

Continuing Professional Development Scheme ("CPD Scheme")



Date: 31/12/2024



The Insurance Institute

NOTE:

Throughout this document, the Insurance Institute's Continuing Professional Development Scheme will be referred to as the 'CPD Scheme'.

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1. Context and Terms

1.2 Minimum Competency Code 2011 (MCC)

1.1. Introduction

The Central Bank of Ireland's (CBI) Minimum Competency Code 2011 requires that qualifications and Grandfathered experience must be maintained and built upon through CPD in order to ensure continued expertise among practitioners.

This document sets out the rules of the Insurance Institute's Continuing Professional Development Scheme (CPD Scheme). All Insurance Institute designation holders and Grandfathers who opted into the CPD Scheme, in addition to firms delivering Institute accredited activities, must comply with these rules.

The Minimum Competency Requirements were introduced on 1 January 2007 and established minimum professional standards for financial services providers, with particular emphasis on the consumer. These requirements were introduced to protect consumers by ensuring that those acting for or on behalf of regulated firms in the provision of advice and associated activities connected to retail financial products, had a minimum acceptable level of competence.

Minimum Competency Code 2017 (MCC) replaces the Minimum Competency Code 2011 with effect from 3 January 2018. Compliance with this Code (where applicable), is one of a number of considerations which may be taken into account in deciding whether a person is of such fitness and probity as is appropriate to the performance of a controlled function or a pre-approval controlled function within the meaning of Part 3 of the Central Bank Reform Act 2010.

Minimum Competency Code 2017

The MCC stipulates that an accredited person must hold a recognised insurance qualification with a professional designation, or have a regulated firm certify that they have been approved as a Grandfathered person.

To maintain accredited status as a Qualified or Grandfathered person, individuals must satisfy the relevant annual Continuing Professional Development (CPD) requirements as outlined in the MCC. See Section 2 MCC Compliance for an overview.

Note: a person who holds a designation, but is not acting in an accredited role, must also comply with the Insurance Institute's CPD Scheme as detailed within this document. If you hold a designation that is not recognised under the MCC (i.e. Higher Diploma in Insurance Management - MDI), you must also comply with the CPD requirements set out for that designation by the Insurance Institute and as detailed within the CPD Scheme.

The CBI issued an updated Q&A document around MCC and the interpretation of same - please see details of same [here](#)

1.3 The Insurance Institute

The Insurance Institute is a recognised educational body under the MCC. Institute members enjoy a number of services/benefits including access to MCC appropriate CPD both online, in-person and webinars as part of their membership package, as well as a CPD monitoring and compliance service. In addition, the Insurance Institute accredits CPD events under the Central Bank of Ireland MCC minimum competencies. Please refer to the Insurance Institute [Accreditation Policy and Guide](#) for full details of same.

1.4 The Professional Standards Committee (PSC)

The Professional Standards Committee (PSC) is a sub-committee of the Board of the Insurance Institute ('the Institute'), established pursuant to Article 76 of the Articles of Association of the Institute.

Among other functions, the PSC is responsible for disciplinary matters arising from CPD compliance failures by members of the Insurance Institute.

The PSC considers each case referred to it by reference to the Institute's CPD Scheme, exercising its judgement in a fair, consistent and impartial manner.

The PSC confirms CPD fails incurred by members, applies sanctions (up to and including the suspension of professional designations) and grants members an appeal window in order to have the PSC decisions reviewed by a separate PSC Appeal Panel.

1.5 Qualifications

A qualification is an academic award conferred by an educational body and/or academic institution.

In the case of the Insurance Institute, the academic awards that underpin our APA and CIP designations, are both conferred by ATU Sligo. These are Level 7 Special Purpose Awards (SPAs) on the National Framework of Qualifications (NFQ).

The full title of both academic awards is:

- The Certificate in Insurance Product Advice (SPA1) – this underpins the APA designation.
- The Certificate in Insurance Practice (SPA2) – this underpins the CIP designation.

Note both the APA and CIP designations are also recognised under MCC by the Central Bank of Ireland.

Holders of an academic qualification have successfully completed a particular course of study. This does not automatically mean that they are competent to practice a trade or profession.

1.6 Designations

A professional designation indicates to customers and colleagues that the holder is a compliant insurance professional who has maintained the currency of their knowledge through CPD and their membership of the Insurance Institute e.g. Theresa Byrne CIP, John Doyle Grandfathered (reference section 1.7).

A person's designation can be suspended if they fail to comply with the CPD Scheme. Retention of a designation is contingent on maintaining membership of the Insurance Institute and complying with the Insurance Institute's CPD Scheme.

