

# APPLICATION FORM: For LIA Members ONLY

## General Insurance APA for Life / Financial Services APA Holders

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



### Personal Details

Salutation Mr/ Ms/ Mrs/ Other (please state)

First Name

Surname

Maiden Name

Date of Birth

Gender  Male  Female

Home Address: (Note that due to HEA statutory requirements, you MUST provide your home address & Eircode details here)

Eircode

Telephone

Mobile

Email Address 1\*

Email Address 2\*

\* Please note 2 unique email addresses are required.

### Related Professional Body Details

Membership & Certificate Numbers

LIA Membership No.

### Insurance Institute Exam Centres

Centres & Centre Codes		Exam Semesters		
Centre	Code	Jan	May	Sep
Following the Covid health crisis and until further notice, all Institute examinations are delivered online and not in physical examination centres.		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓
		✓	✓	✓

Please choose the exam centre of convenience to you.

**Disclaimer:** While every effort will be made by The Insurance Institute to ensure your exam will be available at your preferred exam centre, please note it may be necessary to alter or cancel an exam due to circumstances beyond our control. In the event of a cancellation we will contact you to ensure you can make alternative arrangements.

### Employment Details

Employer

Job Title

Area of Work

Administration/Processing  Finance  Loss Assessing  
 Broking  HR/Training  Risk Management/Surveying  
 Claims  IT/Data  Sales/Marketing  
 Compliance  Loss Adjusting  Underwriting

Work Address

Eircode

Work Telephone

Address where you wish to receive exam related materials:  Home  Work  
 Please note if you select home address, materials will be delivered 9am to 5pm Monday to Friday and will require a signature.

### Exam Details

Semester (You wish to sit exams in) Year Month

Exam Centre	The Nature of Insurance	Personal General	Commercial General	Private Medical
	CIP-01 <input type="checkbox"/>	CIP-03 <input type="checkbox"/>	CIP-04 <input type="checkbox"/>	CIP-05 <input type="checkbox"/>
Service Required	Exam & Textbook <input type="checkbox"/>	Exam Re-Registration <sup>1</sup> <input type="checkbox"/>	Late Application <input type="checkbox"/>	

### Additional Assistance

**Additional Assistance Candidates**

Candidates who have a physical or sensory disability or a specific learning problem (e.g. dyslexia) and who wish to avail of support should contact Member Services, who will advise you how to apply and the supporting documentation required.

If you have any queries, please contact Member Services: memberservices@iii.ie - 01 645 6670

# ENTRY REQUIREMENTS FORM



## Entry Requirements for Access to Insurance Institute APA/CIP Programmes

As you may be joining the Institute in order to participate in our APA and/or CIP programmes, there are specific entry requirements which must be satisfied before you can be admitted onto the programme. Please provide the following information in order for us to assess your eligibility.

1. Are you aged 23 or above on the 1st January in the year of applying for Insurance Institute exams?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, go to Note on English Proficiency
2. For applicants under 23 on 1st January in the year of applying for Insurance Institute exams, please select from the following list, your highest educational qualification (as on the NFAQ Ireland framework):			
• Level 10 / Doctorate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, go to Note on English Proficiency
• Level 9 / Masters	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Level 8 / Hons Degree	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Level 7 / Degree	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Level 6 / Higher Certificate or Advanced Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Level 5 / (Leaving Certificate with a pass in English and Maths) Applicants aged under 18 must contact the Institute to confirm eligibility first.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<b>External Qualifications</b> If your highest qualification was obtained outside Ireland, please refer to the QQI website to identify the Irish equivalent of the qualification you hold.			
3. Have you worked in the Insurance Industry/Financial Services Sector for a minimum of 6 months and can this be certified under the Central Bank Minimum Competency Code?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, go to Note on English Proficiency

### Note: English Proficiency

Please note that all lectures, tutorials, and practical work are delivered through English and examinations are in English.

It is vitally important that learners who are not native English speakers hold the required standard to ensure they gain maximum value from their studies.

A level 5 qualification in English is strongly recommended which will allow you to understand, communicate, read, listen and write in English.

Go to  
**Declaration**

### Important Notice

If you have **NOT** been able to answer Yes to any of the three questions above, you may still be eligible to be admitted.  
Please contact Member Services: memberservices@iii.ie - 01 645 6670 - to discuss

**YOU MUST COMPLETE THIS DECLARATION AND SEND IT TO THE INSTITUTE BEFORE MAKING CONTACT REGARDING ELIGIBILITY or ENTRY REQUIREMENTS.**

### DECLARATION

I confirm that the entry requirements information I have provided above are true, complete and accurate and I am aware that I may be required to provide supporting evidence on request.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Note: Please refer to our Data Protection & Privacy Policy at [www.iii.ie/Data-Protection-And-Privacy-Policy](http://www.iii.ie/Data-Protection-And-Privacy-Policy) and our Membership Terms & Conditions.

