



*Chartered Insurance
Institute of Nigeria*

Exemption Guideline

w. e. f. August 2018



EXEMPTION PROCESS FOR REVIEW

Exemption Process

- Candidates application and its accompanying documents are sighted physically and received at the Secretariat in the Director General's office
- For those outside Lagos, the application and its accompanying document are sighted physically by the Chapter Chairmen/Chapter Education Secretaries and consequently forwarded to the Institute (can be through hard or soft copy through the Director General's office)
- Receiving Staff ensures that all the needful has been done as stated below:
 - Application Letter
 - Photocopies of ALL credentials (minimum of Certificates (not Statement of Results/To Whom It May Concern)
 - Sighting of ALL Original Documents (if in Lagos Nigeria, by the authorized personnel in the Director General's Office; if outside Lagos, only by the Chapter Chairmen in that State/Chapter/Region; and if outside Nigeria, by the authorized ambassador of the Institution in Nigeria or in the Director General's office of that Institution e.g. WAII).
For both in and outside Lagos, the certified sighted copies shall be forwarded to the Examinations Directorate for further processing.
 - Original Copy of Recent Transcripts on Sighted Credentials (where applicable/available).
- Documents received from the applicants with the Exemption Request Letter are then forwarded to the Examination Directorate.
- Examination Directorate prepares the schedule of proposed exemptions per applicant – following the approved guideline as documented below.
- The proposed exemptions are presented for review to the Exemption Committee, whose membership are:
 - Deputy Director General (Chairman)
 - Director (Examination) Member
 - Director (Membership) Member
 - Internal Auditor Member.



- The reviewed and consequently committee-approved proposed exemptions by the Exemption Committee are then presented to the Director General for approval.
- The Director General reviews the committee’s recommendation, approves and consequently forward the approved exemptions to the Chairman, Examination Committee for Council’s approval (where required).
- The approved exemptions are then communicated in writing to the applicants by the Examination Directorate.

ACCREDITED INSTITUTIONS AS AT AUGUST 2018

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| ○ University of Lagos, Akoka, Lagos State | – B.Sc (Insurance) |
| ○ Federal Polytechnic, Offa, Kwara State | - HND (Insurance) |
| ○ Joseph Ayo Babalola University, Arakeji, Osun State | – B.Sc (Insurance) |
| ○ Lagos State Polytechnic, Ikorodu, Lagos | - HND (Insurance) |
| ○ Lagos State University, Ojo, Lagos State | – B.Sc (Insurance) |
| ○ The Polytechnic, Ibadan Oyo State | - HND (Insurance) |
| ○ Niger Delta University, Wilberforce Island, Bayelsa State | – B.Sc (Insurance) |
| ○ University of Uyo, Uyo, Akwa Ibom State | – B.Sc (Insurance) |
| ○ Ahmadu Bello University, Zaria, Kaduna State | – B.Sc (Insurance) |
| ○ College of Insurance & Financial Management | - Diploma (Insurance) |
| ○ West African Insurance Institute, Banjul, Gambia | - Diploma (Insurance) |



EXEMPTION GUIDELINES

ACADEMIC QUALIFICATION

<u>S/No</u>	<u>Qualification</u>	<u>Exempted Courses</u>	<u>Courses/Subjects to be Examined</u>
1	OND (Insurance) from the Institute's Accredited Institutions in Nigeria	CF1, CF2 and any elective in the Certificate level	D04, D05 and any elective in the Diploma Level A510, A735, A745 and any three electives in the Advanced Diploma Level
2	B.Sc/HND (Insurance) from the Institute's Accredited Institutions in Nigeria	CF1, CF2 and any elective in the Certificate level D04, D05, and any elective in the Diploma Level	A510, A735, A745 and any three electives in the Advanced Diploma Level
3	B. Sc/HND (Insurance) with M.Sc/M.Phil/PhD (Insurance and/or Risk Management) from the Institute Accredited Institutions in Nigeria	CF1, CF2 and any elective in the Certificate level D04, D05, and any elective in the Diploma Level Any two electives in the Advanced Diploma Level	A510, A735, A745 and any elective in the Advanced Diploma Level
4	B. Sc/HND (any other course apart from Insurance) with M.Sc/M.Phil/PhD (Insurance and/or Risk Management) from the Institute Accredited Institutions in Nigeria	Any two electives in the Advanced Diploma Level PLUS Applicable exemptions for the 1 st Degree (as below)	A510, A735, A745 and any elective in the Advanced Diploma Level PLUS Applicable subjects to be examined for the 1 st Degree (as below)
5	OND (Insurance) from NUC but not Institute's Accredited Institutions in and outside Nigeria	Any elective in the Certificate level	CF1 and CF2 D04, D05 and any elective in the Diploma Level A510, A735, A745 and any three electives in the Advanced Diploma Level