Examples of designations include the previously mentioned APA (Personal General, Commercial General or Private Medical Insurance, Life, Pensions etc.) and CIP as well as the MDI, Dip L.A, CDip L.A, Dip PMI, DLA, DLDU, DLDC, QFA.

Note 1: For the purposes of this document, the scheme is equally applicable to graduates and the Insurance Institute Grandfathered members who were accredited based on their experience and must comply with the requirements of the MCC.

Note 2: Whilst the Insurance Institute Higher Diploma in Insurance Management (MDI) designation is NOT a recognised designation under MCC, this CPD Scheme also applies to Higher Diploma in Insurance Management (MDI) holders.

1.7 Grandfathered Person

A Grandfathered Person can become a member of the Insurance Institute by:

- Paying the annual membership fee
- Submitting a copy of their Grandfathered certificate

1.8 The Insurance Institute Register of Compliant Persons

This is a searchable register of those;

- who maintain their Insurance Institute designations with the Insurance Institute.
- who hold APAs for non-General Insurance categories where membership has been transferred from the Life Insurance Association (LIA)/Institute of Bankers (IoB) to the Insurance Institute. Note if you hold a non-General Insurance APA, you will only appear on the Insurance Institute Register of Compliant Persons, if you are maintaining that non-General Insurance APA with the Insurance Institute.
- who are Grandfathered members (as detailed under MCC), and are recording their Grandfather status with the Insurance Institute.

[Click here](#) to review the Register of Compliant Persons.

1.9 The CII Register

1.10 QFA Board

2. MCC Compliance

2.1 An Overview of MCC CPD Requirements

This is a searchable register of those who maintain ACII and FCII designations. The register is maintained and hosted by the CII. [Click here](#) to view the CII Register.

The QFA Board is made up of seven members (two representatives each from the Insurance Institute, LIA and IoB, along with an independent Chairperson).

The role of the QFA Board includes the review, approval, and publication of the CPD requirements to be met by holders of MCC qualifications awarded by the Insurance Institute, IoB and LIA.

Qualifications and experience must be maintained and built upon through CPD in order to ensure currency of knowledge among practitioners. The MCC details both the “recognised qualifications” and the “CPD requirement”, insurance professionals must meet in order to be deemed compliant.

For clarification purposes, where CPD is referenced throughout this document, only CPD accredited by the Insurance Institute, Institute of Bankers (IoB) or Life Insurance Association (LIA), can be logged and submitted towards your annual minimum 15 hour CPD requirement. All CPD must be accredited for the designation(s) you hold and are maintaining.

Note;

1. Higher Diploma in Insurance Management (MDI) designation is not a recognised designation under MCC, so does not afford the holder, the licence to work in a mandatory role. However, please note that the full CPD Scheme (detailed within this document) applies equally and fully to all Higher Diploma in Insurance Management (MDI) holders.
2. That ACII and FCII holders are subject to the rules of the CII CPD Scheme, details of which can be found [here](#).
3. The main requirements of the MCC are outlined below (see [MCC](#) for full details).

All individuals are responsible for recording their completed CPD as evidence of their compliance. Members can manage their annual CPD requirement via their CPD Log.

The requirements detailed below are equally applicable to those in an accredited role and who must comply with MCC and those who are not in an accredited role but hold a designation with the Insurance Institute.

By using their CPD log a member can;

- Record details of their completed CPD in any given year

And

- Keep track of their progress in terms of meeting their annual CPD requirement

2.1 An Overview of MCC CPD Requirements (continued)

All CPD activity must be completed by midnight on the 31 December annually, and must be logged by 31st January (at the latest), of the following year. Failure to do so will result in disciplinary action, as detailed within the CPD Scheme Disciplinary Procedures. See [here](#), for more information.

Completing a range of CPD topics with a good spread across the Central Bank of Ireland's minimum competencies is advised.

Minimum CPD requirements

1. 15 hours of formal* CPD must be completed each calendar year.
2. At least 1 of these CPD hours must relate to ethics.
3. A minimum of 1 hour of CPD must be completed for each function** undertaken.
4. Surplus CPD hours cannot be carried over into the next year.

**Formal means that the CPD must be accredited by either the Insurance Institute, LIA and /or IoB.*

***Reference to "function", means completing a minimum of 1 hour in each MCC function you work in e.g. if you sell private motor insurance, then you need to do at least 1 hour of private motor CPD.*

2.2 How to Plan CPD

Putting a CPD plan in place is vital to ensure that an individual meets their CPD compliance requirements. The 15 hour formal CPD requirement must be completed within a calendar year so waiting until the final weeks of December is not advised.

By documenting a CPD plan individuals can monitor their CPD progress. For example, completing 1 to 1.5 hours of CPD each month will ensure that the CPD requirement of 15 hours is met by year end. Whilst not mandatory, experience shows that this approach is preferable.

