

# Entering for the Certificate in Insurance: Important information

## Accreditation of prior learning

**You need only read this if applying for accreditation of learning that you have undertaken outside of the CII.**

Credits for prior learning can be awarded by the CII if it is satisfied that the syllabus for a CII unit has been substantially covered (a minimum 80% syllabus match) by a specific external qualification offered by a particular awarding body and has been assessed using a technique (70% of the assessment should be exam-based) and at a standard comparable with those applied to the Certificate, Diploma or Advanced Diploma unit in question. Consideration can be given to alternative methods of assessment used in an external qualification, on condition that the level and standard remains acceptable to the CII.

If you hold a qualification which you think might provide the basis for an award of credits, you should complete the 'Accreditation of prior learning' form at the back of this brochure. You can apply for this at any stage in your studies. You should check the syllabus of the unit(s) in respect of which you might gain credits. Do this before ordering a unit coursebook as you cannot change the book if you subsequently apply for, and are granted, credits.

You should appreciate that most units have, by their very nature, a strong insurance content and, to avoid disappointment, you should be realistic as to your credit expectations.

If accreditation has been established for your qualification, your eligibility will be checked and credits granted accordingly. If you are the first candidate to seek accreditation for a particular qualification you will be sent details of the information the CII needs to decide on the credit rating. You should send a note of these details to the awarding body.

**You should note that, irrespective of how many credits your qualifications might provide, there is an overriding rule that you must complete the (IF1) Insurance, legal and regulatory unit or equivalent in order to be awarded the Certificate in Insurance.**

Every new accreditation is carefully considered, so there may be a delay while information is being collated by the external body and appraised by the CII. You can start studying for the Certificate, but you should avoid entering a unit in respect of which you consider an award of credits a possibility.

If you fail an exam and subsequently gain an external qualification that would make you eligible for accreditation in respect of that unit, you are allowed to claim the credits.

If you hold an external qualification which would make you eligible for accreditation in respect of a Certificate unit but do not claim the accreditation before taking and failing the exam, you can only apply subsequently for accreditation if you attained no lower than an 'X' grade at the first attempt.

**Note: Credits in respect of any CII exams passed will automatically be added to your CII 'Learning Account'.**

## Completing the application form

**All the information that you need to complete the application form is given in the following notes. We strongly urge you to read these to avoid error and resultant delay in the processing of your application. If you have any questions on anything in these notes or while completing the application form please contact Customer Service.**

### CII membership

1. If you are not already a CII member, you can become a member when you apply for the Certificate. Membership of the CII is open to anyone wholly/mainly employed or engaged in work connected with insurance. If you wish to apply for membership and it is not clear from your application form that you work in insurance, please provide brief details of the nature of your work and the proportion of your time spent on insurance matters on a separate sheet of paper.
2. Membership status may be disclosed to your employer unless you indicate otherwise in Section F of the application form.

### Membership fees

3. The membership fees payable are shown in the 'Costs, fees and refunds' section on page 16.
4. We include a range of payment options which are detailed on the form. When using these please make sure that you clearly select one of the methods of payment and sign and date the declarations.

It is recommended that all members who have a UK current account should pay their membership by direct debit.

### Local institutes

5. If you apply for CII membership and live in the UK, the Channel Islands or the Isle of Man you will become a member of one of CII's local institutes. Please ensure that you select your preferred location from the list provided below and enter the relevant name in the space provided on the application form.

#### List of local institutes:

Aberdeen; Bedford & Milton Keynes; Belfast; Birmingham; Blackburn & Burnley; Bolton; Bournemouth; Bradford; Brighton; Bristol; Cambridge; Cardiff; Carlisle; Chelmsford & S Essex; Cheltenham & Gloucester; Chester & North Wales; Coventry; Croydon; Edinburgh; Exeter; Folkestone, Canterbury & E Kent; Glasgow; Guernsey; Guildford; Halifax; Harrow & Ealing; Hull; Inverness, the Highlands & Islands; Ipswich, Suffolk & N Essex; Isle of Man; Jersey; Kendal; Leeds; Leicester; Lincoln; Liverpool; London; Luton & St Albans; Manchester; Mid Kent; Middlesbrough; Newcastle-upon-Tyne; Northampton; Norwich; Nottingham; Perth & Dundee; Peterborough; Plymouth; Preston & Blackpool; Reading; Royal Tunbridge Wells; Sheffield; Shropshire & Mid Wales; Southampton; Stoke-on-Trent; Stratford-upon-Avon; Swansea & West Wales; Swindon; Truro; Watford; York.

