

Insurance qualifications

2015 Information for candidates



**Accelerating your
development as
an insurance
professional**



CII

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“

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”



Ross Davis LLB (Hons) ACII
Marine Broker, Miller Insurance Services LLP



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*UK tax-payers can claim income tax relief on membership fees.

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2	Make the most of your career with CII qualifications
4	Insurance qualifications
8	Qualification units
12	Study options
14	Revision support
16	Exam entry
18	Costs, fees and refunds
20	Important information
23	Application form

The Chartered Insurance Institute (CII) Professionalism in practice

As the premier professional body for the financial services profession, the CII promotes higher standards of integrity, technical competence and business capability.

With over 115,000 members in more than 150 countries, the CII is the world's largest professional body dedicated to this sector.

Success in CII qualifications is universally recognised as evidence of knowledge and understanding. Membership of the CII signals a desire to develop broad professional capability and subscribe to the standards associated with professional status.

The CII works with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees' technical and professional competence.

Individually, CII's members are able to drive their personal development and maintain their professional standing through an unrivalled range of learning services and by adhering to the CII's Code of Ethics.

www.cii.co.uk



**INVESTORS
IN PEOPLE**

Gold

Contacting the CII

If you have any queries regarding the qualifications in this brochure please contact Customer Service.

The CII is committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation.

Please forward any views you may have on the service you receive, whether they are positive or otherwise.

We take all such comments seriously, answer them individually, and use them to help ensure that we continually improve the service we provide.

Customer Service

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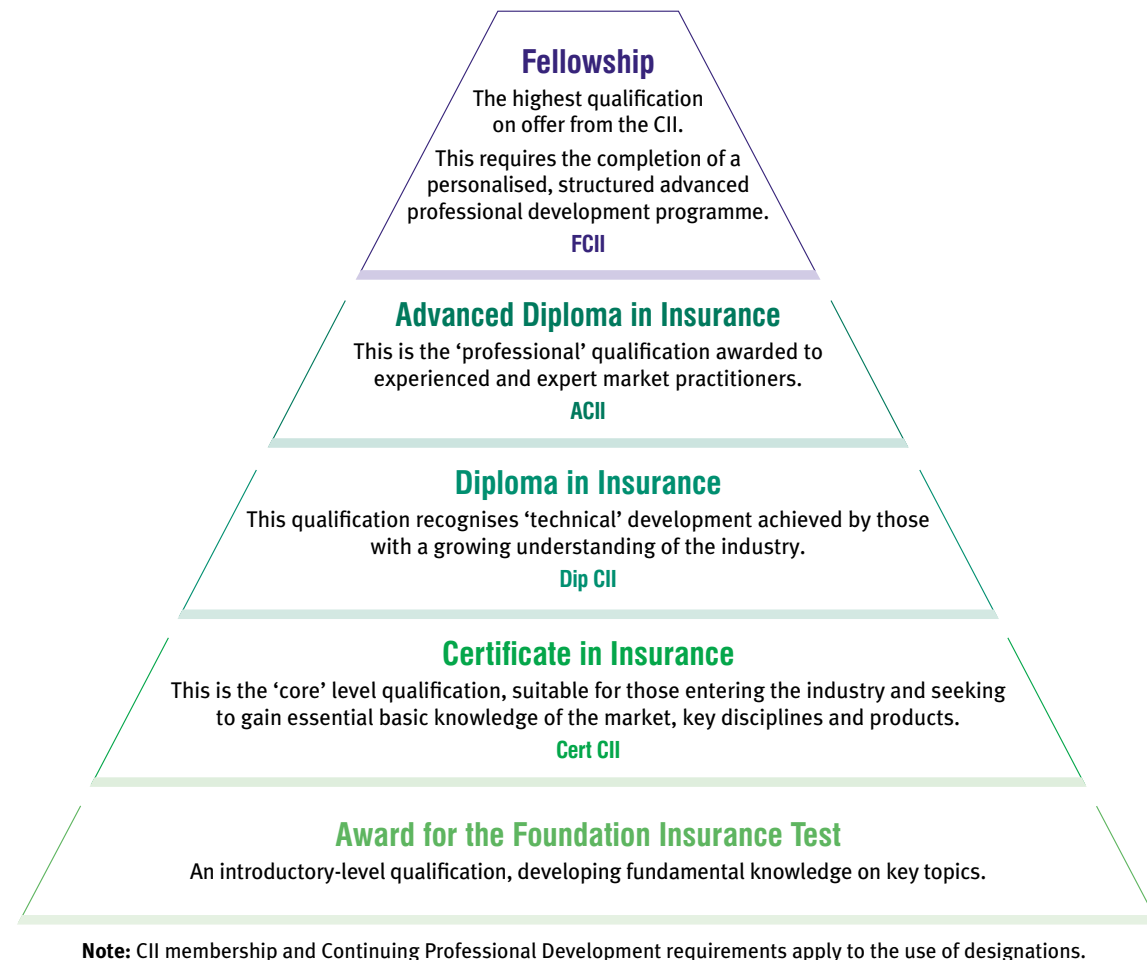
email: customer.serv@cii.co.uk

website: www.cii.co.uk

2 Make the most of your career with CII qualifications

The CII provides market-led qualifications and study programmes serving all sectors of the insurance industry and catering for all levels of knowledge and experience.

The main options are outlined in the diagram below along with the respective CII member designations, which are widely recognised and respected across the global insurance market. For examples of how qualifications can be matched to different job roles visit www.cii.co.uk/insurance-routes



Further information on these qualifications can be found in the pages overleaf. To compare the key components and requirements of all the CII's insurance qualifications see www.cii.co.uk/gi-keyfacts

Important: Coming qualification framework enhancements

The CII insurance qualifications framework is regularly reviewed, and where necessary, enhanced and updated to reflect the current and future needs of the profession. Following the latest review, the CII is introducing a range of enhancements that will take effect between now and 2018. These include:

- **Changed completion requirements** – we are introducing more robust requirements for the Advanced Diploma to increase learning at advanced-level and sharpen the focus on the core disciplines of broking, underwriting and claims.
- **Enhanced subject offering** – we are expanding the subjects offered to cover new and developing needs, and to address identified gaps in the framework.
- **Enhanced assessment methods** – we will increase the use of coursework and dissertation as assessment methods to promote the development and application of both academic and work-related knowledge.
- **Withdrawal of financial services credits** – we are phasing out the option to use credits gained from completing the CII's financial services units (with the exception of specified relevant units), or comparable from other awarding bodies, towards CII insurance qualifications. Candidates will still be able to seek recognition of prior learning for relevant exams and qualifications obtained through other awarding bodies that match a current CII insurance unit.

As these changes may impact on your choice of study we strongly recommend that you familiarise yourself with these in full. Visit www.cii.co.uk/insurance-developments for more information.

Studying for a qualification can sometimes seem quite daunting, especially if you've been out of formal education for a while. But there's no need to worry. If you plan properly, and take advantage of all the support the CII has to offer, your journey should be a smooth one.

Your guide to studying with us

When starting study with the CII there are a number of steps to take and decisions you'll need to make. As a guide we recommend you consider the following:

Enjoy unique member benefits

Joining the CII gives you an advantage by creating a platform for your study.

It gives you privileged access to technical information including an archive of past papers for written exams, online technical dictionaries and additional reference material building on the core qualification study texts.

You also get a discount of up to 22% on study materials and exam entry.

Membership also supports you in your working life – see the inside front cover for more details.

Non-CII qualifications can count

If you hold a degree or professional qualification in a relevant subject, for example, accounting, business, law, finance, management or maths, you could receive credits that count towards completion of a CII qualification. In doing so, you'll avoid duplicating learning already completed and obtain your CII qualification more quickly.

For further information visit www.cii.co.uk/prior-learning where you'll find full guidance on the rules, requirements, fees and an application form.

Combine units to match your career aims

Apart from the Award, our qualifications require you to complete a number of units.

Some units are compulsory as they provide essential foundation knowledge; the remainder cover all of the core and many specialist areas of insurance.

It's up to you to choose according to the requirements of your current role, or of your future career plans (you are awarded credits for passing each unit, as you work towards the total required to pass your qualification).

Find out about the available units on [pages 8–9](#).

Create a personalised learning programme

You can make studying simpler by taking advantage of the available support, and by selecting study and revision materials that best suit your preferred style of learning.

Exam results reveal that a blended learning approach using a combination of learning and revision materials substantially increases your chance of first-time exam success.

Find out more about the available learning materials on [pages 12–15](#).

Take exams when you're ready

This is not a high pressure environment. You set your own deadline with CII exams.

Diploma and Advanced Diploma written exams are available twice yearly: in April and October. Ensure you're ready by starting study at least four months in advance. Get the dates for your diary on [pages 16–17](#). Some units are assessed by coursework, mixed assessment (coursework and online exam) or dissertation, allowing you even greater flexibility to work your studies around the rest of your life.

Certificate and Diploma multiple-choice exams are offered throughout the year, so pick your choice of time and location.

Quality assurance at every level

The CII is committed to seeking external validation of its qualifications by registering these with the Office of Qualifications and Examinations (Ofqual), the regulator of qualifications, exams and tests in England.

Each registered qualification is accredited at a specified level. These can be understood in the following terms:

Level 2 = GCSE grade A*–C through to Level 7 = Master's degree.

Please refer to [pages 4–5](#) for each qualification's Ofqual status and visit www.ofqual.gov.uk for more information.

Award for the Foundation Insurance Test (FIT)

Overview The Award is an introductory-level qualification that helps develop an understanding of key insurance topics, including: how the insurance market operates; fundamental risk and insurance principles and procedures; and core personal and commercial insurance products. The Award is particularly suitable for those who are new to the industry and just beginning study for insurance qualifications, or for those in associated industries and support roles who need to demonstrate a basic understanding of general insurance. As part of your study package you will receive full CII membership for 12 months. This provides a range of benefits including member-only access to our online ‘Knowledge’ service, a virtual library of technical and market information, which can assist your studies and provide essential support in your working life.	CII member designation¹ N/A Ofqual level 2 More details and to enrol online www.cii.co.uk/FIT Next step qualification Certificate in Insurance
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Entry requirements
None

Completion requirements
To complete you need to pass the compulsory FIT unit. On completion you will also receive **6 CII credits that can be used towards other CII qualifications**.
Turn to **pages 8–11** for further information on this unit including assessment method.

Recommended study time
A minimum of 40 hours.