When logging your minimum 15 hour CPD requirement, the following applies;

- no more than 4 hours per topic per day can count towards your annual minimum 15 hour CPD requirement
- no more than 8 hours in any one day can count towards your annual minimum 15 hour requirement.

2.3 Recording CPD

Individuals are responsible for recording their CPD via their CPD Log. As records are subject to an annual audit, it is essential to upload evidence of attendance.

Attendance at any of the Insurance Institute hosted webinars or in-person CPD events or successful completion of the Insurance Institute eLearning through our learning management system (LMS) is automatically uploaded to the members' CPD Log. Therefore, uploading evidence for these activities is not required.

Any of the Insurance Institute examinations and/or assessments undertaken successfully by an existing Grandfather or Graduate member will be automatically added to the member's CPD Log. Please refer to the section "Insurance Institute Exams" below, for further details.

2.3 Recording CPD (continued)

Details of non-Insurance Institute events (including evidence of attendance or completion), must be uploaded manually into the members' CPD Log. To do this simply click [here](#) and follow the steps.

CPD hours must be completed by midnight on 31st December each year. Hours completed after that time will go towards your CPD requirement for the following year.

For ACII/FCII designation holders, the CII requires that you also record your learning outcomes and a reflective statement on all CPD you complete. See our video [here](#). To find out more details about the CII CPD Scheme, please refer to the CII website [here](#).

CII Exams

CPD hours can be claimed for the successful completion of certain CII Diploma and Advanced Diploma modules. Please note that CPD hours awarded are subject to ongoing review (and change). Please see linked document [here](#) to outline how CPD is awarded for CII Diploma and Advanced Diploma Modules.

The Insurance Institute Exams

Designation holders and Grandfathers can claim up to 8 hours non MCC [category](#) specific CPD, for the successful completion of an Insurance Institute examination. For mixed assessment modules, the 8 hours will be allocated over the academic period i.e. when each stage is successfully completed or passed. Note these hours will automatically be added to a Members CPD Log upon successful completion of each exam or stage. Please see details of how hours are awarded [here](#).

Non-Insurance Institute/CII related Exams

If a Member with an existing Insurance Institute designation and/or CPD requirement undertakes a non-Insurance Institute or CII exam during the year, and wishes to have it considered for CPD accreditation by the Insurance Institute, they will need to submit the following information for it to be considered;

- Name of the exam
- Details of the provider of the exam
- A link to the course outline/content
- Where the exam sits on the NFQ (the course must be a minimum of 3 ECTS credits on a programme leading to a qualification at level 6 or above on the National Framework of Qualifications)
- Recommended study hours for the course
- Type of exam e.g. continuous assessment (and if so how many assignments are required), multiple choice (how many questions are in the test), pass rate for the exam

2.3 Recording CPD (continued)

Once all information is received the Insurance Institute will review and establish if (any of) the content is relevant under the CBI MCC.

Author for the Insurance Institute Textbooks

CPD hours can be claimed by those who research and write the Insurance Institute MCC textbooks. Up to 8 hours can be claimed in any one calendar year for the creation of the entire textbook. Please refer to our Member Services Team at memberservices@iii.ie for details of what (if any) hours can be claimed for a partial or minor update of the Insurance Institute textbooks.

Apprentice Supervisor's CPD

An Apprentice Supervisor can claim up to a maximum of 7.5 hours CPD per annum, for marking case study assignments.

For full details around entitlement and how to add such CPD, please refer to the Apprentice Supervisors How to Claim CPD for your Apprentice Supervisors work document which is located in your Employer Resource Centre portal. If you have any queries around this please email apprenticeship@iii.ie

Duplicate Topics

- Same event: A member can only attend the same event once per year, i.e., if the content is the same, you are not permitted to claim CPD, if you attended the same event more than once in any calendar year.
- Same topic: If a member completes two courses on the same topic within a calendar year they can claim CPD for both but only if the second course covers material which is at least 50% different to the first course.
- 3-month rule: If a member undertakes the same CPD event in two consecutive calendar years, the member must ensure that there is a minimum of a 3 month gap between the two sessions, otherwise the subsequent session will not be considered valid CPD.

CPD Content Must Be Accredited

CPD completed by those who are in an accredited role as defined by the MCC, and also by those who are not in an accredited role but hold an Insurance Institute designation, must be accredited by the Insurance Institute.

Note CPD completed by ACII/FCII holders does not have to be accredited. Please refer to the [CII](http://cii.ie) website for full details of their CPD Scheme.

2.3 Recording CPD (continued)

Delivering CPD

Members who deliver a CPD lecture or webinar on behalf of the Insurance Institute can claim the accredited amount of CPD hours for one instance of this activity annually. Note the person delivering accredited CPD content must hold a suitable qualification/designation relevant to the material being delivered and/or must be deemed to be a suitable subject matter expert under the company's Fitness & Probity procedures.