The area covered by the Insurance Institute of London (IIL) is defined as all London postal districts except the following: N9, N11, N14, N21, NW9, E4, E6, E7, E10, E11, E12, E13, E15, E16, E17, E18, W3, W4, W5, W6, W7, W12, W13, SW20, SE20, SE25. There is an additional subscription fee for IIL members of £3.

### Associated or affiliated institutes

6. If you live in an area where an associated or affiliated institute is established (see below) you should apply to the secretary of the institute concerned for details of local membership. Addresses can be obtained from Customer Service.

Individuals living outside the UK who are members of an associated or affiliated institute may enter the CII exams and purchase study materials at the same prices as those charged to members of the CII.

#### Associated institutes:

Ireland (Cork, Dublin, Dundalk, Galway, Limerick, Sligo).

**Note:** Candidates who are members of the Insurance Institute of Ireland should submit all application forms to the **Insurance Institute of Ireland, 39-45 Molesworth Street, Dublin 2**, in order to be registered for all exams and tuition. If your application is sent directly to the CII it will be returned with a request that you forward it to the Insurance Institute of Ireland.

#### Overseas affiliated institutes:

Australia & New Zealand (Australian Capital Territory; New Zealand {Auckland}; New South Wales; Northern Territory; Queensland; South Australia; Tasmania; Victoria; Western Australia); Bahamas; Barbados; Bermuda; Botswana; Canada (Ontario; Quebec); Republic of China; Cyprus; Egypt; United Arab Emirates; Fiji; France (Bordeaux); Germany; Ghana; Guyana; Hong Kong; India (Mumbai; Hyderabad); Indonesia; Jamaica; Kenya; Malawi (Blantyre; Lilongwe); Malaysia; Mauritius; Namibia; Netherlands (Rotterdam; Utrecht); Nigeria; Pakistan; Papua New Guinea; Philippines; Poland (Warsaw); Saudi Arabia (Riyadh); St Lucia; Singapore; South Africa (Cape of Good Hope; Drakensberg; East Rand; Eastern Cape; Free State; Gauteng {Johannesburg}; Natal; Northern Gauteng {Pretoria}; Northern Province {Pietersburg}; The Border {East London}, The Lowveld); Sri Lanka; Tanzania; Trinidad & Tobago; Turks & Caicos; Uganda; West Africa (The Gambia); Zambia (Copperbelt {Ndola}); Kitwe; Lusaka); Zimbabwe (Bulawayo; Harare).

### Study options, revision aids and exam entry fees

7. Details of all study options and revision aids are included on the application form. Exam fees can be found on page 16. Payment should be made by one of the methods shown on the form.

All remittances must be in Sterling. Cash should only be sent by registered post. Note: no liability can be accepted by the CII for cash sent via post.

Payment from countries outside the UK must be made by banker's draft payable in Sterling to the CII drawn on a British bank or by credit/debit card (Visa, MasterCard, Switch/Maestro, Solo or Delta).

The charging of fees to your card does not in itself guarantee entry to the exam. An acknowledgement will be sent when your application form has been processed.

**Please note you can also call in person to either the bookshop at 20 Aldermanbury, London EC2V 7HY (+44 (0)20 7417 4431) or to Customer Service at 42-48 High Road, South Woodford, London E18 2JP to place and pay for an order for study options and revision aids. Opening hours are 10.00-17.30 (16.00 on Fridays) and 9.00-17.00, respectively.**

## Tuition materials

- You should be aware that ordering a study course does not enter you for the corresponding exam.
- You should also be aware that, if your exam entry is made more than a year after ordering the study course and you have not enrolled for further updates beyond year one, your study course may be out of date.

## Exam entry

- There are different exam application procedures for UK and non-UK entries. However, in all instances, places will be allocated on a "first come, first served" basis.

### UK

If you wish to sit Certificate exams in the UK you can either enter online at [www.cii.co.uk](http://www.cii.co.uk) or alternatively call Customer Service. See page 7 for an outline of how this process works.

### Non-UK

If you are planning to sit an exam outside of the UK you can enter in the same manner as UK candidates, as detailed above, or by using the application form at the back of this brochure.