Learning support
Study materials available for the Award are:

- Study text with updates
- RevisionMate online study support
- Test guide
- Key fact booklet
- Question pack
- Learn interactive tutorial
- Revision course.

See **pages 14–15** for further details, including fees.

Certificate in Insurance

Overview The Certificate in Insurance is a core qualification for insurance staff working across all sectors of the profession and provides candidates with a fundamental grounding in key insurance principles, disciplines, products and markets. The Certificate allows you to develop the knowledge and confidence you need before you begin to focus your subsequent studies and specialise according to your ambitions and career requirements.	CII member designation¹ Cert CII (see page 7 for specialist designations) Ofqual level 3 More details and to enrol online www.cii.co.uk/cert-insurance Next step qualification Diploma in Insurance
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Entry requirements
None

Completion requirements
To complete you need to obtain a minimum of **40 CII credits**. The following compulsory unit requirements apply:

- (IF1) Insurance, legal and regulatory (15 credits); **or**
- The Award in London Market insurance: (LM1) London market insurance essentials and (LM2) London market insurance principles and practices (25 credits in total); **or**
- (W01) Award in General Insurance ² (15 credits).

Note: Due to the extent of syllabus overlap between units IF1, W01 and LM1, candidates who sit more than one of these units will receive only one award of credits.
The remaining credits can come from any of the units offered within the CII insurance framework.
Turn to **pages 8–11** for further information on these units including assessment method.

Recommended study time
Certificate units: 40–60 hours per unit, depending on the unit chosen.

Learning support
Unit study materials for this qualification typically include:

- Study text with updates
- RevisionMate online study support
- Key fact booklet
- Question pack
- Learn interactive tutorial
- Revision courses.

See **pages 14–15** for further details, including unit availability and fees.

Diploma in Insurance

Overview The Diploma in Insurance is a technical and supervisory qualification for insurance staff working across all sectors of the industry. The Diploma will provide you with a firm understanding of insurance fundamentals and will develop advanced technical knowledge. Entry requirements None, but we recommend that candidates hold the Certificate in Insurance or 5 GCSEs at grade C or equivalent. Completion requirements To complete the Diploma you must obtain a minimum of 120 CII credits , with at least 90 credits at Diploma level or above. The following compulsory unit requirements apply:	CII member designation¹ Dip CII (see page 7 for specialist designations) Ofqual level 4 More details and to enrol online www.cii.co.uk/dip-insurance Next step qualification Advanced Diploma in Insurance
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- (P92/M92³) Insurance business and finance **or** (530) Economics and business (Advanced Diploma in Insurance unit); **and**
- (P05/M05³) Insurance law

We recommend that all Diploma entrants also sit unit (IF1) Insurance, legal and regulatory as this covers the workings of the market, including the legal and regulatory framework and the essentials of insurance practice.
The remaining credits can come from any of the units offered within the CII insurance qualifications framework.
Turn to **pages 8–11** for further information on these units including assessment methods.

Recommended study time
Diploma units: 100 hours per unit.

Learning support
Unit study materials for this qualification typically include:

- Study text with updates
- Continuous assessment programme
- RevisionMate online study support
- Key fact booklet
- Revision courses.

See **pages 14–15** for further details, including unit availability and fees.

Advanced Diploma in Insurance

Overview The Advanced Diploma in Insurance is a professional qualification for insurance staff working across all sectors of the industry. It provides an enhanced understanding of insurance practice, both in terms of technical subject matter and overall application skills. The Advanced Diploma is a comprehensive assessment of market knowledge and understanding. In becoming Advanced Diploma qualified you join the community of proven insurance professionals. Highly recognised, it is evidence of your commitment and ability and can be your passport to a successful and fulfilling career. Entry requirements None, however it is recommended that candidates hold the Diploma in Insurance or 3 A-levels or equivalent. Completion requirements To complete the Advanced Diploma you must obtain a minimum of 290 CII credits , with at least 205 credits at Diploma-level or above and 90 credits at Advanced Diploma-level. The following compulsory unit requirements apply:	CII member designation¹ ACII and Chartered status (see page 6) Ofqual level Not currently Ofqual registered More details and to enrol online www.cii.co.uk/adip-insurance Next step qualification Fellowship; or MSc in Insurance and Risk Management
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- (P92/M92³) Insurance business and finance **or** (530) Economics and business (Advanced Diploma in Insurance unit); **and**
- (P05/M05³) Insurance law

The remaining credits can come from any of the units offered within the CII insurance framework.
Turn to **pages 8–11** for further information on these units including assessment methods.

Recommended study time
Advanced Diploma: 120–180 hours per unit, depending on that chosen.

Learning support
Unit study materials for this qualification typically include:

- Study text with updates
- Continuous assessment programme
- RevisionMate online study support
- Revision courses.

See **pages 14–15** for further details, including unit availability and fees.

1 CII membership and Continuing Professional Development requirements apply.
2 Non-UK unit. Only available to non-UK candidates.
3 Mixed assessment involves both coursework and an online exam. Initially introduced for unit P92, this is being extended to units P05, P80, P81 and P85 from April 2015 and all Diploma units by April 2018 (unit codes begin with ‘M’ rather than ‘P’). In turn, the written exam option will be withdrawn.

Beyond the Advanced Diploma

Fellowship

An exclusive qualification held by fewer than 6,000 working insurance practitioners, Fellowship (FCII) is the CII's highest level of qualification and attainment is globally recognised as an indicator of expertise and experience.

Fellowship is an advanced structured learning programme available to Advanced Diploma in Insurance holders.

Find out more at www.cii.co.uk/fellowship

Chartered status

CII members holding the Advanced Diploma can apply for Chartered status (subject to having five years' experience, not necessarily post-qualification). Three titles are available reflecting your career specialism:

- Chartered Insurer;
- Chartered Insurance Broker; **and**
- Chartered Insurance Practitioner.

Chartered status cements your professional standing and gives you parity with other professionals such as accountants and solicitors.

The CII also offers corporate Chartered status to qualifying firms of insurance brokers and insurance companies, further enhancing the visible professionalism of the insurance sector. The eligibility criteria for corporate Chartered status include requirements relating to the holding of Chartered status by individuals.

Visit www.cii.co.uk/chartered for further information.

MSc in Insurance & Risk Management

Delivered by Cass Business School, the MSc is a tutor-led course that explores the relationship between insurance, risk management and financial services and is ideal for managers and senior executives, or those aspiring to reach this level.

The MSc can be completed in as little as ten months on a full-time basis or 24 months part-time, and results in a postgraduate qualification demonstrating advanced technical and business skills. Holders of the CII's Advanced Diploma in Insurance/Associateship (ACII) can apply to take a fast-track route to completion, which offers exemptions from four of the compulsory eight core courses. This typically allows candidates to complete full-time in eight months or part-time in 20 months.

Find out more at www.cii.co.uk/msc-insurance

Specialist qualification options

By sitting certain combinations of units you can acquire other qualifications on the way to completing the Certificate, Diploma and Advanced Diploma.

Award in London Market Insurance

A specialist qualification for those working in or with the London market, the Award in London Market Insurance comprises two units (LM1) London market insurance essentials and (LM2) London market insurance principles and practices.

Together the two units provide a broad understanding of insurance process and practice across the London market as well as detailed understanding of technical topics.

Certificate in Contract Wording

The Financial Conduct Authority requires the provision of clear, comprehensive and fully-agreed policy wordings before inception to all policyholders.

To help individuals and organisations meet this requirement, the CII developed the Certificate in Contract Wording. It enhances knowledge of the practical application of wordings and the issues associated with them.

To acquire the Certificate, you must study and pass two units from the Diploma in Insurance: (P21) Commercial insurance contract wording and (P05/M05*) Insurance law (or already hold one of the withdrawn legal units (P03) Legal aspects of insurance or (520) Company and contract law).

Certificate in London Market Insurance Specialisation

This advanced level qualification has been developed for London market specialists, in partnership with the Lloyd's Market Association (LMA).

Candidates can achieve the qualification by completing one Advanced Diploma level unit, (991) London market insurance specialisation, which involves a 10,000 word dissertation on a topic relevant to the London insurance market.

Note: Entry onto the London market dissertation is limited.

This reflects the amount of work involved in assessing and accepting proposals and in marking and moderating completed dissertations, all of which are undertaken by experienced London market practitioners.

Find out more and register your interest at www.cii.co.uk/lm-specialisation

* Mixed assessment unit (M05) Insurance law will be available in April 2015.

Certificates and Diplomas in Life and Disability Underwriting and Claims

The CII and the Assurance Medical and Underwriting Society (AMUS) jointly developed the following qualifications, which are awarded by AMUS:

- **Certificate in Life and Disability Underwriting and Certificate in Life and Disability Claims** – awarded to those that complete the unit (P61) Life, critical illness and disability underwriting or (P62) Life, critical illness and disability claims respectively. The AMUS criteria for these certificates is shown at www.amus.org.uk/education.html
- **Diploma in Life and Disability Underwriting and Diploma in Life and Disability Claims** – awarded to those completing units (P05/M05) Insurance law, (P63) Long term insurance business and either (P61) Life, critical illness and disability underwriting or (P62) Life, critical illness and disability claims respectively. The AMUS criteria for these diplomas is shown at www.amus.org.uk/education.html

Application for these qualifications is made directly through AMUS. For information, contact AMUS on +44 (0)20 7636 6308, email amus@btconnect.com or write to them at Lettsom House, 11 Chandos Street, London W1G 9EB.

Sector/discipline specific designations

Cert CII

The following designations are available to CII members completing the Certificate and satisfying specified unit requirements:

- 'Cert CII (London Market)' – including the Award in London Market Insurance (comprising units LM1 and LM2), or LLMIT prior to 01 July 2010. Faculty membership requirements apply.
- 'Cert CII (Claims)' – including one of: units IF4, P85 or 820. Faculty membership requirements apply.
- 'Cert CII (Customer Service)' – including unit IF9.
- 'Cert CII (Health and Protection)' – including satisfying one of the specified unit combinations – see www.cii.co.uk/cert-insurance for details.

Dip CII (Claims)

'Dip CII (Claims)' is available to those that have passed units P85 or 820. Faculty membership requirements apply.

Note: CII membership and Continuing Professional Development requirements apply.

