

# APPLICATION FORM: For LIA Members ONLY

APA (Commercial General, Personal General, Private Medical Insurance)

for QFA 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			
Insurance Module	Personal General	Commercial General	Private Medical
	CIP-03 <input type="checkbox"/>	CIP-04 <input type="checkbox"/>	CIP-05 <input type="checkbox"/>
Exam & Textbook	Exam Re-Registration		Late Application
<input type="checkbox"/>	<input type="checkbox"/>		<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.