CPD for Research/Delivery of Insurance Institute Accredited CPD Events

Members who undertake preparatory or research work prior to the delivery of a CPD event (e.g. lecture or webinar), which is accredited by the Insurance Institute, or those who develop eLearning modules (which are accredited by the Insurance Institute), can claim CPD as detailed in [this document](#).

Delivering Tuition for the Insurance Institute Modules

Members who are part of the Insurance Institute tutor panel and deliver tuition on behalf of the Institute for modules under the APA, CIP or Higher Diploma in Insurance Management qualifications can claim a maximum of 8 hours per annum for each module they deliver. The tutor can add the CPD to their CPD Log by selecting the Insurance Institute 'Tutor' for each module they delivered.

Exam Setting and Correction

CPD can be claimed for the setting and correction of the Insurance Institute exams. See details of the entitlements to CPD [here](#).

Career Breaks

Career breaks, part-time work, unemployment, full-time study, gardening leave, change of employment or travel, do not exempt any member from meeting their CPD requirement.

Sick Leave

The Insurance Institute is always here to help you-particularly in difficult times such as sickness. We have outlined our approach below, to requests for CPD adjustments for sick leave. As always, we will examine each case on its merits, and assist wherever possible, to get you back into the working environment.

Anyone out of work for more than 2 months due to a long-term illness may apply for a pro-rata reduction in their annual CPD requirement. This must be verified by their employer.

2.3 Recording CPD (continued)

Anyone who is not employed and is sick for a period of more than 2 months can apply for a pro-rata reduction in their annual CPD requirement which must also be accompanied by a Doctor's certificate.

Note: the Insurance Institute applies the following approach to sick leave pro-rata applications;

- The Member is absent from or unable to work through illness for period of 2 years or less, upon return the Member must complete:
 - 1 function hour plus 1 Ethics hour for each year, plus
 - 15 hours for the year they return (which can be pro-rated if they return mid-way through the year)
- The Member is absent from or unable to work through illness for a period greater than 2 years, upon return the Member must complete:
 - the 4 hour eLearning refresher pack within 6 weeks of return, plus
 - 15 hours for the year they return (which can be pro-rated if they return mid-way through the year)
- In all of these scenarios, the Member is advised to contact our Member services team (memberservices@iii.ie)

Statutory Leave

A pro-rata reduction in an individual's annual CPD requirement may be granted by the Insurance Institute in the undernoted circumstances:

Type of Leave	Refer to link /information below for greater details
Adoptive Leave	https://www.gov.ie/en/
Block Carer's Leave	https://www.gov.ie/en/
Block Parental Leave	https://www.gov.ie/en/ Note; pro-rata adjustments will only be made for block periods in blocks of 1 week or more
Maternity Leave	https://www.gov.ie/en/
Paternity Leave	https://www.gov.ie/en/
Block Sick Leave	For periods of not less than 2 consecutive months, subject to medical certification of illness (refer Section 2.3)
Parents Leave	https://www.gov.ie/en/ Note - Must be taken in a minimum block of 1 week

Pro-rata adjustments are not granted in the following situations;

- retirement
- career break (**Note;** Under Carers leave, a person can work up to 18 hours per week without impacting their entitlement to Carers leave. However, a Member **cannot** avail of a CPD Pro-rata adjustment if they are on Carers leave, but continue to work in a mandatory role during that period.

2.3 Recording CPD (continued)

- holidays (including where taken immediately prior to or following Maternity/Adoption/Parental/Carer's/Parents Leave)
- part-time work/job-sharing
- unemployment

Note 1: Those seeking a pro-rata adjustment must submit this [form](#) to the Insurance Institute (via the email memberservices@iii.ie). No reduction (or adjustment) will apply until the applicant has received notification of the Insurance Institute decision. It is good practice to ensure that CPD returns are logged and submitted prior to beginning any statutory leave.

Note 2: Excluding "Sick Leave" (which is dealt with separately above), and regardless of the length of the pro-rata reduction requested, a minimum CPD requirement will apply for Members who fall into this scenario i.e.

- 4 hours* per annum will be applied to all members seeking pro-rata CPD reductions.
- 2 hours* will be applied to all newly qualified members, who have an initial annual CPD requirement of 4 hours, and who also apply for a pro-rata reduction.

*Within those hours 1 hour must relate to Ethics and 1 hour to the Function in which the Member operates.

2.4 Annual Return

To submit your annual CPD return, log into the member area of www.iii.ie and click on your CPD log. Check your details to ensure you are happy with them and when you are satisfied, submit your return.