“ We firmly believe that enhanced technical skills and capability improves business performance and supports our ultimate aim of providing customers with an exceptional experience. ”

CII qualifications are key to this strategy, not only for our own employees, but also for our business partners. ”

Philip Gennoy
HR Director
Allianz UK

Allianz 

Once you’ve selected your chosen qualification and understood the completion requirements, you’ll need to plan your unit pathway. This section gives you more information about each unit and highlights where you can find further information online.

Advanced Diploma in Insurance

(530) Economics and business 30 credits, 150 study hours Coursework avail Apr 15 Last exam Oct 16	(590) Principles of Takaful 30 credits, 120 study hours	(820) Advanced claims 30 credits, 150 study hours Last exam Oct 15	(930) Advanced insurance broking 30 credits, 150 study hours Last exam Apr 15	(945) Marketing insurance products and services 30 credits, 150 study hours Coursework avail Apr 15 Last exam Oct 16	(960) Advanced underwriting ¹ 30 credits, 150 study hours Last exam Oct 15
(990) Insurance corporate management 30 credits, 150 study hours	(991) London market insurance specialisation 50 credits, 180 study hours	(992) Risk management in insurance 30 credits, 150 study hours	(993) Advances in strategic risk management in insurance 50 credits, 180 study hours	(994) Insurance market specialisation 50 credits, 180 study hours Avail Oct 2015	

Diploma in Insurance

(P05/M05 ²) Insurance law ¹ 25 credits, 100 study hours Mixed assessment avail Apr 15 ² Last P05 written exam Oct 16	(P21) Commercial insurance contract wording 20 credits, 100 study hours	(P61) Life, critical illness and disability underwriting ¹ 30 credits, 100 study hours	(P62) Life, critical illness and disability claims ¹ 30 credits, 100 study hours	(P63) Long term insurance business ¹ 25 credits, 100 study hours	(P64) Private medical insurance practice ¹ 25 credits, 100 study hours
(P66) Delegated authority 25 credits, 100 study hours	(P67) Fundamentals of risk management ¹ 25 credits, 100 study hours	(P80/M80 ²) Underwriting practice 20 credits, 100 study hours Mixed assessment avail Apr 15 ² Last P80 written exam Oct 16	(P81/M81 ²) Insurance broking practice 20 credits, 100 study hours Mixed assessment avail Apr 15 ² Last P81 written exam Oct 16	(P85/M85 ²) Claims practice 20 credits, 100 study hours Mixed assessment avail Apr 15 ² Last P85 written exam Oct 16	(P86) Personal insurances 20 credits, 100 study hours
(P90) Cargo and goods in transit insurances 25 credits, 100 study hours	(P91) Aviation and space insurance ¹ 30 credits, 100 study hours	(P92/M92 ²) Insurance business and finance ¹ 25 credits, 100 study hours Last P92 written exam April 16 ²	(P93) Commercial property and business interruption 25 credits, 100 study hours	(P94) Motor insurance 25 credits, 100 study hours	(P96) Liability insurances 25 credits, 100 study hours
(P97) Reinsurance 30 credits, 100 study hours	(P98) Marine hull and associated liabilities ¹ 30 credits, 100 study hours				

Certificate in Insurance

(IF1) Insurance, legal and regulatory ¹ 15 credits, 50 study hours	(IF2) General insurance business ¹ 15 credits, 50 study hours	(IF3) Insurance underwriting process 15 credits, 50 study hours	(IF4) Insurance claims handling process 15 credits, 50 study hours	(IF5) Motor insurance products 15 credits, 50 study hours	(IF6) Household insurance products 15 credits, 50 study hours
(IF7) Healthcare insurance products ¹ 15 credits, 50 study hours	(IF8) Packaged commercial insurances 15 credits, 50 study hours	(IF9) Customer service in insurance 15 credits, 50 study hours	(I10) Insurance broking fundamentals 15 credits, 50 study hours Avail Apr 15, first exam Sep 15	(LM1) London market insurance essentials ¹ 10 credits, 40 study hours	(LM2) London market insurance principles and practices 15 credits, 60 study hours

Award for the Foundation Insurance Test

(FIT) Foundation Insurance Test 6 credits, 40 study hours
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Assessment method

Each unit covers an individually assessed topic. Assessment methods vary and depend on a unit’s level and subject matter.

- Online exam**
Multiple-choice questions, typically tested weekly, at online exam centres, with immediate notification of results. Offered as paper-based exams outside the UK in April and October.
- Written exam**
Tested in April and October. Includes a ‘continuous assessment’ option (not available for units 590, P66 & P67), allowing completion of assignments which count towards the final exam mark.
- Mixed assessment**
A combination of a single coursework assignment which must be passed within six months and a multiple-choice question exam which must be passed within 18 months.
- Coursework assignments**
Three assignments which must be passed within a 12 month enrolment period.
- Dissertation**
A dissertation on an agreed subject which must be completed within 18 months.

See overleaf for more information on each unit’s assessment method.

Unit syllabuses

CII units are based on the published syllabuses which set out the learning outcomes expected of candidates during the assessment. Syllabuses also identify published material designed to assist you in preparing for exams or coursework assessment. Visit www.cii.co.uk/qualifications and select your qualification to download unit syllabuses.

Qualifications framework enhancements

The CII is introducing a range of enhancements that will take effect between now and 2018. As the changes may impact on your choice of study we strongly recommend that you familiarise yourself with these. See [page 1](#) and visit www.cii.co.uk/insurance-developments for more information.

- Notes:**
- 1 This unit is treated as equivalent to a current or withdrawn CII unit. Refer to ‘Credit awards for equivalent units’ on [page 10](#) for more information.
 - 2 Mixed assessment involves both coursework and an online exam. Initially introduced for unit P92, this is being extended to units P05, P80, P81 and P85 from April 2015 and all Diploma units by April 2018 (unit codes begin with ‘M’ rather than ‘P’). In turn, the written exam option will be withdrawn.

Credit awards for equivalent units

Due to the extent of syllabus overlap, certain combinations of units will result in only one award of credits. Where two comparable units are held, the higher of the two credit figures will be added to your CII Learning Account. However, should you wish, you may still choose to sit an ‘overlapping’ unit in order to enhance your knowledge (for which you will gain no credits).

Existing unit title	Credits and level	Existing unit title	Credits and level
(IF1) Insurance, legal and regulatory	15 – Certificate	(LM1) London market insurance essentials	10 – Certificate
		(W01) Award in general insurance*	15 – Certificate
Withdrawn unit title	Credits and level	Current unit title	Credits and level
(P01) Insurance practice and regulation	20 – Diploma	(LM1) London market insurance essentials	10 – Certificate
		(IF1) Insurance, legal and regulatory	15 – Certificate
		(IF2) General insurance business	15 – Certificate
		(W01) Award in general insurance*	15 – Certificate
(P04) Business practice	20 – Diploma	(P92/M92) Insurance business and finance	25 – Diploma
(P16) Healthcare insurance	25 – Diploma	(IF7) Healthcare insurance products	15 – Certificate
(P03) Legal aspects of insurance	20 – Diploma	(P05/M05) Insurance law	25 – Diploma
(520) Company and contract law	30 – Advanced Diploma		
(555) Life and disability underwriting	30 – Advanced Diploma	(P61) Life, critical illness and disability underwriting	30 – Diploma
(556) Life and disability claims	30 – Advanced Diploma	(P62) Life, critical illness and disability claims	30 – Diploma
(655) Risk management	30 – Advanced Diploma	(P67) Fundamentals of risk management	25 – Diploma
(735) Life assurance	30 – Advanced Diploma	(P63) Long term insurance business	25 – Diploma
(770) Principles of marine insurance	30 – Advanced Diploma	(P98) Marine hull and associated liabilities	30 – Diploma
(780) Aviation insurance	30 – Advanced Diploma	(P91) Aviation and space insurance	30 – Diploma
(790) Private medical insurance	30 – Advanced Diploma	(P64) Private medical insurance practice	25 – Diploma
(815) Underwriting management	30 – Advanced Diploma	(960) Advanced underwriting	30 – Advanced Diploma

* Only available to non-UK candidates.
There are a number of other limitations to gaining credits for London market qualifications. For full details on recognition in the CII framework for London market qualifications, including the Lloyd’s LLMIT, visit www.cii.co.uk/londonmarket-recognition

Assessment method

Units	Assessment method	Pass mark ¹
Advanced Diploma		
590	Three hour exam comprising eight compulsory short answer questions, one case study question and three essay questions	55%
530 ⁴ , 820 ⁵ , 930 ⁶ , 945 ⁴ , 960 ⁵	Three hour exam comprising one case study question and two essay questions; or Three 3,000 word coursework assignments	50% 50% (actual pass mark)
990, 992	Three 3,000 word coursework assignments	
991, 994 ⁸	One 10,000–11,000 word dissertation	
993	Three 4,000 word coursework assignments	
Diploma		
P05, P61, P62, P63, P64, P66, P67, P90, P91, P93, P94, P96, P97, P98	Three hour exam comprising 14 compulsory short answer questions and two case study/essay questions	55%
P21	Two hour exam comprising eight compulsory short answer questions and two case study/essay questions	
P80/P81/P85/P86	Two hour exam comprising 15 short answer questions	
P92 ³	Three hour exam comprising 20 compulsory short answer questions	
M92 ²	Coursework assignment with 10 compulsory short answer questions; and 90 minute exam comprising 25 multiple-choice questions (MCQs) and 5 case studies each comprising 5 MCQs	60% (actual pass mark) 65%
M05 ² , M80 ² , M81 ² , M85 ²	Coursework assignment with 10 compulsory short answer questions; and 60 minute exam comprising 50 multiple-choice questions (MCQs)	60% (actual pass mark) 65%
Certificate		
IF1, IF2, IF7	Two hour exam comprising 100 MCQs	70%
IF3, IF4, IF8	Two hour exam comprising 75 MCQs	
IF5, IF6	Two hour exam comprising 50 MCQs and five case studies each comprising 5 MCQs	
IF9	90 minute exam comprising 50 MCQs written to 10 case studies	
I10 ⁷	Two hour exam comprising 65 MCQs and two case studies each comprising 5 MCQs	
LM1	One hour exam comprising 50 MCQs	
LM2	Two hour exam comprising 55 MCQs and four case studies each comprising 5 MCQs	
Award		
FIT	Two hour exam comprising 100 MCQs	70%

1 Except where noted, the nominal pass mark is shown. The final pass mark may vary slightly from one session to another to ensure that the pass standard remains constant.

