox"/>	Commercial General Insurance	MDI-05 <input type="checkbox"/>	Liability Insurance
CIP-05 <input type="checkbox"/>	Health Insurance & Associated Insurances	MDI-06 <input type="checkbox"/>	Commercial Property and Business Interruption Insurance
CIP-06 <input type="checkbox"/>	Practice of Risk Control and Underwriting	MDI-07 <input type="checkbox"/>	Advanced Claims Management
CIP-07 <input type="checkbox"/>	Practice of Claims and Loss Adjusting	MDI-08 <input type="checkbox"/>	Advanced Underwriting Management
CIP-08 <input type="checkbox"/>	Practice of General Insurance Broking	MDI-09 <input type="checkbox"/>	Advanced Risk Management

Terms and Conditions

Data Protection & Privacy

I understand that:

- The Insurance Institute respects the right to privacy of it's students and members
- The information provided by me on this form and generated as a result of my membership (if applicable) will be processed in line with Data Protection legislation and the Institute's Data Protection Policy available at www.iii.ie/Data-Protection-And-Privacy-Policy.

Third Parties

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

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 or accept 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, the Institute may provide information on my CPD activity to it's Professional Standards Committee (PSC), which oversees the administration of our CPD Scheme and ensures 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

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

Declaration

I wish to apply for the exemptions as indicated on this form. I confirm that the information I have provided, including any supporting documentation, is accurate and may be used by the Institute for the purposes of assessing my application. I have read, understood and agree to the terms and conditions set out on this form and in the Institute's Exemption Checker and Exemptions Policies terms and conditions.

Name (please print)

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Signed

Date			/			/				
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Note

If applying for exemptions **which have not been previously assessed or approved**, you need to provide the following information:

A completed Exemptions Application Form

Original or certified student transcript with grades obtained

[Diploma Supplement](#) (document that accompanies a higher education qualification and provides a standardised description of the nature, level, content and status of the studies completed)

Detailed syllabus of all relevant module(s) which appear on the transcript

Structure of the qualification including which modules were compulsory and which were optional

Assessment methods including pass mark and contribution to overall result from different methods of assessment, e.g. coursework and written examination (generally, at least 70% of the available marks should be contributed by written examination)

Copies of examination papers completed or samples

Up-to-date learning statements from other professional bodies e.g. CII, LIA, IoB

Proof of compliance with a professional designation's CPD requirements (if relevant)

2025 Fees

The exemption fee for each Insurance Institute programme from which exemption(s) are awarded is **€90** (not applicable for CII, IOB or LIA exams).

However, please do not send payment with your application. If you are awarded any exemptions, you will receive written confirmation and be advised of the fees payable and the length of time for which the exemption offer is valid.

Exemptions are only added to a student's record when any fees due are paid. Any offer of exemptions can be changed or withdrawn without notice if payment is not received.

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.