## Terms and Conditions

### Third Parties

The Institute may share my information with its educational partners (e.g. ATU Sligo, as the Awarding Body) and other relevant third parties e.g. examiners, invigilators, lecturers or as required in order to comply with legal, regulatory, statutory or compliance obligations.

If requested by the Central Bank, the Institute may disclose information to assist it for the purposes of discharging its functions under the Minimum Competency Code. We also share your address/contact information with our textbook fulfillment service provider(s).

### Employer Sponsorship

I hereby agree that where my employer is sponsoring my exams, the Insurance Institute may share the following information with them to facilitate them in complying with their obligations under the Central Bank's Minimum Competency Code 2017 ("MCC"):

- confirmation of exam registration;
- attendance/non-attendance/deferral of exam;
- exam results (pass or fail only) - except if awarded a Certificate of Excellence for a result of 80% or above.

Please note that we do not disclose to employers any information regarding physical or mental health issues which are notified to us (e.g. for deferral of exams).

### Declaration by Life Insurance Association Members

I understand that, as a holder of a life/financial services APA designation via the LIA/IQB, if I successfully complete the relevant module(s) with the Insurance Institute, I will be entitled to a General Insurance APA designation which I will be required to maintain with my own professional body.

#### For Life Insurance Association Members

I am a member and designate of LIA. Upon successful completion of the relevant module(s) with the Insurance Institute, I will provide my Insurance Institute exam result transcript to LIA and request the relevant APA designation(s) direct from LIA. The Insurance Institute will not share my exam result data with LIA.

Please tick

### The following documents are available to view at [www.iii.ie](http://www.iii.ie)

- Examination Regulations
- Exemption Policies
- Prospectus
- Data Protection & Privacy Policy

## Data Protection and Privacy

1. The Insurance Institute respects the right to privacy of its members.
2. The Insurance Institute processes personal data in accordance with Data Protection legislation and the Institute's Data Protection & Privacy Policy [available at [www.iii.ie/Data-Protection-And-Privacy-Policy](http://www.iii.ie/Data-Protection-And-Privacy-Policy) ]
3. When examinations are provided in the online environment, the Institute appoints a third party contractor to invigilate the examinations and to collate the results of multiple choice examination questions. For the purpose of invigilation, it is necessary for the Institute to provide certain personal data to the third party contractor. It is also necessary for the contractor to collect additional personal data from the candidate. If this application concerns an examination to be taken remotely, it is mandatory that you read the Addendum to the Privacy Policy applicable to online examinations [available at - [www.iii.ie/Portals/0/Documents/Membership%20Information/data-protection-and-policy-addendum.pdf](http://www.iii.ie/Portals/0/Documents/Membership%20Information/data-protection-and-policy-addendum.pdf) ]. Please confirm that you have read this and give your consent to the collection and processing of this data in accordance with the terms of the Addendum, by ticking the box below:

For the purpose of taking my examination in the online environment, I confirm that I have read the Addendum to the Data Protection and Privacy Policy of the Institute applicable to online examinations and I hereby consent to the processing of my personal data in accordance with the terms of that Addendum

## Declaration

I wish to apply for the exam(s) at the Exam Centre(s) I have marked on this form. I hereby confirm that I have read, understood and agree to the terms and conditions set out on this form, the Exam Regulations and Prospectus.

Name (please print)

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Signed

Date

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## Course Fees 2025

Course Modules	Per Written Module
Exam Entry & Textbook	€360
Exam Re-Registration <sup>1</sup>	€180
Extenuating Circumstances <sup>2</sup>	€95
Late Application <sup>3</sup>	€50
Recheck	€40
Review	€70

<sup>1</sup> Exam Re-Registration - available only for the two exam semesters immediately following the original exam registration.

<sup>2</sup> Extenuating Circumstances - due to absence from exam due to extenuating circumstances supported by independent evidence and submitted to The Insurance Institute within 10 days of the original exam date - please see Prospectus for full details.

<sup>3</sup> Late Application fee is IN ADDITION to the relevant fee shown above.

All Institute fees are non-transferable and non-refundable. Whilst a service registered for may be cancelled (e.g., a membership or exam application), the fee cannot be refunded or transferred once the application has been processed.

## Payment Details

Payment Method  Cash/Cheque/PO  Credit/Debit Card

Amount €

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Cheque/ PO Number

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(Please cross your payment and make payable to 'The Insurance Institute')

Credit / Debit Card  Laser  Mastercard  Visa  Amex

Number

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Name

Expiry Date

		/		
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CVV (Last 3 digits on reverse of card)

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Employer (Sponsor)

Contact Details

Signature of authorised signatory