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 1*

Email Address 2*

* Please note 2 unique email addresses are required

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	❑		

Data Protection - General Statement

The Insurance Institute respects the right to privacy of members, practitioners, students and visitors. Its activities are compliant with the Data Protections Acts 1988 and 2003. This statement sets out the ways in which personal and sensitive personal data are collected, accessed, used and disclosed.

To provide the CPD Scheme and examinations in fulfilment of its role under the MCC, The Insurance Institute collects and uses information:

- to facilitate the recording of CPD and examination records for our members
- to facilitate and supervise the accreditation process for CPD
- to facilitate the administration and maintenance of Insurance Institute awarded designations
- to monitor and supervise CPD and examination records
- to perform accounting and other record-keeping functions particularly in relation to membership and fees.
- to enhance or improve your experience on our website
- to keep your information secure
- to provide you with online services

The information held in The Insurance Institute database is disclosed in the following ways:

- The names of all graduates and grandfathered individuals availing of the iiiCPD Compliance scheme are published on our Register of Compliant Persons. We disclose to regulated firms the details of qualifications obtained and CPD hours completed by their employees, together with such other information as may be necessary to enable the regulated firm to maintain a Register of Accredited Persons, as required by the MCC.
- In accordance with reasonable interest entitlements, we disclose to regulated firms the details of use of online examination supports, registration and attendance at lectures and examination results for their employees, together with such other information as may be necessary to enable the regulated firm to meet MCC requirements. If requested by the Central Bank of Ireland, we disclose such information as it may require in order to discharge its functions under the MCC.
- If your employer funds your Insurance Institute membership and / or examination fees, it is automatically entitled to request details of your use of online exam supports, registration and attendance at tuition lectures, examination results and CPD record and we reserve the right to disclose this information.
- We do not disclose to employers or to any third parties any information regarding any physical or mental health issues that are notified to us.
- Members, students and employees are entitled to ask for a copy of all personal data held by The Insurance Institute, and to have it rectified or erased, if it is inaccurate. This does not apply to inaccuracies in such personal data provided by you which can be accessed and amended by you in the secure Member area.

You may do so by writing to:
The Secretary
The Insurance Institute of Ireland
Insurance Centre
5 Harbourmaster Place
IFSC, Dublin 1
D01 E7E8

The following documents are available for download at www.iii.ie

- Code of Ethics & Conduct
- Customer Service Statement
- Terms Governing our Website
- Membership Terms & Conditions

The following documents are available for download at www.iii.ie/downloads

- Examination Regulations
- Exemption Policies
- Prospectus

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)

2017 Fees

The exemption fee for each Insurance Institute module from which an exemption is 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.

Declarations

I have read and agree to the terms and conditions within The Insurance Institute's Exemption Policy which is available for download at: www.iii.ie/downloads

Signed

Date | | | / | | | / | | | | |