Completion of CPD Activity

CPD activity must be successfully undertaken/**completed** between the period 1st January to 31st December.

Failure to complete all CPD activity by 31st December will result in disciplinary action as detailed under the CPD Scheme Disciplinary Procedures [here](#).

Logging your CPD Activity

Members have until 31st January immediately following the 31st December completion of CPD deadline, to click **submit** on their annual CPD return via their CPD log in their Insurance Institute account. Only CPD completed between the 1st January and 31st December **in the recording year** can be uploaded during this extended "logging window period". A member is not permitted to complete CPD outside of the relevant recording year, for example, in January 2024 you cannot complete a CPD activity towards your 2023 annual return.

2.4 Annual Return (continued)

2.5 How CPD Is Monitored

Failure to upload all CPD activity to meet your CPD requirement, by 31st January, will result in disciplinary action as detailed under section 4. Non Compliance with the Insurance Institute CPD Scheme & CPD Scheme Disciplinary Procedures.

The Insurance Institute monitors the CPD compliance of;

- Its active members who hold the Insurance Institute designations,
- Those who are Grandfathered and recording with the Insurance Institute and
- Those who have transferred the maintenance of their non General Insurance designation from the LIA/IoB, to the Insurance Institute (under the reciprocal agreement between the LIA/IoB and Insurance Institute).

This is done through;

1. A review of members who have failed to renew their membership of the Institute in the previous year, as they will have no CPD record with the Institute for the year concerned. This is done in January of the new year. These are referred to as Group A in our CPD Scheme Disciplinary Procedures.
2. An annual high-level review of members' CPD Logs in January of the new year, to inform members whose CPD records are not complete, granting them the month of January to complete same, before a final review is carried out in February, at which time potential CPD fails will be identified and notified. These are referred to as Group B in our CPD Scheme Disciplinary Procedures.
3. In the first quarter of each calendar year, a more detailed audit of a select number of CPD Logs, including a look at supporting evidence. These are referred to as Group C in our CPD Scheme Disciplinary Procedures.

Members who fail to meet their CPD requirement at year end and/or fail an audit, are subject to the CPD Scheme Disciplinary Procedures as outlined [here](#).

Points to note

- Those found to have submitted false or misleading material will be referred to the PSC and may be subject to disciplinary procedures including possible suspension of designation or grandfathered status.
- The Insurance Institute reserves the right to contact any of the organisations listed in member's CPD log to verify attendance and/or course completion.
- CPD is monitored not just for hours completed but also for relevance of content.
- Line managers are responsible for regularly reviewing the CPD of staff under their charge.

2.6 CPD Requirements of New Entrants, Qualified and Grandfathered Persons

New Entrants

A person who qualifies during the course of the year will be required to commence CPD following acceptance of their designation. First, they will be invited by the Insurance Institute to accept their designation by a specified date. Note it is important to consider fully the consequences of rejecting your designation. For further information, please contact memberservices@iii.ie.

Once the person accepts their designation, the Insurance Institute will provide advice regarding the CPD and subscription fee requirements for the current year.

Exam Sitting	January	May	September*
CPD Requirement	4 hours	4 hours	0 hours
Subscription Uplift Fee	€40	€40	€0

*Please note that the full 15 hour CPD requirement will apply for the following calendar year.

Note the designation and the CPD requirement is effective from the date the designation was originally offered (if accepted within the same calendar year- see late acceptance of a formal designation below)

The Insurance Institute subscription fees are also owed from the time the designation is offered.

CPD completed prior to the date of qualification cannot be counted towards completion of the annual MCC requirement.

If you operate in an accredited role, you must maintain a designation, have grandfathered status or be working towards a qualification, otherwise you will be non-compliant with the MCC.

2.6 CPD Requirements of New Entrants, Qualified and Grandfathered Persons (continued)

Late Acceptance of a Formal Designation

Note if a person does not accept their* designation when first offered, the following will apply;

Period after which the Designation is offered	How a Person re/claims their designation and CPD applicable
Less than 1 year but within the same calendar year, of when the Designation is first offered	Designation is effective from the date the Designation is offered within that calendar year CPD requirement will apply from the date the Designation was first offered
Greater than 1 year and less than 2 years, of when the Designation is first offered	Designation is effective from the date the Designation is offered within that 2nd Calendar year CPD requirement will apply from the 1st January of that second calendar year
2 years to 4 years	Person must complete module CIP-02 or another APA module by examination (if APA holder) in order to “reactivate the original designation offer”
4 years to 10 years	Person must complete module CIP-02 by examination in order to “reactivate the original designation offer”
10+ years	Person must complete all CIP modules by examination again with the exception of module CIP-01 (as it never expires) in order to “reactivate the original designation offer”

***Designation** - For all other non-Insurance Institute designations, please refer to the awarding body for details around their late designation acceptance policy. Member's Insurance Institute designation is only activated from the time in which the Member **accepts** their designation offer but the CPD is retrospectively applied from the date the Insurance Institute designation is first offered.