When using the application form, choose the exam centre you wish to attend from the list provided below and write the name and code in the space provided.

All centres will be available in April and October.

International Centres (subject to availability)			
Centre	Code		
<b>Argentina</b>		Gibraltar	452
Buenos Aires	685	Helsinki	705
<b>Azerbaijan</b>		Kiev	405
Baku	608	Lisbon	563
<b>Australia</b>		Lviv	708
Perth	507	Madrid	482
Sydney	526	Milan	489
<b>Bahamas</b>		Moscow	649
Freeport	570	Munich	594
Nassau	498	Nicosia	501
<b>Bahrain</b>	414	Oslo	502
<b>Bangladesh</b>		Paris	503
Dhaka	440	Riga	701
<b>Belize</b>		Sofia	417
Belize City	577	Valetta	535
<b>Bermuda</b>		Warsaw	700
Hamilton	456	<b>Falkland Islands</b>	722
<b>Botswana</b>		<b>Gambia</b>	
Gaborone	618	Banjul	600
<b>Brazil</b>		<b>Ghana</b>	
Rio de Janeiro	514	Accra	401
<b>Brunei</b>		<b>Hong Kong</b>	457
Bandar Seri Begawan	633	<b>India</b>	
<b>Canada</b>		Chennai	481
Toronto	531	Delhi	442
Vancouver	536	Hyderabad	724
<b>China</b>		Mumbai	422
Beijing	670	<b>Indonesia</b>	
Changsha	636	Jakarta	443
Shanghai	671	<b>Iran</b>	
<b>Colombia</b>		Tehran	560
Bogota	421	<b>Israel</b>	
<b>Egypt</b>		Tel Aviv	529
Cairo	427	<b>Japan</b>	
<b>Eire</b>		Tokyo	546
Cork	302	<b>Kazakhstan</b>	
Dublin	301	Almaty	712
Galway	304	<b>Kenya</b>	
Limerick	303	Mombasa	490
Sligo	306	Nairobi	497
<b>Eritrea</b>	710	<b>Korea</b>	
<b>Ethiopia</b>		Seoul	627
Addis Ababa	402	<b>Kosovo</b>	721
<b>Europe</b>		<b>Malawi</b>	
Amsterdam	409	Blantyre	548
Athens	411	Lilongwe	615
Barcelona	557	<b>Malaysia</b>	
Berne	568	Kuala Lumpur	472
Brussels	425	<b>Mauritius</b>	
Cologne	448	Port Louis	510
Copenhagen	438	<b>Mexico</b>	
		Mexico City	488
		<b>Middle East</b>	
		Abu Dhabi (UAE)	609
		Amman (Jordan)	408

Beirut	675	<b>Swaziland</b>	
Doha (Qatar)	617	Mbabane	576
Dubai (UAE)	547	<b>Taiwan</b>	
Kuwait	475	Taipei	527
Muscat (Oman)	587	<b>Tanzania</b>	
<b>New Zealand</b>		Dar Es Salaam	441
Auckland	412	<b>Thailand</b>	
<b>Nigeria</b>		Bangkok	416
Ibadan	459	<b>Turkey</b>	
Lagos	476	Istanbul	461
Zaria	581	<b>Uganda</b>	
<b>Pakistan</b>		Kampala	465
Islamabad	718	<b>Uruguay</b>	
Karachi	468	Montevideo	703
Lahore	477	<b>USA</b>	
<b>Paraguay</b>	723	Chicago	435
<b>Peru</b>		New York	500
Lima	542	Philadelphia	704
<b>Philippines</b>		Washington	538
Manila	484	<b>Uzbekistan</b>	
<b>Romania</b>		Tashkent	709
Bucharest	706	<b>Venezuela</b>	
<b>Rwanda</b>		Caracas	432
Kigali	415	<b>Vietnam</b>	
<b>St Lucia</b>		Ho Chi Minh City	711
Castries	595	<b>West Indies/Caribbean</b>	
<b>Saudi Arabia</b>		Bridgetown (Barbados)	423
Dammam	407	Georgetown (Guyana)	451
Jeddah	553	Grand Cayman	597
Riyadh	572	Grand Turk	702
<b>Seychelles</b>	607	(Turks & Caicos Islands)	
<b>Singapore</b>	521	Kingston (Jamaica)	471
<b>Sierra Leone</b>		Port of Spain (Trinidad)	511
Freetown	449	St John's (Antigua)	605
<b>South Africa</b>		Tortola	404
Cape Town	431	(British Virgin Islands)	
Johannesburg	463	<b>Zambia</b>	
<b>Sri Lanka</b>		Lusaka	480
Colombo	437	Ndola	499
<b>Sudan</b>		<b>Zimbabwe</b>	
Khartoum	469	Harare	517

