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# CII EXEMPTIONS POLICY

## AN OVERVIEW

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Should you wish to progress to Chartered Insurance Institute (CII) qualifications, such as the Advanced Diploma in Insurance (ACII), and would like to apply for exemptions, you will need to contact the CII directly. However, to help you understand more about CII's Recognition of Prior Learning (RPL) policy, we've created this quick overview.

It is important to note that The Insurance Institute has no input into CII exemption decisions and the information below is only provided as an initial guide to you. This guide is correct at the time of publication, however please note that it may alter without notice.

If you require further information or wish to apply for RPL from CII units, apply by contacting CII Customer Service online via [www.cii.co.uk/prior-learning](http://www.cii.co.uk/prior-learning) or by phone at **0044 208 9898 464**.

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The CII introduced new ACII completion requirements effective from January 2017.

From 2017, to be awarded the ACII, you must accumulate a minimum of 290 CII credits. A minimum of 205 credits must be achieved at Diploma level or above, with at least 150 credits at Advanced Diploma level. 210 credits is the maximum which the CII will award via prior learning from a single awarding body such as The Insurance Institute, with a maximum of 260 credits awarded for prior learning in total. Three compulsory modules must be completed to achieve the ACII.

Details of these changes can be found [here](#)

## Points to note when applying for CII credits

- The CII assesses modules or qualifications completed by examination only. This means that exemptions granted towards an Insurance Institute qualification will not result in additional credits being awarded towards a CII qualification. You may be eligible for a CII exemption based on the original exam or qualification (e.g. degree or Insurance Institute modules taken by examination).
- To be awarded a CII qualification you must meet the qualification completion requirements. You must obtain by CII examination, dissertation or coursework assessment, a pass in at least 1 module from the qualification you hope to complete. These rules apply irrespective of how many credits your existing qualifications might provide through Recognition of Prior Learning.
- To claim CII credits you must provide the CII with evidence of your completed modules e.g. academic transcript. Insurance Institute credits are not automatically added to your CII record. Refer to the CII website and Recognition of Prior Learning application form for full details ([www.cii.co.uk/prior-learning](http://www.cii.co.uk/prior-learning)).
- CII credits are awarded based on the credit value attached to The Insurance Institute exam in question and in accordance with the current CII Recognition of Prior Learning scheme rules. In some cases, changes in syllabi and assessment methods mean that students who have completed identical qualifications may receive different awards (or no award at all). Usually this depends on when exams were taken or when credits were applied for. The CII encourages all students to apply promptly once they receive their Insurance Institute exam results.
- In accordance with the CII's standard policy, CII student members applying to the CII for credits based on an Insurance Institute examination or qualification must pay £3 per credit. Non-CII members pay £5 per credit. However as a significant portion of Management Diploma in Insurance (MDI)'s modules mirror that of the equivalent CII units, the CII allow a reduced Recognition of Prior Learning fee for Insurance Institute members of £1 per credit for MDI modules only. For example, if you (as a CII student member) were awarded an exemption from a 30 credit module, the fee payable would be £90. Fees apply regardless of the date of completion of the exam or qualification. Please refer to [www.cii.co.uk/prior-learning](http://www.cii.co.uk/prior-learning) for any changes.