Qualified Persons

In order to maintain their Insurance Institute designation, Qualified Persons must comply with the CPD requirements as detailed under the Central Bank of Ireland MCC and also outlined within the Insurance Institute's CPD Scheme. Details of the disciplinary procedures associated with failure to comply within CPD requirements can be found [here](#).

Grandfathered Persons

To be classified as a 'Grandfathered Person' you must meet all of the following conditions as stipulated in the MCC:

- On 01/01/07 you were dealing with retail financial products or the specified function you are grandfathered in.

2.6 CPD Requirements of New Entrants, Qualified and Grandfathered Persons (continued)

- Between 01/01/99 and 01/01/07 you amassed four years' experience in that specified function.
- You were assessed by a regulated firm for grandfathering purposes and the results documented.
- Your compliance with the experience requirement was then certified by a regulated firm
- You have complied, and continue to comply with, all CPD requirements necessary to maintain your status. Failure to comply with the CPD requirements will result in the application of sanctions in accordance with CPD Scheme Disciplinary Procedures, , which can be found [here](#).

ACII & FCII Qualified Persons

Holders of CII qualifications (ACII, FCII) must complete CPD as per the CII's CPD Scheme requirements. CII members are required to complete a minimum of 35 hours of CPD per rolling 12 month period (i.e. not per calendar year), at least 21 of which must be structured.

The Central Bank of Ireland, in the spirit of the MCC, expects ACII/FCII holders who work in a regulated role to complete one hour of CPD for each function that they work within in addition to one hour related to ethics, per year, in order to comply with the MCC.

For further details of the CII CPD Scheme requirements please visit [here](#).

Every year the Insurance Institute undertakes an audit of a percentage of its membership to check their compliance with their CPD requirements.

Members are selected at random and are requested to submit evidence of their CPD activity by a particular date. Note the audit will be completed on events submitted within the CPD log, to meet your minimum CPD requirement.

Any member who fails the audit process will have their file referred to the PSC for disciplinary action.

Audit failure can include the following:

- Failure to complete 1 hour of ethics.
- Failure to submit evidence of completed Insurance Institute accredited CPD activity.
- Failure to co-operate in a timely manner with the audit process.
- Logging more than 4 hours per topic per day, which counts towards your minimum 15 hour CPD requirement
- Logging more than 8 hours in any one day, which counts towards your minimum 15 hour CPD requirement
- Submission of false or misleading details.
- Duplicate entries/Duplicate topics.

3. The Insurance Institute Audits

4. Non Compliance with the Insurance Institute CPD Scheme & CPD Scheme Disciplinary Procedures

5. Suspension/ Reinstatement of Professional Designation

Members who do not adhere to the Insurance Institute's CPD Scheme, will be subject to our CPD Scheme Disciplinary procedures-[see here](#) for full details.

The rules for the retention of an Insurance Institute members Professional Designation (see Section 1.6 above), are three fold i.e, a Member must comply with the following;

- Maintain a membership with the Insurance Institute
- The [MCC](#)
- The Insurance Institute's CPD Scheme (which mimics the requirements of the MCC)

If a member fails to comply with any of the above, their Professional designation may be suspended or indeed removed due to non-compliance.

The following reinstatement rules set out, how a Member's Professional designation can be reinstated.

Qualified Members

Qualified members i.e. holders of Higher Diploma in Insurance Management (MDI), CIP, APA (Personal General, Commercial General or Private Medical Insurance), Dip L.A, CDip L.A, Dip PMI, DLA, DLDU and DLDC designations (also including those with blended designations where their Primary qualification is held with the Insurance Institute).

In order to have their designation reinstated these individuals must pay any outstanding membership subscription, and/or exam fees and/or any possible fines. They must also:

- Successfully undertake and pass an exam which will be specified by the Insurance Institute or
- Complete any shortfall in CPD hours (in addition to the requirements for the year of reinstatement).

An individual's designation will be reinstated once they have completed their CPD deficit or successfully passed the required Insurance Institute examination. For those who reinstate their designation by successfully passing the required Insurance Institute examination, please see the table below for details of their updated CPD requirement.

5. Suspension/ Reinstatement of Professional Designation (continued)

Note members must ensure that they complete at least 1 hour in Ethics and 1 hour in each specified function undertaken, whilst completing their required CPD hours.