2 Mixed assessment involves both coursework and an online exam. Initially introduced for unit P92, this is being extended to units P05, P80, P81 and P85 from April 2015 and all Diploma units by April 2018 (unit codes begin with ‘M’ rather than ‘P’). In turn, the written exam option will be withdrawn.

3 The final written exam for P92 will be April 2016. Thereafter, assessment will be by mixed assessment only.

4 New coursework assessment options for units 530 and 945 will be available in April 2015. The final written exam for these units will be in October 2016. Thereafter assessment will be by coursework only.

5 The final written exam for units 820 and 960 will be in October 2015. Thereafter assessment will be by coursework only.

6 The final written exam for unit 930 will be in April 2015. Thereafter assessment will be by coursework only.

7 Study material will be available for unit I10 in April 2015. Online exam available from September 2015.

8 Enrolment for unit 994 will be available from October 2015.

Once you’ve chosen your unit you can purchase a corresponding study option providing core learning support across the unit syllabus.

Study options	Qualifications/ units	Cost per unit	
		Member	Non-member
Blended learning programme Includes: study text with updates, RevisionMate online study support, exam guide, key fact booklet, Learn interactive tutorial, 20% off any revision course for the unit selected and first exam entry. See page 14 for information on revision aids. Non-members can join at the point of purchase and benefit from a waiver of the membership admission fee.	Certificate units: IF1–IF8	£274	Member only product
Study text and exam package Includes the provision of a study text with updates (see ‘Study text with updates’ below for more information) and first exam entry.	Award units: LM1 and LM2 as a package	£298	£304
	LM1	£146	£188
	LM2	£214	£275
Study text with updates Offering structured self-study that develops understanding and learning of the exam syllabus. Chapters clearly define learning outcomes and include self-test questions. Study texts are offered in either printed or ebook format. Includes electronic updates and access to a host of online study support services through our RevisionMate study tool (RevisionMate not available for unit 590). *Non-EU candidates: CII ebooks attract Value Added Tax (VAT) in the EU. Non-EU customers selecting the ebook option pay the ‘excl.VAT’ price.	Exam-assessed Dip and Ad Dip units	£138 (ebook excl. VAT £115)*	£158 (ebook excl. VAT: £131.66)*
	Certificate units: IF1–IF9 Available Apr 15: I10	£119 (ebook excl. VAT £99.16)*	£145 (ebook excl. VAT: £120.83)*
	Award unit: FIT	£44	£77 (includes 12 month’s membership)
Mixed assessment and study text This option includes the provision of a study text with updates and is assessed by a combination of coursework and multiple-choice exam. Mixed assessment will be rolled out to all Diploma units by April 2018. See opposite for more information and visit www.cii.co.uk/mixedassessment	Dip units: M92 Available Apr 15: M05, M80, M81, M85	£396	£472
Coursework assessment and study text This 12 month learning course includes the provision of a study text (see above for more information) for all units except 993 and marking of a series of assignments. See opposite for more information and visit www.cii.co.uk/coursework to access candidate guidelines and instructions prior to enrolling.	Ad Dip units: 820, 930, 960, 990, 992 Available Apr 15: 530, 945	£430	£504
	Ad Dip unit: 993	£1,077	£1,317
Continuous assessment and study text This 12 month tutor assisted learning course includes the provision of a study text (see above for more information) and marking of a series of assignments. Candidates meeting the qualifying requirements in this course will have a fixed increase of 10% of the total marks available on the exam paper applied to their exam result. Past results have indicated significantly higher success rates for candidates who have selected this form of study. See opposite for more information and visit www.cii.co.uk/ca	Exam-assessed Dip and Ad Dip units (excl. units P66, P67 & 590)	£253	£285
Add continuous assessment to study text with updates Only available to those who have not previously submitted assignments for that unit under a current or previous continuous assessment course.	Units as above	£115	£127
Dissertation This 18 month advanced-level tutor assisted learning course includes assessment of the dissertation by subject matter experts. There is no textbook for this option.	Ad Dip unit: 991 Available Oct 15: 994	£1,077	£1,317

Study option guidance

Exam assessed units

Study options are based on specific enrolment periods, during which time you can access online updates and should sit the exam whilst your material remains current.

You must purchase the study material for the testing period for which you plan to sit the exam.

New editions of study options and revision aids can be purchased from October each year, for examination from the following January.

Certificate-level units:
Enrolment runs from 01 January through to 31 December.

Diploma and Advanced Diploma level units:
Enrolment runs for 12 months from the point of purchase.

Mixed assessment

Candidates must complete and pass one coursework assignment within six months of enrolment and one multiple-choice question exam within 18 months of enrolment, otherwise you will need to re-enrol and complete a new multiple-choice question exam and assignment. In the event of a failed assignment or missed assignment deadline (resulting in a timed-out notification), a resubmission may be purchased by contacting Customer Service. See **page 19** for fees. Please note that a maximum of two assignment re-submissions may be purchased per unit enrolment. In the event of a failed multiple-choice question exam, this may be re-booked by contacting Customer Service and paying an exam entry fee of £121 members/£164 non-members.

Coursework assessment

To complete the unit, all three written assignments must be passed, including any re-submissions, during the 12 month enrolment period. Otherwise, you will need to re-enrol and complete three new assignments. In the event of a failed assignment or missed assignment deadline (resulting in a timed-out notification), a resubmission may be purchased by contacting Customer Service. See **page 19** for fees. Please note that a maximum of two assignment re-submissions may be purchased per unit enrolment.

Continuous assessment

Assignments are accessed and submitted online via RevisionMate. As you work through each assignment and gain feedback from your tutor, you will be able to gauge your progress through the study material.

For more information visit www.cii.co.uk/ca

Dissertation

Candidates must complete a dissertation on an agreed subject within 18 months of enrolment. After enrolment, candidates submit a proposed dissertation topic for approval, before commencing work on the dissertation itself.

Study option renewal

You can extend the life of your study text enrolment once your course has expired by purchasing a study option renewal. For FIT and Certificate units you’ll receive the next edition of the study text together with electronic updates. For Diploma and Advanced Diploma units you’ll receive updates for a further 12 months. These options are renewable on an annual basis and you will be sent a letter inviting you to update your material.

Visit www.cii.co.uk/qualifications (select your qualification then unit) for more information including fees.

RevisionMate study support

Available to candidates with a current study option enrolment (excludes unit (590) Principles of Takaful), RevisionMate gives free access to an unrivalled suite of support tools designed to maximise the chances of exam success.

These typically include:

- an online study text provided for quick reference;
- a study planner to build a routine and manage time most effectively;
- study tips giving practical guidance on achieving the most from studies;
- student discussion forum for sharing common queries and learning with peers;
- quiz questions to check understanding of the study text;
- the latest exam guide for practising exam technique.

For more information visit www.cii.co.uk/revisionmate

ebooks

Study texts are available in ebook format, allowing you to study on the move and reduce your carbon footprint. The cost is the same as the equivalent printed study text, so when ordering just choose your preferred format.

Ebooks give you access to the same benefits as the printed study text, with the same enrolment period, updates to content and access to RevisionMate.

Once ordered, you’ll be given access to a variety of formats (downloaded from RevisionMate) suitable for the majority of popular devices, such as iPad and Kindle. **Please note that once downloaded ebooks are non-refundable.**

Further information and free sample chapters can be found online at www.cii.co.uk/ebooks

Delivery of materials

Printed

Once we’ve received your order you should allow 10 days for delivery of printed material within the UK and 21 days outside the UK. Study options delivered to a UK address will need to be signed for. Postage fees apply. Refer to section D of the application form for more information.

Electronic

For material received electronically, such as ebooks, we aim for same-day delivery for orders received before midday, Monday to Friday. Once ready to download, you’ll receive an email with instructions on how to access your material.

Exam entry fees

Where exam is the selected assessment method, there is a standard exam entry fee per unit.

See **pages 18–19** for details.

If you’ve selected an individual study option, you can supplement your learning by accessing a range of revision aids, each developed to maximise your chances of passing.

Revision aids	Units	Cost per unit	
		Member	Non-member
Exam guides For written exams these comprise a past paper with examiners’ comments on candidates’ performance and key points for inclusion in your answers. For online-tested units these comprise a complete mock exam and answers, highlighting syllabus areas covered and useful hints. Study option enrollees can download the latest exam guide for free from RevisionMate. Alternatively, these are available to purchase online at www.cii.co.uk/qualifications (supplied as PDF files for you to print off).	Available for exam-assessed units (excl 590) Free example papers are available for all coursework units.	£12 (£10 excl. VAT)*	£13 (£10.83 excl. VAT)*
Key fact booklets Comprehensive pocket-sized booklets summarising the key information contained in the study text. These are perfect for studying whilst travelling to and from work or in situations when reading a study text is impractical.	FIT, IF1–IF9, LM1, LM2, P05/M05, P80/M80, P81/M81, P85/M85 and P92/M92 Available Jul 15: I10	£26	£29
Question packs Delivered online through RevisionMate, question packs provide comprehensive, flexible and interactive self-testing of the unit syllabus. Depending on the unit chosen, these contain 150–225 questions.	IF1–IF4, IF8, LM1, LM2	£26 (£21.66 excl. VAT)*	£29 (£24.16 excl. VAT)*
Learn interactive tutorial This elearning course provides highly interactive study and is backed by a revision assessment tool for you to check understanding as you progress. Visit www.cii.co.uk/elearning to view the course demo. Minimum operating requirements: • Unsupported on Mac OS/OSX • Web browser: Windows Internet Explorer 9 or 10 (currently unsupported on Internet Explorer 11) • Browser plug-ins: Adobe Flash Player 8 or above/Sun Java 1.4.2 or above.	FIT, IF1–IF8	£58 (£48.33 excl. VAT)*	£64 (£53.33 excl. VAT)*

* **Non-EU candidates:** Exam guides, question packs and Learn interactive tutorials attract Value Added Tax (VAT) in the EU. Non-EU customers pay the ‘excl. VAT’ price where one is indicated.

Delivered by our expert tutors, CII revision courses offer valuable support to help you prepare for your exam or coursework assignments.