6	B.Sc/HND (Insurance) from NUC but not Institute's Accredited Institutions in and outside Nigeria	Any elective in the Certificate level. Any elective in the Diploma Level Any elective in the Advanced Diploma Level	CF1 and CF2 D04 and D05 A510, A735, A745 and any two electives in the Advanced Diploma Level
7	B. Sc/HND (Insurance) with M.Sc (Insurance and/or Risk Management) from NUC but not Institute's Accredited Institutions in and outside Nigeria	Any elective in the Advanced Diploma Level PLUS Applicable exemptions for the 1 st Degree (as stated above)	CF1 and CF2 D04 and D05 A510, A735, A745 and any elective in the Advanced Diploma Level
8	B. Sc/HND (Any other course apart from Insurance) with M.Sc (Insurance and/or Risk Management) from NUC but not Institute's Accredited Institutions in and outside Nigeria	Any elective in the Advanced Diploma Level PLUS Applicable exemptions for the 1 st Degree (as below)	A510, A735, A745 and any two elective in the Advanced Diploma Level PLUS Applicable subjects to be examined for the 1 st Degree (as below)
9	CIIN – Old Syllabus	As stated in the Council-Approved-Examination-Handbook which took effect from October 2007	
10	CIIN – New Syllabus	As would be approved by the Council when such review comes up	
11	B.Sc/HND (Actuarial Science)	CF1, CF2 & CF3	D04, D05 and any elective in the Diploma Level A510, A735, A745 and any three electives in the Advanced Diploma Level
12	B.Sc/B.Ed/HND (Accounting/Accountancy/Finance/Banking & Finance/)	A940	CF1, CF2 and any elective in the Certificate Level D04, D05 and any elective in the Diploma Level A510, A735, A745 and any two electives



			in the Advanced Diploma Level
13	B.Sc/B.Ed/HND (Economics/Economics and Development Studies, Operation Research or Statistics)	A530	CF1, CF2 and any elective in the Certificate Level D04, D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced Diploma Level
14	B.Sc/HND/B.A. Business Administration/Business Management/Management Sciences/	A935	CF1, CF2 and any elective in the Certificate Level D04, D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced Diploma Level
15	B.Sc/HND Marketing	A945	CF1, CF2 and any elective in the Certificate Level D04, D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced Diploma Level
16	B.Sc/B.Ed/Business Education	A530	CF1, CF2 and any elective in the Certificate Level D04, D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced Diploma Level
17	B.Sc/B.A/HND Commerce	A530	CF1, CF2 and any elective in the Certificate Level



			D04, D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced Diploma Level
18	LL.B	D05 and A520	CF1, CF2 and any elective in the Certificate Level D04 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced Diploma Level
19	MBA in any field	D04 WITH The Particular Relevant Course of Study (if in our syllabus as an elective)	CF1, CF2 and any elective in the Certificate Level D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced Diploma Level
20	M.Sc/Ph.D (Banking & Finance)	D04 WITH The Particular Relevant Course of Study (if in our syllabus as an elective)	CF1, CF2 and any elective in the Certificate Level D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced Diploma Level
21	M.Sc/Ph.D (any Social and Management Sciences/Courses)	D04 WITH The Particular Relevant Course of Study (if in our syllabus as an elective)	CF1, CF2 and any elective in the Certificate Level D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced Diploma Level



NOTE			
Any academic qualification not mentioned above is not qualified for any exemption i.e. such is qualified for NIL exemption unless such is reviewed and the recommendation approved by Council.			
Lecturers of Insurance Courses at all CIIN & NUC Accredited Institutions that award B.Sc/HND Degree Certificates shall be considered for the status of "Senior members" – subject to applicable/existing T & C as at time of application. The same exemption rule is applicable if they request to be considered as a student member.			

PROFESSIONAL QUALIFICATION

<u>S/No</u>	<u>Qualification</u>	<u>Exemptions</u>	<u>Subjects to be Examined</u>
1	Diploma – College of Insurance and Financial Management	CF1, CF2 and any elective in the Certificate level D04 and any elective in the Diploma Level One elective in the Advanced Diploma Level	D05 in the Diploma Level A510, A735, A745 and any Two Electives in the Advanced Diploma Level
2	Diploma – West African Insurance Institute	Any one elective in the Certificate level Any one elective in the Diploma Level Any three electives in the Advanced Diploma Level	CF1 and CF2 in the Certificate level D04 and D05 in the Diploma Level A510, A735 and A745 in the Advanced Diploma Level and any elective in the Advanced Diploma Level
3	Associate/Fellows – Chartered Insurance Institute, London; All Commonwealth Countries; South Africa;	CF1, CF2 and any one elective in the Certificate level D04, D05 and any one elective in the Diploma Level A510, A735 and A745 in the Advanced Diploma Level	Nil
5	Fellow of the Institute of Actuary, UK or Society of Fellows, USA	A530; CF2 & A735	CF1 and any elective in the Certificate level D04, D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced



6	Associate/Fellows of i) Institute of Chartered Accountant of Nigeria (ICAN) ii) Chartered Institute of Bankers of Nigeria (CIBN) iii) Chartered Institute of Stockbrokers of Nigeria iv) Chartered Institute of Taxation of Nigeria v) Association of National Accountants of Nigeria (ANAN) vi) Institute of Certified Public Accountants of Nigeria (CPA) vii) Institute of Forensic Accountants (IFA) viii) Chartered Institute of International Accountants of Nigeria (CAIAN) ix) Chartered Institute of Cost and Management Accountants (CICMA)	D04 A940	CF1, CF2 and any elective in the Certificate level D05 and any elective in the Diploma Level A510, A735, A745 and any two electives in the Advanced
7	Associate/Fellows of i) Chartered Institute of Marketing of Nigeria (CIM)	D04 A945	
8	Associate/Fellows of i) Nigerian Institute of Management ii) Nigerian Institute of Industrial Management (NIIM) iii) Institute of Directors iv) Institute of Credit and Risk Management	D04	CF1, CF2 and any elective in the Certificate level D05 and any elective in the Diploma Level A510, A735, A745 and any three electives in the Advanced Diploma Level
Any professional qualification not mentioned above should be reviewed on receipt of the transcript of the candidate and must be approved by the Director General.			
The Awarded Certificate must be by Examination to qualify for the exemptions. If not, it is a NIL exemption.			