Exam Sitting	Jan 2024 and going forward	May 2024 and going forward	Sept 2024 and going forward
CPD Requirement	4 hours	4 hours	0 hours

Grandfathered Persons

Grandfathered Persons are awarded, and maintain their status, as detailed under Section 1.5 of the Central Bank of Ireland [MCC](#).

A Grandfathered Person can either self-record their CPD or record their CPD with the Insurance Institute. If they record their CPD with the Insurance Institute, they are subject to the Insurance Institute's CPD Scheme.

If a Grandfather loses their Grandfather status through a 2nd CPD fail or otherwise, they, can reinstate same either by completing all their outstanding CPD or successfully complete module CIP-02 'Compliance and Advice' by examination.

5. Suspension/ Reinstatement of Professional Designation (continued)

Summary of Reinstatement of Designation rules for Members who remain outside the Insurance Institute membership for 1/several years.

The undernoted applies to those who remain outside the Insurance Institute membership and/or do not maintain their Insurance Institute designation or Grandfather Status, for 1/several years.

	First fail	Second fail	Remain outside the Insurance Institute Membership and/or do not maintain their Insurance Institute designation or Grandfather Status for several years		
			4 years and under	5-10 years	More than 10 years
Qualified (see definition above)	Catch up on CPD or successfully complete module CIP-02 'Compliance and Advice' by examination	Catch up on CPD or successfully complete module CIP-02 'Compliance and Advice' by examination	Catch up on CPD or successfully complete module CIP-02 'Compliance and Advice' by examination	Must successfully complete by examination an Insurance Institute designated module (as detailed above). Note there is no option to reinstate by catching up with the CPD Shortfall	must complete by examination all modules (bar CIP-01 The Nature of Insurance), to re-instate their designation
Grandfathers recording with the Insurance Institute	Catch up on CPD or successfully complete module CIP-02 'Compliance and Advice' by examination	Catch up on CPD or successfully complete module CIP-02 'Compliance and Advice' by examination	Catch up on CPD or successfully complete module CIP-02 'Compliance and Advice' by examination	Must successfully complete by examination an Insurance Institute designated module (as detailed above). Note there is no option to reinstate by catching up with the CPD Shortfall	Refer to the Insurance Institute
DLDU/DLDC holders	Catch up on CPD	Please contact our Member Services team at memberservices@iii.ie , to discuss what next steps you need to take to ensure/regain your compliance (where relevant) under the CBI MCC.			

Upon reinstatement, the person must pay a reinstatement fee plus the subscription fee for the year of reinstatement.

- If a person has to undertake an examination to regain their designation, they must pay the student membership & reinstatement fee plus the fee to undertake the exam(s).
- Whilst a person is non-compliant they will be removed from the Insurance Institute Register of Compliant persons and should be removed from the firm's Register of Accredited Persons.

5. Suspension/ Reinstatement of Professional Designation (continued)

6. Member of Multiple Bodies

- A person can only be reinstated to both registers, once they re-establish their compliance with the CPD requirements (or successfully completed the required exams) and have their Insurance Institute designation or Grandfathered status reinstated. Any verified CPD completed in the period prior to reinstatement can be credited to the member's record within their CPD Log.

As previously stated, a member must complete a total of 15 hours formal CPD each year to meet their requirement

The situation can be a little more complex, when a member holds multiple designations. In order to clarify the situation, we have illustrated below some possible combinations of designations and the CPD implications for members in those scenarios. If you are unsure of your CPD requirements, please contact memberservices@iii.ie.

1. Member holds an APA with both the Insurance Institute and LIA/IOB

The member must complete a total of 15 hours CPD between both qualifications (1 hour must be in ethics and 1 hour for each product category). The member should record their CPD with their primary educational body until they complete the CIP/QFA. i.e., they do NOT have to record CPD with both bodies.

2. Member holds a CIP with the Insurance Institute and an APA Life with LIA/IOB

The member must complete a total of 15 hours between both qualifications (1 hour must be in ethics and 1 hour for each product category). The member should record their CPD with the body who holds the most senior qualification, in this case the Insurance Institute.

3. Member holds a CIP with the Insurance Institute and a QFA with LIA/IOB

The member must make an annual CPD return to both the Insurance Institute and LIA/IOB. However please note that a member can return the exact same CPD return to both bodies, provided the member has completed their specified function hour(s) and Ethics hour.

4. Member holds both the DLA and a DLDU or DLDC

The member must complete a total of 15 hours for all qualifications (1 hour must be in ethics and 1 hour for each specified function).

7. The Insurance Institute's Data Protection Policy

8. Contact & Queries

5. Member holds an APA in Life/Pensions, or a QFA with LIA/IoB, and a DLA with the Insurance Institute

The member's annual CPD requirement is 15 hours for each qualification. The member should record their CPD with the Insurance Institute for the DLA and LIA/IoB for the QFA/APA Life and/or Pensions. Note much of the CPD completed for the QFA or APA Life/Pensions can be used by a member towards their CPD requirement for their DLA. 1 hour must be completed for ethics and 1 hour for each specified function.