Revision courses	Units	Cost per unit	
		Member	Non-member
Revision days CII revision courses provide expert tutor support and are designed to improve your chances of passing. Courses enable you to: • Explore the syllabus in detail • Clarify areas of concern in the syllabus • Discover what the examiner is looking for • Discuss common mistakes and how to avoid them • Learn useful revision and exam techniques.	FIT, IF1–IF4, IF7, IF9, LM1	£220	£260
	P05/M05, P21, P63, P64, P66, P67, P80/M80, P81/M81, P85/M85, P86, P90, P91, P92/M92, P93, P94, P96, P97, P98	£255	£295
	530, 590, 820, 945, 960, 990	£285	£330
Two day revision workshops Two day revision workshops provide all the benefits of the one day course but offer increased opportunity to interact with the tutor and fellow students, plus allotted time to practise exam technique and to gain feedback on your answers.	LM2	£385	£450
	P05/M05, P92/M92, P97	£420	£500
	590, 820, 930, 960, 990	£440	£520
Evening classes Ideal for those candidates who find that work commitments prevent them from attending courses during working hours. Courses are made up of six evening sessions running over six weeks.	LM1 and LM2 combined, P05/M05, P92/M92, P97	£395	£470

When?

Revision courses for units assessed by written exam are usually scheduled 3–4 weeks before the April and October exam sessions. Courses for units assessed by multiple choice question exams or coursework are offered throughout the year according to demand.

Where?

Courses are held throughout the UK, and whilst locations vary according to demand, venues include: London, Birmingham, Bristol, Doncaster and Glasgow.

Making your choice

The latest course dates and locations can be viewed online at www.cii.co.uk/examsuccess
Alternatively you can contact Customer Service on +44 (0)20 8989 8464.

In 2014 candidates who attended a CII revision course improved their chances of success by up to 59%.

Source: CII Statistics 2014

You should plan to enter the exam as soon as you’re ready. This section contains exam deadlines and dates. Detailed information on online multiple-choice tested exams can be found online.

Online exams

Exam dates for online-tested units are released online up to four months in advance. These are scheduled year-round at exam centres across the UK. Results are notified immediately on completion. Visit www.cii.co.uk/online for more information.

Written exam deadlines

The following information applies to Diploma and Advanced Diploma written exams together with non-UK FIT, Certificate and Diploma mixed-assessment exams (excludes UK mixed-assessment multiple-choice question exams).

		April 2015	October 2015
Continuous assessment	Recommended last date for continuous assessment enrolment	09 Jan 15	10 Jul 15
	Last date for continuous assessment assignments to be with your tutors	20 Mar 15	18 Sep 15
		April 2015	October 2015
Exam entry The following entry deadlines apply (after which changes to entries won't be accepted)	• At normal fee	04 Mar 15	02 Sep 15
	• At late fee	27 Mar 15	25 Sep 15
Once entered for an exam you'll receive:			
• an exam entry confirmation , posted within seven working days from receipt of your application			
• an exam admission permit , posted ten working days before the exam begins or six weeks for non-UK applicants.			
		April 2015	October 2015
Exam sittings	Exams are scheduled on the following dates	13–15 Apr 15	12–14 Oct 15
Exam results	Results are released online at www.cii.co.uk/results (you will need to log in using your CII PIN and password) and sent by 1st class post on the following dates.	12 Jun 15	11 Dec 15
	• Diploma/Advanced Diploma units (excl. unit 590) – UK exam centres		
	• Unit 590 – UK exam centres	19 Jun 15	18 Dec 15
	• Diploma/Advanced Diploma units – international exam centres	19 Jun 15	18 Dec 15
	• Certificate units – international centres	22 May 15	20 Nov 15

Important information for written exam entrants

- Please contact Customer Service if you do not receive your exam entry confirmation or exam admission permit, either by emailing admissionpermitenquiries@cii.co.uk or calling +44(0)20 8989 8464.
- When you receive your exam admission permit you **must** read it in full and check whether any change has been made to the date or times of the units for which you have entered and that the units shown on your permit are those that you intend to sit. If there is any discrepancy you should contact Customer Service immediately.
- By taking a CII exam you are agreeing to the regulations stated on the exam admission permit as well as those detailed at www.cii.co.uk/exampolicies

Written exam timetable

The following dates apply to Diploma and Advanced Diploma exams together with non-UK FIT and Certificate exams. The CII reserves the right to make changes to the published dates where necessary.

Exam unit	Date	Time
Non-UK FIT & Certificate		
(FIT) Foundation insurance test	13 Apr 12 Oct	09:30
(IF1) Insurance, legal and regulatory	13 Apr 12 Oct	13:00
(IF2) General insurance business	13 Apr 12 Oct	16:30
(IF3) Insurance underwriting process	13 Apr 12 Oct	09:30
(IF4) Insurance claims handling process	13 Apr 12 Oct	16:30
(IF5) Motor insurance products	13 Apr 12 Oct	13:00
(IF6) Household insurance products	13 Apr 12 Oct	13:00
(IF7) Healthcare insurance products	13 Apr 12 Oct	09:30
(IF8) Packaged commercial insurances	13 Apr 12 Oct	16:30
(IF9) Customer service in insurance	13 Apr 12 Oct	16:30
(I10) Insurance broking fundamentals	12 Oct	16:30
(LM1) London market insurance essentials	13 Apr 12 Oct	13:00
(LM2) London market insurance principles and practices	13 Apr 12 Oct	09:30
Diploma		
(P05) Insurance law	14 Apr 13 Oct	14:00
(P21) Commercial insurance contract wording	13 Apr 12 Oct	13:00
(P61) Life, critical illness and disability underwriting	15 Apr 14 Oct	14:00
(P62) Life, critical illness and disability claims	14 Apr 13 Oct	09:30
(P63) Long term insurance business	15 Apr 14 Oct	09:30
(P64) Private medical insurance practice	14 Apr 13 Oct	14:00
(P66) Delegated authority	14 Apr 13 Oct	14:00
(P67) Fundamentals of risk management	14 Apr 13 Oct	09:30
(P80) Underwriting practice	13 Apr 12 Oct	09:30
(P81) Insurance broking practice	13 Apr 12 Oct	13:00
(P85) Claims practice	13 Apr 12 Oct	16:30
Exam unit	Date	Time
Diploma		
(P86) Personal insurances	13 Apr 12 Oct	09:30
(P90) Cargo and goods in transit insurances	15 Apr 14 Oct	09:30
(P91) Aviation and space insurance	15 Apr 14 Oct	14:00
(P92) Insurance business and finance Last exam Apr 16³	14 Apr 13 Oct	09:30
(P93) Commercial property and business interruption	15 Apr 14 Oct	09:30
(P94) Motor insurance	14 Apr 13 Oct	14:00
(P96) Liability insurances	15 Apr 14 Oct	14:00
(P97) Reinsurance	15 Apr 14 Oct	14:00
(P98) Marine hull and associated liabilities	14 Apr 13 Oct	09:30
Diploma mixed assessment (international only ¹)		
(M05) Insurance law	12 Oct	09:30
(M80) Underwriting practice	12 Oct	09:30
(M81) Insurance broking practice	12 Oct	13:00
(M85) Claims practice	12 Oct	16:30
(M92) Insurance business and finance	13 Apr 12 Oct	13:00 13:00
Advanced Diploma		
(530) Economics and business	15 Apr 14 Oct	09:30
(590) Principles of Takaful	14 Apr 13 Oct	14:00
(820) Advanced claims Last exam Oct 15²	14 Apr 13 Oct	14:00
(930) Advanced insurance broking Last exam Apr 15²	15 Apr	09:30
(945) Marketing insurance products and services	14 Apr 13 Oct	09:30
(960) Advanced underwriting Last exam Oct 15²	15 Apr 14 Oct	14:00

See **pages 18–19** for change of exam session, unit or centre and exam post-results review of marking fees.

1 Dates are applicable to international candidates only. Mixed assessment multiple-choice exams are assessed year-round within the UK.
2 The last written exam sessions for units (820) Advanced claims and (960) Advanced underwriting will be in October 2015. The last written exam session for unit (930) Advanced insurance broking will be in April 2015. Thereafter assessment will be by coursework only.
3 The last written exam session for unit (P92) Insurance business and finance will be in April 2016. Thereafter assessment will be by mixed assessment only.

CII membership

For those candidates wishing to become CII members, one of the subscription fees shown below are payable, in addition to a one-off £37 admission fee.

If you pay the subscription fee by monthly direct debit, we will spread the cost of the admission fee across your 12 monthly payments.

CII membership level	UK subscription (Monthly fee)	UK subscription (Annual fee)	Non-UK subscription (Annual fee)	Low GDP [†] subscription (Annual fee)
Ordinary member	£6.12	£73	£53	£37
Cert CII*	£9.75	£117	£79	£47
Dip CII **	£12.99	£155	£93	£60
ACII	£13.75	£165	£95	£70

* Same fee applies to Cert CII (Claims)/(London Market)/(Customer Service)/(Health and Protection)

** Same fee applies to Dip CII (Claims)

† A discounted membership fee is available for individuals resident in low GDP countries. See below for details.

Important note: An additional £3 subscription fee is payable for membership of the Insurance Institute of London.

Low GDP discount

Residents of the countries listed below benefit from a special membership rate (see above for details) and a 50% discount on ‘study text with updates’, ‘coursework assessment and study text’, as well as all revision aid products. Additionally, the coursework element of mixed assessment packages is eligible for a 50% discount (exam element of mixed-assessment packages not discountable).

Note: Discount not available for unit (590) Principles of Takaful.

Residents of the following countries are eligible: Afghanistan, Armenia, Bangladesh, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Comoros, Congo (Dem. Republic of), Cote d’Ivoire, Djibouti, Egypt, El Salvador, Eritrea, Ethiopia, Gambia, Georgia, Ghana, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Kenya, Kiribati, Korea (Dem. Peo. Rep. of), Kosovo, Kyrgyzstan, Lao People’s Democratic Rep., Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Micronesia, Mongolia, Morocco, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Paraguay, Philippines, Republic of Moldova, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sri Lanka, Sudan, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania (United Rep. of), Thailand, Timor Leste, Togo, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Yemen, Zambia, Zimbabwe.

Associated and affiliated institute member pricing

Candidates who are members of an overseas associated or affiliated institute, and are residents of the same country, may purchase study materials and enter for CII exams at the same price as that charged to CII members (see **page 21** for a full list of these institutes).

Exam entry fees

For Diploma and Advanced Diploma units the fees shown are for entries received before normal closing dates.