## Changing your exam entry

### UK entries

- If you wish to make changes to your entry, please contact Customer Service as soon as possible and in any event at least 21 days before the date of the exam for which you have entered. If you wish to change units, sessions or centres you must pay an administration fee of £36 (see page 16).
- If you wish to cancel an entry for one or more units in the exams, you must send notice of cancellation to the CII at least 21 days before the date of the exam for which you have entered to receive a refund of 50% of the fee.
- Within 21 days of the date of the exam for which you have entered no changes apart from your address or name (which must be supported by original or certified evidence) can be made to your exam entry. If you wish to withdraw at this stage you will not receive a refund except in the case of illness.

### Non-UK entries

- If you wish to make changes to your entry after you have sent it in, please contact Customer Service as soon as possible and in any event by the final closing date at normal fee for that session (see page 9). If you wish to change units, sessions or centres you must pay an administration fee of £36 (see page 16).
- If you wish to cancel an entry for one or more units in the exams, you must send a notice of cancellation to the CII before the final closing date (at normal fee) to receive a refund of 50% of the fee.
- After the final closing date (at normal fee) no changes apart from your address or name (which must be supported by original or certified evidence) can be made to your exam entry. If you wish to withdraw at this stage you will not receive a refund except in the case of illness.
- If you wish to enter for a unit after the specified closing date at normal fee an additional late entry fee of £69 will be charged.

## Results

- The CII reserves the right to publish exam results.
- Results may be disclosed to your employer unless you indicate otherwise in Section F of the application form.

### General

20. When the CII has processed your application form, you will be sent confirmation of your entry. This will give your CII permanent identity number (PIN) which you should use at all times when you contact the CII.
21. You are advised to retain a copy of the completed application form in case there are any queries.

### Copyright

22. All CII study materials are copyright. By completing this form you undertake to use the materials for your own purposes only and not to sell, lend or give them to anyone else. Any form of copying of materials is prohibited. From the date of receipt by the CII of a correctly completed form please allow ten days within the UK or twenty one days internationally for delivery of materials. Materials sent within the UK require a signature; please ensure that there will be someone to accept delivery at the address shown on the form.

### Your right to cancel

23. In accordance with the Consumer Protection (Distance Selling) Regulations 2000 you have the right of cancellation in respect of the Products and Services, listed in this brochure, which right shall (subject to the Regulations) expire seven working days from the day after the date on which either the products are received by you or your order for services is accepted by the CII. Should you wish to cancel, notice should be sent to Customer Service. Where products have been supplied to you prior to such cancellation they must be returned to the CII, in the condition in which they were supplied to you, at your expense. Reimbursement for any monies paid by you which relate to the cancellation will be sent to you within 30 days of receiving the notice of cancellation or if products are to be returned to the CII, within 30 days of their receipt. In the event of less than seven days notice of cancellation being given in respect of an exam entry and if, where applicable, the CII is unable to recover costs suffered as a result of such short notice cancellation then the CII can recover these costs from you.

### Additional terms and conditions

24. Please note there are additional terms and conditions which apply to candidates entering for exams with the CII, a copy of which will be sent to you with your 'Acknowledgement of exam entry' on the enclosed 'Important notes for candidates'. They relate in the main to entering for and sitting exams and the subsequent issue of exam results. Please note that in entering for the Certificate you agree to be bound by these additional terms. A full copy can be found on the CII website [www.cii.co.uk](http://www.cii.co.uk) in the section on the Certificate in Insurance.

### Fairness, integrity and the CII appeals procedure

25. The CII is committed to giving all qualification candidates an equal opportunity of achieving these in line with current UK and EU Directives. It is also committed to open and fair processes and as part of this process runs a transparent appeals policy. Further details on the appeals policy will be provided with your 'Acknowledgement of exam entry' on the enclosed 'Important notes for candidates' or can be viewed in advance at [www.cii.co.uk](http://www.cii.co.uk) in the section on the Certificate in Insurance.