
EXEMPTION POLICY

TERMS & CONDITIONS

An exemption is awarded when a member is deemed to have covered the syllabus of any Insurance Institute module in the course of completing an external qualification, which has been assessed using a technique and an academic standard comparable with those applied to modules on programmes offered by The Insurance Institute's education partner.

This document details the terms and conditions that apply to exemptions related to the following qualifications and designations:

- **ACCREDITED PRODUCT ADVISER (APA)** – designation awarded by The Insurance Institute.
- **CERTIFICATE IN INSURANCE PRODUCT ADVICE** – qualification offered to members by The Insurance Institute's education partner, ATU SLIGO.
- **CERTIFIED INSURANCE PRACTITIONER (CIP)** – designation awarded by The Insurance Institute.
- **CERTIFICATE IN INSURANCE PRACTICE** – qualification offered to members by The Insurance Institute's education partner, ATU SLIGO.
- **MANAGEMENT DIPLOMA IN INSURANCE (MDI)** – designation awarded by The Insurance Institute.
- **HIGHER DIPLOMA IN INSURANCE MANAGEMENT** – qualification offered to members by The Insurance Institute's education partner, ATU SLIGO.

These terms and conditions are correct at the time of publication; please note that they may alter without notice.

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APPLYING FOR EXEMPTIONS

You should apply for exemptions when you are signing up for your qualification.

Existing exemptions

A number of qualifications and awards from awarding bodies, professional institutes, universities and colleges have already been assessed and approved for exemptions. All existing exemptions are available to view in our exemptions checker [here](#)

If you feel you qualify then simply download and complete this [Exemption Application Form](#) and return it with the necessary documentation (see next page) by post or email to **Member Services, The Insurance Institute, 5 Harbourmaster Place, IFSC, Dublin 1** or memberservices@iii.ie. If you have studied with the Chartered Insurance Institute (CII), you should also submit an up-to-date CII learning statement. Proof of compliance with a professional designation's CPD requirements may be required.

Please note that established exemptions must still be applied for before they can be officially awarded. Please allow 3 weeks for processing of complete applications.

Applying for new exemptions

Qualifications that have not yet been assessed or approved for Insurance Institute exemptions are considered on a case-by-case basis. To qualify for an exemption there must be an 80% match between the qualification syllabus and that of the module in question. Assessment methods applied in the original qualification may also be considered as part of the exemption process.

Please note that exemption applications relating to qualifications which are over 10 years old will not be considered (unless it is a qualification from a professional body (or other) which has been maintained by CPD). This is in order to ensure currency of law, regulation and practice covered.

Exemptions for previously unassessed modules or qualifications can take up to 3 months to process.

Documentation required

Download and complete this [Exemption Application Form](#) and return it by post or email to **Member Services, The Insurance Institute, 5 Harbourmaster Place, IFSC, Dublin 1** or memberservices@iii.ie with the following:

- 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).

Transcripts provided must be in English or accompanied by a translation verified by the awarding body. For all overseas qualifications (excluding the UK), students must send a letter of recognition for their qualifications from Quality and Qualifications Ireland (QQI) with their application.

How much do exemptions cost?

Once your application has been assessed, a confirmation letter will be issued outlining your exemption entitlements, the fees due to secure these exemptions and the timeframe within which the exemptions must be registered and paid for.

Exemption application is free of charge. However, a fee of **€90** applies for each programme from which exemption(s) are awarded.

For how long is an exemption offer valid?

An exemption award is valid for 6 months from the date of the confirmation letter. If exemptions are not claimed during this 6-month period, you will have to reapply as exemption entitlements may change over time due to amendments to syllabi/qualifications.

Exemptions are only added to your record when any fees due are paid. Exemptions offered can change or be withdrawn without notice if payment is not received.

You will be awarded an exemption if:

- The relevant module's syllabus is substantially covered by your original qualification (80% syllabus coverage or evidence of achievement of learning outcomes from prior learning).
- Your original qualification was assessed using a technique and an academic standard comparable with those applied by The Insurance Institute (or its education partner).
- You have not already sat the module (either successfully or unsuccessfully).
- You haven't already been awarded an exemption by The Insurance Institute based on the same module. Once an exemption is registered, the original exam passed or any other exemptions awarded cannot be used as the basis for future Insurance Institute exemptions. Reference Example A below.
- The offer of an exemption does not result in designation/qualification being awarded by exemption alone.
- Your application meets the criteria outlined in these Terms and Conditions.
- Your application is accompanied by the relevant documentation.

In the case of an appeal, your case will be reviewed internally, and a decision made within 3 weeks.

EXAMPLE A

Based on a module [REDACTED] and registered an exemption from the Certificate in Insurance Practice module 'Practice of Claims and Loss Adjusting' (CIP-07).

The module from her degree programme also covers similar content to the Higher Diploma in Insurance Management module 'Advanced Claims Management' (MDI-07). However, Susan can only use her original module for one exemption application.

Susan decides to accept and pay for an exemption from CIP-07 knowing that she will now not be able to use her original module for a future exemption from MDI-07.

Have a question?

Our Member Services team will be happy to help at memberservices@iii.ie or on 01 645 6670.