Units	Member	Non-member
Foundation Insurance Test	£73	£73
LM1 re-sit (first exam included with study package)	£79	£105
LM2 re-sit (first exam included with study package)	£102	£140
All other Certificate units	£102	£140
Diploma units * (excl. mixed-assessment units)	£121	£164
Advanced Diploma units	£128	£174

Late entry fee: For exam entries received after the normal closing date, up to two weeks before the session, the normal fee is payable together with a late entry fee of £82 per unit. This is subject to space being available at the exam centre.

* No additional fee payable for mixed-assessment multiple-choice question exams.

Change of exam session, unit or centre

Change after entry: £43

Certificate units (UK)
Changes must be requested at least 21 days before the date of the exam for which you have entered. Multiple changes will be covered by a single fee provided they are submitted together.

FIT and Certificate units (non-UK)/Diploma/Advanced Diploma units
Changes must be requested before the relevant closing date for the exam entry at normal fee. Multiple changes will be covered by a single fee provided they are submitted together.

Note: In respect of all units, no change, apart from your address or name (which must be supported by original or certified evidence), can be made to your exam entry after the specified deadlines set out on **page 16**. After the relevant deadline has passed should you wish to withdraw you will not receive a refund except in the case of illness.

Study options and revision support

Refer to **pages 12 and 13** for a full listing of study options and **pages 14 and 15** for a full listing of revision support options.

Exam entry refunds

Should you wish to cancel* your exam entry you will need to contact Customer Service. The refunding of any entry fees will be subject to the charges laid out in the table below. Please note this does not affect your statutory rights.

Certificate units (UK)	Cancellation of an exam entry at least 21 days before the date of the exam for which you have entered	50% of exam entry fee
Certificate (non-UK)/ Diploma/Advanced Diploma units	Cancellation of an exam entry before the closing date at normal fee	
All units	Absence from exam with medical evidence (to be received within two months of the date of the exam)	50% of exam entry fee or free entry

* For more information regarding the cancellation of CII products and services, please see **page 21**.

Exam post-results review of marking

Further details including any fees payable can be found at www.cii.co.uk/exampolicies

Coursework and mixed assessment assignment re-submissions

In the event of a failed assignment or missed assignment deadline (resulting in a timed-out notification), the following fees apply to re-submit: £124 members/£168 non-members, per assignment.

Exam centres – UK and non-UK

Places are allocated on a first-come, first-served basis.

Every effort is made to ensure you receive your preferred choice, however, if a centre you choose is not available for a particular sitting you will be allocated to your second choice or another convenient centre.

It is planned that all centres, including international, will be available in April and October.

UK, Channel Islands, Isle of Man & Ireland

Centre	Code	Centre	Code
Aberdeen	010	Leicester	046
Belfast	015	Limerick	303
Birmingham	005	Lincoln	047
Bolton	080	Liverpool	002
Bournemouth	018	London	001
Brighton	020	Luton/Stevenage	049
Bristol	021	Manchester	003
Cambridge	022	Middlesbrough	051
Cardiff	024	Mid Kent	050
Carlisle	025	Newcastle-upon-Tyne	008
Chelmsford	026	Northampton	052
Chester	028	Norwich	007
Croydon	030	Nottingham	053
Douglas, IoM	091	Perth	055
Dublin	301	Peterborough	056
Ealing	088	Plymouth	057
Edinburgh	009	Preston	059
Exeter	035	Reading	060
Folkestone	087	Sheffield	062
Glasgow	004	Shrewsbury	063
Gloucester	036	Southampton	064
Guernsey	090	Southend-on-Sea	086
Guildford	038	Stoke-on-Trent	065
Horsham	082	Stratford-upon-Avon	066
Hull	041	Swansea	067
Inverness	043	Tunbridge Wells	071
Ipswich	044	Watford	072
Jersey	081	York	075
Leeds	006		

International centres

Centre	Code	Centre	Code
North America		Central America	
Chicago (USA)	435	Belize City (Belize)	577
Nova Scotia (Canada)	663	Mexico City (Mexico)	488
Toronto (Canada)	531	South America	
Caribbean		Buenos Aires (Argentina)	685
Bridgetown (Barbados)	423	Bogota (Colombia)	421
Castries (St Lucia)	595	Georgetown (Guyana)	451
Freeport (Bahamas)	570	Lima (Peru)	542
George Town (Grand Cayman)	597	Rio de Janeiro (Brazil)	514
Grand Turk (Turks & Caicos Islands)	702	Santiago (Chile)	730
Kingston (Jamaica)	471	Europe	
Nassau (Bahamas)	498	Athens (Greece)	411
Port of Spain (Trinidad)	511	Barcelona (Spain)	557
St John's (Antigua)	605	Berne/Basel (Switzerland)	568
		Bucharest (Romania)	706

Centre	Code	Centre	Code
Budapest (Hungary)	676	Cairo (Egypt)	427
Cologne (Germany)	448	Dammam (Saudi Arabia)	407
Copenhagen (Denmark)	438	Doha (Qatar)	617
Gibraltar	452	Dubai (UAE)	547
Helsinki (Finland)	705	Jeddah (Saudi Arabia)	553
Istanbul (Turkey)	461	Safat (Kuwait)	475
Kiev (Ukraine)	405	Muscat (Oman)	587
Madrid (Spain)	482	Riyadh (Saudi Arabia)	572
Milan (Italy)	489	South Asia	
Moscow (Russia)	649	Ahmedabad (India)	659
Munich (Germany)	594	Bangalore (India)	661
Nicosia (Cyprus)	501	Bhopal (India)	668
Paris (France)	503	Chandigarh (India)	434
Riga (Latvia)	701	Chennai (India)	481
Rotterdam (Netherlands)	642	Colombo (Sri Lanka)	437
Sofia (Bulgaria)	417	Delhi (India)	442
Tblisi (Georgia)	713	Dhaka (Bangladesh)	440
Valetta (Malta)	535	Hyderabad (India)	724
Vilnius (Lithuania)	729	Islamabad (Pakistan)	718
Warsaw (Poland)	700	Jaipur (India)	662
Yerevan (Armenia)	719	Karachi (Pakistan)	468
Central Asia		Kolkata (India)	727
Almaty (Kazakhstan)	712	Lahore (Pakistan)	477
Baku (Azerbaijan)	608	Lucknow (India)	665
West & Central Africa		Mumbai (India)	422
Accra (Ghana)	401	Patna (India)	505
Cameroon (Buea)	673	Pune (India)	731
Freetown (Sierra Leone)	449	Thiruvananthapuram (India)	667
Lagos (Nigeria)	476	East Asia	
Horn and East Africa		Beijing (China)	670
Addis Ababa (Ethiopia)	402	Hong Kong	457
Dar Es Salaam (Tanzania)	441	Seoul (Korea)	627
Asmara (Eritrea)	710	Shanghai (China)	671
Kampala (Uganda)	465	Taipei (Taiwan)	527
Khartoum (Sudan)	469	Tokyo (Japan)	546
Kigali (Rwanda)	415	South East Asia	
Mombasa (Kenya)	490	Bangkok (Thailand)	416
Nairobi (Kenya)	497	Ho Chi Minh City (Vietnam)	711
Southern Africa		Jakarta (Indonesia)	443
Blantyre (Malawi)	548	Kuala Lumpur (Malaysia)	472
Bulawayo (Zimbabwe)	426	Pasig City (Philippines)	672
Gaborone (Botswana)	618	Phnom Penh (Cambodia)	728
Harare (Zimbabwe)	517	Singapore	521
Johannesburg (South Africa)	463	Australasia	
Lilongwe (Malawi)	615	Sydney (Australia)	526
Lusaka (Zambia)	480	Indian Ocean	
Ndola (Zambia)	499	Port Louis (Mauritius)	510
North Africa, Middle East & Gulf		Mahe (Seychelles)	607
Abu Dhabi (UAE)	609	Malé (Maldives)	664
Amman (Jordan)	408	Atlantic	
Manama (Bahrain)	414	Hamilton (Bermuda)	456
Beirut (Lebanon)	675	St Helena	669

Note: Occasionally, exams may have to be held at locations other than those shown. Please remember to check your admission document to confirm all details of your exam.

Access arrangements

Provisions can be made for candidates taking CII exams who have different educational requirements or disabilities. To find out more, including how to request reasonable adjustments, visit www.cii.co.uk/exampolicies

CII membership

If you are not already a CII member, you can become a member when you apply for the Certificate/Diploma/Advanced Diploma. 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.

Local institutes

If you are a CII member living in the UK, the Channel Islands or the Isle of Man you will automatically become a member of a local institute. Local institute membership is essential for networking, attending local seminars and revision study groups to aid your progression. 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; 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; North Downs; Norwich; Nottingham; Perth & Dundee; Peterborough; Plymouth & Cornwall; Preston & Blackpool; Reading; Royal Tunbridge Wells; Sheffield; Shropshire & Mid Wales; Southampton; Stoke-on-Trent; Stratford-upon-Avon; Swansea & West Wales; Swindon; 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

If you live in an area where an associated or affiliated institute is established (see following list) you should apply to the secretary of the institute concerned for details of local membership. Contact details can be found at www.cii.co.uk/affiliated-institutes

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/affiliated institute membership number must be provided as proof of membership.

Associated institutes:

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

Overseas affiliated institutes:

The Australian and New Zealand Institute of Insurance and Finance (ANZIIF), The Insurance Institute of the Bahamas, The Insurance Institute of Barbados, The Bermuda Insurance Institute, The Insurance Institute of Canada, Taiwan Insurance Institute (The Insurance Institute of the Republic of China), The Insurance Institute of Cyprus, The Insurance Institute of Egypt, Emirates Insurance

Association, The Insurance Institute of Ghana, The Insurance Institute of Guyana, The Insurance Institute of Harare, The Insurance Institute of Hong Kong, Institute of Insurance and Risk Management (IIRM), The Insurance Institute of India, The Indonesian Insurance Institute (AAMAI), The Insurance Institute of Jamaica, The Insurance Institute of Kenya, The Insurance Institute of Lilongwe, The Insurance Institute of Malawi, The Malaysian Insurance Institute, The Insurance Institute of Mauritius, The Insurance Institute of Namibia, The Netherlands Institute for Banking, Insurance and Investment (NIBE-SVV), The Chartered Insurance Institute of Nigeria, The Pakistan Insurance Institute, The Insurance Institute of Papua New Guinea, The Philippines Insurance Institute, Inc, University of Insurance and Banking, Poland, The Insurance Institute of Riyadh, St Lucia Insurance Institute, Singapore Insurance Institute, The Insurance Institute of South Africa, The Sri Lanka Insurance Institute, The Insurance Institute of Tanzania, Trinidad & Tobago Insurance Institute, The Insurance Institute of Uganda, West African Insurance Institute (WAII), The Insurance Institute of Zambia, The Insurance Institute of Zimbabwe.

