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# EXEMPTION POLICY

## TERMS & CONDITIONS

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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 The Insurance Institute module.

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
- PROFESSIONAL CERTIFICATE IN INSURANCE – qualification awarded by UCD
- CERTIFIED INSURANCE PRACTITIONER (CIP) – designation awarded by The Insurance Institute
- PROFESSIONAL DIPLOMA IN INSURANCE – qualification awarded by UCD
- MANAGEMENT DIPLOMA IN INSURANCE (MDI) – qualification and designation awarded by The Insurance Institute

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

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# APPLYING FOR EXEMPTIONS

Once you register for a module or take an exam, exemptions cannot be granted. Therefore, you must apply for exemptions **before** you register for or begin studying for your new 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 your original academic transcript by post or email to **Member Services, The Insurance Institute, 5 Harbourmaster Place, IFSC, Dublin 1** or [memberservices@iii.ie](mailto:memberservices@iii.ie). If you have studied with the Chartered Insurance Institute (CII), you should also submit an up-to-date CII learning statement. Original transcripts are returned in due course along with notification of any exemptions that have been granted.

Please note that established exemptions must still be applied for before they can be officially awarded. Please allow three 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.

In the case of professional bodies, exemptions are awarded on a module-by-module basis whereas academic qualifications are awarded exemptions based on the completion of the qualification.

Please note that exemption applications relating to modules taken prior to 2006 will not be considered for Professional Certificate in Insurance or Professional Diploma in Insurance exemptions and will be considered on a case-by-case basis for Accredited Product Adviser (APA), Certified Insurance Practitioner (CIP) and Management Diploma in Insurance (MDI) exemptions. 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](mailto:memberservices@iii.ie) with the following documentation:

- Original or certified student transcript with grades obtained;
- 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 CII learning statement (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.

Original transcripts are returned in due course. Your notification of exemptions granted will also outline fees due to secure exemptions and the timeframe within which they must be registered and paid for.

## 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 **€75** applies for each exemption 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.
- 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.
- Your application meets the criteria outlined in these Terms and Conditions.
- Your application is accompanied by the relevant documentation.

### EXAMPLE A

Based on a module in her degree programme, Susan has been awarded and registered an exemption from the Professional Diploma in Insurance module 'Practice of Claims and Loss Adjusting' (PDI-07).

The module from her degree programme also covers similar content to the Management Diploma in Insurance 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 PDI-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](mailto:memberservices@iii.ie) or on 01 645 6670.