

# Chartered Insurance Institute and the Insurance Institute of Ireland

## Recognition of Prior Learning

You can build on your Insurance Institute of Ireland qualification success towards the Chartered Insurance Institute's (CII) internationally-recognised qualifications via the [CII's recognition of prior learning \(RPL\) scheme](#).

### Recognition of prior learning (RPL)

The CII RPL scheme allows Insurance Institute graduates achieve CII qualifications by recognising duplication of study where the Insurance Institute learning outcomes and assessment standards are similar to those of CII's qualifications.

The Insurance Institute and the CII encourage all students to **apply promptly** for RPL once they have completed their Insurance Institute qualifications (the full qualification, not individual modules) because CII RPL awards may change or be withdrawn without notice.

### Recognition of prior learning process

If you hold a qualification from the Insurance Institute of Ireland and would like to apply for its recognition by the CII, you will need to follow the [CII RPL application process](#):

1. Check your eligibility using this [exemption search](#)
2. Get your supporting documentation certified. You can do this by:
  - i) printing your Insurance Institute results transcript and having an ACII-qualified colleague sign it  
or
  - ii) emailing [memberservices@iii.ie](mailto:memberservices@iii.ie) and requesting a certified copy of your results transcript.
3. Make your application [online](#)
4. Verification of supporting evidence by the CII and indication of next steps
5. Pay for and claim your RPL offer.



It is important to note that:

- Insurance Institute of Ireland modules or qualifications are not automatically added to your CII record. You must apply to the CII to have your completed Insurance Institute qualifications recognised.
- where the Insurance Institute has granted exemptions towards one of its qualifications, these exemptions will not be automatically recognised towards a CII qualification. You must apply separately to the CII to have these other qualifications recognised.
- the Insurance Institute has no input into CII RPL decisions.
- in some cases, changes in syllabi and assessment methods mean that students who have completed what appear to be identical qualifications may receive different CII RPL awards (or no award at all). Usually this depends on the dates the modules were completed and/or the date of application to the CII. For this reason it's very important to make your RPL application to the CII as soon as possible after completing your Insurance Institute qualification.

## CII qualifications

The [CII qualifications brochure](#) contains details of the various insurance qualifications offered by the CII.

The qualification that many students focus on following their Insurance Institute studies is the CII's Advanced Diploma in Insurance. Successful completion allows CII members to display the ACII professional designation. You must accumulate a minimum of 290 CII credits. At least 150 of these credits must be at Advanced Diploma level with a further 55 at Diploma level or above. The remaining 85 credits can come from any units within the CII's insurance qualification framework. The maximum number of credits that the CII will award via prior learning from a single awarding body (such as The Insurance Institute) is 210, with a maximum of 260 credits awarded for prior learning in total. Three compulsory modules must be completed. You can familiarise yourself with the [ACII's completion requirements here](#).

## More information

All of this information can be found in the [CII Recognition of Prior Learning scheme](#), [www.ciigroup.org/prior-learning](http://www.ciigroup.org/prior-learning) or you can phone the CII on 0044 208 9898 464.

The information provided here about the CII's RPL policy and process is just an initial guide. It is correct at the time of publication but may alter without notice.

