EXEMPTION APPLICATION FORM

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

The Insurance Institute

MEMBERSHIP ID (If known)

Personal Details

Salutation Mr/ Ms/ Mrs/

First Name

Surname

Maiden Name

Date of Birth / /

Gender ❑ Male ❑ Female

Home Address

Telephone

Mobile

Email Address

UCD Student Details

Place of Birth (County; Country if outside Ireland)

Mother's Maiden Name

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/exemptions

Qualification Held	Awarding Body	Date of Award

Exemption Application Detail

Please specify the Qualification you are completing:			Specify the Module(s) you are seeking an Exemption from:	
			Module Code(s)	Module Name(s)
APA	Accredited Product Adviser	❑		
CIP	Professional Diploma in Insurance	❑		
DLDC	Diploma in Life & Disability Claims	❑		
DLDU	Diploma in Life & Disability Underwriting	❑		
MDI	Management Diploma in Insurance	❑		

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/about/data-protection-and-privacy-policy.

Third Parties

We may share your information with our educational partners (e.g. UCD, our current Awarding Body), other professional/regulatory 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)

Signed

Date / /

Note

*If applying for exemptions **already assessed and approved,** you need to provide the following information:*
A completed Exemptions application form
Original or certified student transcript with grades obtained (students must have passed the module)
*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 full and final transcript with grades obtained (students must have passed the module)
Detailed syllabus of each / relevant module(s) on the transcript
Details of the structure of the qualification, distinguishing those units/ modules that were compulsory from those that were optional
Assessment methods including details of 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 actual examination papers sat (or specimen examination papers)

2018 Fees

The exemption fee for each Insurance Institute programme from which exemption(s) are awarded is **€75** (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.