Delivery

From the date of receipt by the CII of your order please allow 10 days within the UK or 21 days outside the UK for delivery of printed 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.

For material delivered electronically (such as ebooks) we aim for same day delivery for orders before midday Monday to Friday (customers receive an email to confirm their purchase is ready to download).

Your right to cancel

In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 you have a right of cancellation in respect of the Products and Services sold by the CII, which right shall (subject to the Regulations) expire 14 calendar days from the day on which either the Products are received by you, or a person nominated to receive the Products on your behalf, or your order for Services is accepted by the CII.

Note: No right of cancellation or refund is available in respect of ebooks or any other electronic download of the Products and Services once the download has started. You acknowledge that, by commencing the download of the Products or Services, your right to cancel under 29(1) of the Regulations will be lost. 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 us, 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 14 days of receiving the notice of cancellation or if Products are to be returned to us, within 14 days of their receipt or proof of sending.

Any request for entry to an exam received less than 14 days before the exam date shall be treated as express consent for the CII to provide a service. This express consent will also be treated as formal acknowledgement by you that your rights to cancellation under Regulation 29(1) of the Regulations will be lost upon receipt of your application form by the CII. In the event of less than 14 days’ notice of cancellation being given in respect of an entry for an exam sat online, 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.

22 Important information (cont)

Copyright

All CII study materials are copyrighted. By placing an order 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.

Additional terms, conditions and regulations

Please note there are additional terms and conditions which apply to all purchases of goods or services from the CII which you agree to be bound by upon completion of your order. By taking a CII exam you are agreeing to the regulations detailed on the exam admission document sent to your correspondence address prior to the exam date (see **page 16** for more information on the exam admission document). Full details of these terms, conditions and regulations can be found at www.cii.co.uk/exampolicies and www.cii.co.uk/tandc

Equal opportunities

The CII is committed to creating and maintaining conditions which give access to its education and assessment provision regardless of age, disability, gender reassignment, pregnancy, maternity, marriage/civil partnership, race, religion and belief, sex or sexual orientation.

CII appeals procedure

The CII is committed to open and fair processes and as part of this process runs a transparent appeals process. For more information visit www.cii.co.uk/appeals

Once you have read important information on pages 20–22, you can either:

- complete and submit your application online at www.cii.co.uk/qualifications
- phone through your order to Customer Service on +44 (0)20 8989 8464 ensuring that you have your credit/debit card details ready
- complete the form below and post or fax +44 (0)20 8530 3052 to Customer Service.

Insurance qualifications application form

ICI005 (2/15)

Important note: To ensure that your application is processed correctly can you please enter your name at the top of each page in the space provided.

Section A – Personal details (Please complete all fields. Your name should be entered as you wish it to appear on your certificate.)

Have you ever had previous contact with the CII? ☐ Yes ☐ No (Please tick)

Please give your CII/PFS permanent identity number (PIN) if known

PIN

Mr/Mrs/Miss/
Ms/Other

Surname/
Family name

Forename/
Given name(s)

Gender ☐ Male ☐ Female (Please tick)

Date of birth

Employer's name

Tel

Ext

Mobile

Work address

Postcode

Country

Home address

Postcode

Country

email

Please take care when providing your email address as most correspondence will be sent electronically. Email address must be included when ordering ebooks Learn, audio revision, question packs and coursework assessment.

Tick address to be used for postal correspondence ☐ Home ☐ Work

Please tick one box per category

Type of organisation

- | | | | | |
|--|--|---|--|--------------------------------|
| ☐ Bank/Building Society | ☐ Broker/Intermediary | ☐ Consultancy | ☐ Insurance company | ☐ Legal |
| ☐ Lloyd's | ☐ Loss adjuster/Loss assessor | ☐ Reinsurance company/broker | ☐ Other | |

Area of work

- | | | | | |
|--|--|--|---------------------------------------|----------------------------------|
| ☐ Administration/Processing | ☐ Broking | ☐ Claims/Loss adjusting | ☐ Compliance | ☐ Finance |
| ☐ HR/Training | ☐ Risk management/Surveying | ☐ Sales/Marketing | ☐ Underwriting | ☐ Other |

Job category

- | | | | | |
|--|---|--|--|---|
| ☐ Board member
(CEO, Director) | ☐ Business owner | ☐ Middle management
(Branch, Office, Dept) | ☐ Senior management
(General, Head of) | ☐ Supervisory/Controller |
| ☐ Technician/Co-ordinator | ☐ Trainee | ☐ Other | | |

Area(s) of specialism

(Commercial)

- | | | | | |
|--|-----------------------------------|---------------------------------------|--------------------------------------|------------------------------------|
| ☐ Accident and health | ☐ Aviation | ☐ Construction | ☐ Engineering | ☐ Liability |
| ☐ Marine | ☐ Motor | ☐ Property | ☐ Travel | ☐ Other |

(Personal)

- | | | | | |
|--|-------------------------------|--------------------------------|---|---------------------------------|
| ☐ Accident and health | ☐ Home | ☐ Motor | ☐ Pecuniary loss | ☐ Travel |
| ☐ Other | | | | |

Study path

Where you are studying in order to complete a qualification please indicate by ticking the appropriate box:

- | | | | | |
|--|---|---|---|--|
| ☐ Award for the Foundation Insurance Test | ☐ Award in London Market Insurance | ☐ Certificate in Insurance | ☐ Diploma in Insurance | ☐ Advanced Diploma in Insurance |
|--|---|---|---|--|

Please turn over

If you are a member of an institute affiliated or associated with the CII (see **page 21**) you are able to enter CII exams and purchase study materials at the same price as those charged to members of the CII. If you wish to benefit from these discounts, please confirm details of your institute membership below for validation.

[illegible][illegible]

1. These discounts are only available to current associated or affiliated members and false applications may result in exclusion from future CII exams.
2. You must provide these details with each application. Failure to do so, will result in you being charged member rates.

Please **ONLY** complete this section if you are applying for membership. Go to Section D if you are already a member.

Membership is included with FIT enrolments – to be completed by **ALL** FIT candidates who are **NOT** already members.

I wish to apply for membership of the CII ☐ Yes ☐ No

Your CII membership level will be allocated based on your qualification history with the CII. Please tick the relevant box below:

- ☐ **Ordinary** – I do not currently hold a CII insurance qualification.
 - ☐ **CII (Award)** – I hold the Award in General Insurance.
 - ☐ **Cert CII** – I hold the Certificate in Insurance.
 - ☐ **Cert CII (Claims)** – I hold the Certificate in Insurance including one of: (IF4) Insurance claims handling process, (P85) Claims practice or (820) Advanced claims. I also wish to join the Claims Faculty.
 - ☐ **Cert CII (London Market)** – I hold the Certificate in Insurance, including the Award in London Market Insurance (or LLMIT prior to 01 July 2010) and I also wish to join the London Market Faculty.
 - ☐ **Cert CII (Customer Service)** – I hold the Certificate in Insurance, including the unit (IF9) Customer service in insurance
 - ☐ **Cert CII (Health and Protection)** – I hold the Certificate in Insurance, including the compulsory unit IF1 and two of the specified health and protection units. I am also employed in the health and protection market.
 - ☐ **Dip CII** – I hold the Diploma in Insurance or equivalent.
 - ☐ **Dip CII (Claims)** – I hold the Diploma in Insurance, including one of: (P85) Claims practice, or (820) Advanced claims.

I wish to join the following local institute – UK only (See **page 21**)

By becoming a member of the CII, I agree to be bound by the CII's Charter, Bye-laws, Code of Ethics, rules, regulations and requirements of membership. I also agree to be bound by the constitution and Bye-laws of any local institute of which I become a member. Full details of these obligations of membership can be found online at www.cii.co.uk/memberobligations

Please tick the relevant box to confirm whether you have:

- Been made bankrupt or been subject to an individual voluntary arrangement (or similar procedure) **or any judgement debt.** ☐ Yes ☐ No
- Been convicted for (or have you been charged but not yet tried with) any offence other than a monetary fixed penalty for a motoring offence. Please note, if the conviction is considered spent under the Rehabilitation of Offenders Act you should select 'No'. ☐ Yes ☐ No
- Been subject to any disciplinary sanctions (or are currently the subject of any investigation) by the CII/PFS or any other professional and/or membership body or regulatory authority. ☐ Yes ☐ No

If you have answered 'yes' to any of these questions, please also provide any relevant details on a separate sheet of paper.

Please note that, as a member of the CII, you are required to let us know if and when, at any point in the future, your circumstances are such that you would have to answer 'yes' to any of the above.

Please choose below which faculty you would like to join. These provide access to market-relevant CPD and career support. You should select the faculty that will best support your personal career development needs. More information can be found at www.cii.co.uk/faculties

You can **join one faculty for free**. If you wish to join additional faculties please contact CII Customer Service on +44 (0)20 8989 8464.
(select one)

1. An admission fee of £37 is payable by **ALL** applicants except those buying a blended learning package or FIT enrolment at the point of joining.

Insurance Broking Faculty ☐ Claims Faculty ☐ London Market Faculty ☐ Underwriting Faculty ☐ Life & Pensions Faculty ☐

Enter your name

Section C – CII membership (cont)

Membership fees

1. An admission fee of £37 is payable by ALL applicants except those buying a blended learning package or FIT enrolment at the point of joining.

2(a). Please then select the appropriate member fee.

CII membership level	UK subscription (Monthly fee)	UK subscription (Annual fee)	Non-UK subscription (Annual fee)	Low GDP [†] subscription (Annual fee)
Ordinary member	£6.12	£73	£53	£37
Cert CII*	£9.75	£117	£79	£47
Dip CII **	£12.99	£155	£93	£60
ACII	£13.75	£165	£95	£70

* Same fee applies to Cert CII (Claims)/ (London Market)/(Customer Service)/ (Health and Protection)

** Same fee applies to Dip CII (Claims)

† A discounted membership fee is available for individuals resident in low GDP countries. See page 18 for details.

Important note: An additional £3 subscription fee is payable for membership of the Insurance Institute of London.