Please refer to details of the Insurance Institute's Data Protection Policy by clicking on the link provided [here](#).

Our teams at the Insurance Institute are always happy to help members with any questions they have. The table below provides you with the best contact details relating to this document. However, you can also check our contact page on the website too: <https://www.iii.ie/contact-us>

Team Name	Email	Phone	Description
Member Services	memberservices@iii.ie	01 645 6670	Help with any/all membership queries.
Accreditations	cpdaccreditations@iii.ie	01 645 6618	Help with any queries relating to the accreditation of CPD content.
Corporate Accounts	ncarroll@iii.ie	01 645 6625	Help with any queries relating to Corporate accounts.

9. Glossary of terms

Term	Definition/meaning
ACII	Advanced Diploma in Insurance
APA	Accredited Product Adviser - Certificate in Insurance Product Advice
CBI	Central Bank of Ireland
CDip L.A	Certified Diploma in Loss Adjusting
CII	Chartered Insurance Institute
CIP	Certified Insurance Practitioner - Certificate in Insurance Practice
CPD	Continuing Professional Development
Dip CII	Diploma in Insurance
Dip L.A.	Diploma in Loss Adjusting
Dip PMI	Diploma in Private Medical Insurance
DLA	Diploma in Life Administration
DLDC	Diploma in Life and Disability Claims
DLDU	Diploma in Life and Disability Underwriting
ECTS	European Credit Transfer and Accumulation System
FCII	Fellowship of the Chartered Insurance Institute
III	The Insurance Institute of Ireland
IoB	The Institute of Bankers
LIA	Life Insurance Association
MDI	The Higher Diploma in Insurance Management – Formerly the Management Diploma in Insurance

10. Glossary of documents linked within this document

Document	Section referenced	Link
Minimum Competency Code 2017	1.2/2/5	Minimum Competency Code 2017 (centralbank.ie)
Minimum Competency Code 2017 and Minimum Competency Regulations 2017. Questions and Answers	1.2	Minimum Competency Code 2017 and Minimum Competency Regulations 2017 - Questions and Answers (centralbank.ie)
Insurance Institute Register of Compliant Persons	1.8	Register of Compliant Persons The Insurance Institute (iii.ie)
The CII Register	1.9	https://www.cii.co.uk/membership/member-search/
How to upload CPD events in to your Insurance Institute CPD Log (Insurance Institute Designation/ Grandfather)	2.3	f.hubspotusercontent20.net/hubfs/2119128/Videos/How to Log CPD - Updated.mp4
How to upload CPD events in to your Insurance Institute CPD Log (ACII and FCII holders only)	2.3	https://vimeo.com/276907741
CII Website	2.3/2.6	Login (cii.co.uk)
CII Exams	2.3	https://www.iii.ie/upload/cpd/Allocation_of_CPD_for_successful_completion_of_CII_exam_modules.pdf
Insurance Institute Exams	2.3	https://www.iii.ie/upload/cpd/Allocation_of_CPD_for_successful_completion_of_Insurance_Institute_exam_modules.pdf
CPD for Research/ Delivery of Insurance Institute Accredited CPD events	2.3	https://www.iii.ie/Portals/0/Documents/Membership%20Information/CPD-for-research-and-or-delivery-of-Insurance-Institute-accredited-CPD-events.docx?ver=v6N5lxSah5t1a7Rk_n3LFg%3d%3d
Exam Setting and Correction	2.3	https://www.iii.ie/upload/cpd/CPD_Hours_-_Exam_Setting_and_Correction.pdf
Disciplinary Procedures	2.6/4.1/4.2	https://www.iii.ie/Portals/0/Documents/Membership%20
Application Form for pro-rata adjustment of CPD hours	2.7	https://www.iii.ie/Portals/0/Documents/Application%20Forms/cpd-pro-rata-adjustment-application-form.pdf?ver=0XyZfNnE_zyGFe7LmBL3sw%3d%3d
Data Protection Policy for the Insurance Institute	7	Data Protection & Privacy Policy The Insurance Institute of Ireland (iii.ie)
Insurance Institute Contact us page	8	Contact Us The Insurance Institute of Ireland (iii.ie)
The Insurance Institute CPD Accreditation Policy & Guide		https://www.iii.ie/Portals/0/Documents/Membership%20Information/accreditation-policy-guide.pdf?ver=BlgyaJAc1FkVMslcjFG7Q%3d%3d

11. Document Version Control Table

Date	Version Control	Brief summary of changes
December 2024	P.CPD Scheme v1.0	