2(b). Choose the method of payment. This can either be:

- i) by monthly Direct Debit. **If you choose this option do not complete the sub total box, but fill out the Direct Debit form at the back of this application form. The admission fee will be spread across your 12 monthly payments**
- ii) by cheque or debit/credit card. **If you choose this option please enter the correct amount in the sub total box, including the admission fee.**

(to include the £37 admission fee)

Sub total £

Section D – Study options and revision aids

Please indicate when you will be sitting the exam(s)/submitting coursework or mixed assessment as this will determine which version of study/option(s)/revision aids we send you: ☐ Pre 01 Jan 2016 ☐ Post 01 Jan 2016 (Please refer to the study option guidance notes on page 11 for unit enrolment periods.)



To order your study text as an ebook put a tick in the box under the 'e' icon. If left unticked, you will receive a printed book. Please check www.cii.co.uk/ebooks for details and availability before ordering.

I wish to order the following learning materials:

Study packages (exam entry included)	CII use	Member	Non-member	Unit codes and ebook requirement						Total
				code	e	code	e	code	e	
Certificate in Insurance blended learning programme (units IF1–IF8) (See pg 12)	LP	£274 (membership payable separately)	Member only		☐		☐		☐	£
Award in London Market Insurance	UD	£298	£304		+		☐			£
• LM1+ LM2		£146	£188		☐					£
• LM1 only		£214	£275		☐					£
• LM2 only										£

Non-EU candidates: where applicable, an excl.VAT price is listed on page 12. When ordering outside the EU, include the excl.VAT price below.

Sub total £

Study options	CII use	Member	Non-member	Unit codes and ebook requirement						Total
				code	e	code	e	code	e	
Continuous assessment (See pg 12 for information on units available)	CA	£253	£285		☐		☐		☐	£
Coursework assessment	UD	£430	£504		☐		☐		☐	£
• 530, 820, 930, 945, 960, 990 and 992		£1,077	£1,317							£
• 993		£1,077	£1,317							£
Dissertation assessment 991,994		£1,077	£1,317							£
Mixed assessment		£396	£472		☐		☐		☐	£
Study text with updates	UD	£138	£158		☐		☐		☐	£
• Diploma/Advanced Diploma units (except M05, M80, M81, M85, M92, 991, 992 and 993)		£119	£145		☐		☐		☐	£
• IF1–IF9, I10		£44	£77		☐					£
• FIT (membership included in non-member price)		£57	£73		☐		☐		☐	£
Study text renewal		£53	£70		☐		☐		☐	£
• Diploma/Advanced Diploma units (except 991, 992 and 993)		£41	£48		☐					£
• Certificate units (except LM1 and LM2)		£33	£40		☐					£
• FIT		£57	£68		☐					£
• LM1										
• LM2										
Upgrade to continuous assessment (See pg 12 for information on units available)		£115	£127							£

Sub total £

Please turn over

Insurance qualifications application form – ICI005 (2/15)

Enter your name

Section D – Study options and revision aids (cont)

Revision aids	CII use	Member	Non--member	Unit code				Total
Specimen/past examination guides	available online at www.cii.co.uk/qualifications							
Key fact booklets (See pg 14)	KF	£26	£29				£	
Question packs (See pg 14)	QP	£26	£29				£	
Learn (See pg 14)	EL	£58	£64				£	
Revision workshops (See pg 15) • (LM2)	WS	£385	£450					£
• P05/M05, P92/M92, P97		£420	£500				£	
• 590, 820, 930, 960, 990		£440	£520				£	
	Date			Venue				£
Revision days (See pg 15) • FIT, IF1–IF4, IF7, IF9, LM1	R	£220	£260				£	
• P05/M05, P21, P63, P64, P66, P67, P80/M80, P81/M81, P85/M85, P86, P90, P91, P92/M92, P93, P94, P96, P97, P98		£255	£295				£	
• 530, 590, 820, 945, 960, 990		£285	£330				£	
	Date			Venue				£
Evening classes (See pg 15) • Six week course LM1+LM2, P05/M05, P92/M92, P97	EC	£395	£470				£	
	Date							
Sub total								£

Postage fee (not applicable to ebooks, training courses, upgrade to continuous assessment, Learn or enrolment for units 991, 993 and 994 which do not include a study text):

- **£7 per order:** UK, Channel Islands, Isle of Man, Republic of Ireland, Malta and Gibraltar.
- **£15 per order:** All other countries.

Please note: These postage rates are flat fees applicable to orders from individual candidates (orders may contain more than one item). Separate fees apply to corporate bulk orders – please contact Customer Service.

Sub total £

Section E – Exam entry

I wish to enter the following exams in April/October 2015 (delete session which is not applicable) at the centre in:

First choice Centre code

Second choice Centre code

Unit codes	Member	Non-member	No of units	Entry fee
Certificate:				
• Only complete this section if you are planning to sit Certificate exams outside of the UK . To sit an exam in the UK, you must enter online at www.cii.co.uk/online or by calling Customer Service				
• If you have bought the blended learning programme or an Award in London Market Insurance study package do not include the exam fee				
	£79 for LM1 resit or £102 for all other units	£105 for LM1 resit or £140 for all other units		£
Diploma				
	£121	£164		£
Advanced Diploma				
	£128	£174		£
Sub total				£
Additional late entry fee (See pg 15)				£

Insurance qualifications application form – ICI005 (2/15)

Enter your name

[illegible]

Section F – Declarations

I declare that all information provided by me on this form is true and correct to the best of my knowledge.

Data protection and privacy

The CII will ensure that your personal data is processed in line with Data Protection legislation and the CII Data Protection and Privacy Statement (available on the CII's website). To process this application, I am deemed to have consented to the CII processing my data.

Sharing information with your employer

The CII will, upon request, provide your employer with details of your assessment record and accreditation, including all attempts and future entries, along with your CII permanent identity number, unless you tick the following box. ☐

Privacy and electronic communications regulations

The CII may from time to time wish to draw your attention to other CII products and services electronically which are likely to be of interest to you. The CII will assume you consent to us using your data in this way, unless you tick the following box. ☐

Sharing your data with local institutes

The CII will share your data with your local institute (UK, Channel Islands and Isle of Man based members only) so they may communicate to you any local events, products and services that complement those offered by the CII. The CII will assume that you consent to us using your data in this way, unless you tick the following box. ☐

Application for study materials

I undertake to use them for my own purposes and not to sell, copy, lend or give them to anyone else.

Terms, conditions and cancellation

I have read and agree to the terms and conditions contained in this brochure, including my right of cancellation.

Signed

Date _____

If ordering learning materials, please ensure you have read the important information regarding delivery on page 21.

Study options and revision aids are provided by the Education and Training Trust of the Chartered Insurance Institute (a company limited by guarantee)
Registered office: 20 Aldermanbury, London EC2V 7HY. Registered Charity no. 1021017

See overleaf for total payable and method of payment.

Enter your name

Section G – Total payable and method of payment

Insert the total value of all items ordered in Sections C to E.

Total payable £

Note: Unless stated otherwise, all prices quoted are inclusive of VAT, where appropriate, at the current rates. Prices are subject to change without notice. Please ensure that where applicable you have included the appropriate postage fee – see Section D.

If you would like to receive a payment receipt, please tick one of the following delivery options (if selecting email be sure to provide your email address on the first page of the form): ☐ Email ☐ Post

Tick method of payment and, if applicable, complete the card details.

☐ Cash/cheque payable to The Chartered Insurance Institute (please write CII PIN number if known on the back of the cheque).

Note: All remittances must be in Sterling. Cash should only be sent by recorded delivery. 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 UK bank, or by credit/debit card (Visa, Mastercard, Maestro, Solo or Delta).

☐ Credit/debit card: Please debit my/our account with the total cost of the goods and services ordered on this form.

Type of card (please tick) ☐ VISA ☐ MASTERCARD ☐ DELTA ☐ MAESTRO ☐ SOLO

Valid from*

 Expiry date*

 Issue number* (Solo/Maestro only)

Card number*

*Please complete according to the information on your credit/debit card.

Cardholder's name and address if different from those at the beginning of this application

Cardholder's signature

Date

Please fax the completed form if paying by credit/debit card on +44 (0)20 8530 3052 or send with your cheque to Customer Service, CII, 42–48 High Road, South Woodford, London E18 2JP. In the interests of data security we do not recommend you send credit or debit card details by email.

If you have a UK bank account you can spread the cost of membership by paying via monthly Direct Debit at no extra charge.

Please call CII Customer Service on +44 (0)20 8989 8464 to set up a monthly Direct Debit over the phone or complete the Direct Debit mandate below, complete and sign the declarations in Sections C and F and return to CII Customer Service.

Instructions to your Bank or Building Society to pay by Direct Debit (Please complete all fields)**1. Name and full postal address of your Bank or Building Society branch**

To: The Manager	(Bank/Building Society)
Address	
Postcode	

Please complete this Direct Debit instruction if you have a **UK Bank account**.
Post only to: CII, Customer Service, 42–48 High Road, South Woodford, London E18 2JP

Originator's identification no.

9	9	6	6	4	5
---	---	---	---	---	---

2. Name(s) of account holder(s)

3. Bank or Building Society account number

4. Branch sort code

5. Reference number (CII PIN)

☐ I wish to pay my subscription by **monthly** Direct Debit payments ☐ I wish to pay my subscription by **annual** Direct Debit payment

Signature

Date

Banks and Building Societies may decline to accept instructions to pay Direct Debits from some types of accounts.

The Direct Debit Guarantee: The Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. If the amounts to be paid or the payment dates change The CII will notify you 10 working days in advance of your account being debited or as otherwise agreed. If an error is made by The CII or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to The CII.

“

CII qualifications are an incredibly important part of the Towergate Business School – the qualification structure allows people to study relevant subjects at the right level and enables us to promote career development to support the business.

Our technical insurance roles at Towergate require an appropriate CII qualification and all our people have an active CPD programme. Our competency framework maps CII qualifications to roles and is integral to the development requirements of all employees.

We are hugely proud to be Chartered Insurance Brokers and Chartered Insurers, which evidence our commitment to employee development and the provision of excellent customer service.”

Fiona Andrews

Partner & Group Head of Organisational Development
Towergate Insurance



The Chartered Insurance Institute 42–48 High Road, South Woodford, London E18 2JP
tel: **+44 (0)20 8989 8464** fax: **+44 (0)20 8530 3052** email: **customer.serv@cii.co.uk** website: **www.cii.co.uk**

 @CIIGroup  Chartered Insurance Institute

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Ref: CII – ICI005 (02/15)
COH_J010144

