

CERTIFIED INSURANCE PRACTITIONER (CIP)

The Certified Insurance Practitioner (CIP) qualification, has established itself as the benchmark qualification for the general insurance industry. The Financial Regulator has recognised this qualification as meeting the competency requirement for employees engaged in advice roles in the following areas: personal general insurance, commercial general insurance, private medical insurance, general insurance broking, general insurance account management and claims advice. Full criteria can be found on www.financialregulator.ie. The CIP is a 6 module qualification.

CIP General Insurance

GEN1A	General Insurance – An introduction
GEN1B	General Insurance Products & Functions – An introduction
GEN2A	General Insurance Market Regulation
GEN2B	Insurance Principles
GEN3A	The General Insurance Process: Risk Management, Advice, Underwriting and Claims
GEN3B	General Insurance Products

Level 1

The first level of the CIP qualification provides a broad foundation of general insurance knowledge. It covers –

- GEN1A – General Insurance – An Introduction
- GEN1B – General Insurance Products and Functions – An Introduction

On successful completion of both modules the Insurance Foundation Certificate (IFC) is awarded. The IFC also represents CIP Level 1.

Exam

- GEN1A is examined by 100 multiple-choice questions in a 2 hour examination
- GEN1B is examined by 100 multiple-choice questions in a 2 hour examination

Level 2

Building on the introductory material studied at CIP Level 1, the second level covers –

- GEN2A – General Insurance Market Regulation
- GEN2B – Insurance Principles

Exam

- Both GEN2A and GEN2B are examined by 100 multiple-choice questions in a 2 hour examination comprised of 75 MCQs & 25 practical application multiple choice questions

Level 3

The final level of the CIP again, builds on the previous two levels, to give the student a comprehensive grounding in general insurance products and processes. The third level covers –

- GEN3A – The General Insurance Process: Risk Management, Advice, Underwriting and Claims
- GEN3B – General Insurance Products

Note: GEN 3B has two streams – Personal Lines or Commercial Lines. When applying for the GEN3B exam, students should choose either personal or commercial lines on the application form. Sample papers for all multiple choice exams and a full past papers pack for all written exams are available to download free of charge from www.insurance-institute.ie.

Exam

- GEN3A and GEN3B are each examined by a 2-hour examination
- GEN3A will be examined by 75 MCQ & 25 practical application multiple choice questions
- GEN3B will be examined by 6 short questions from a choice of 8 and 2 longer essay style questions from a choice of 4

Allow 100 hours to study for each module. A detailed course syllabus for each module is available on our website, www.insurance-institute.ie.



Tuition

A day's tuition is provided for each of the CIP modules, approximately one month before the January, April and October exams in all locations where there is sufficient demand. All students are eligible to attend, fees automatically include tuition. Students will be contacted by email in advance with the times and dates of these sessions and they will also be published on our website, www.insurance-institute.ie. Please refer to pages 13-14 for further details on this.

CIP Diploma

On successful completion of all six CIP modules, students will have completed the qualification and will be invited to use the designation CIP. Diplomas will be presented at our next available graduation ceremony.

Graduates will be entitled to use the designatory letters CIP after their name, subject to their participation in a programme of Continuous Professional Development (CPD) and continued membership with The Insurance Institute of Ireland. Please refer to page 37 for details on CPD. They will also have met the competency requirements as set by the Financial Regulator.

CIP Private Medical Insurance

The Private Medical stream of the CIP qualification was replaced with the Diploma in Private Medical Insurance (DIP PMI) which has been specifically designed to meet the needs of students who deal solely in the Private Medical Insurance market. Please refer to pages 7-8 for more details on this qualification. Students who were in the process of studying towards the CIP PMI should refer to page 8 for the transitional arrangements relating to this change.

Individuals who work in general insurance, dealing with PMI products only to a limited extent, are recommended to take the Certified Insurance Practitioner (CIP) qualification which contains elements of Private Medical Insurance. If students are in any doubt as to which path to take, it is recommended that they discuss this with their employer. Please note that students who have completed the full six module CIP qualification can complete the DIP PMI by passing module PMID.

Where to Next?

CIP graduates have two options. They can progress onto the Joint Financial Services Diploma (JFSD). Each CIP examination module passed gains 5 credits towards the JFSD. Graduates of the original 4 module CIP programme gain 20 technical credits while students who undertake the 6 modules gain 30. Full details on the JFSD can be found on pages 18-19.

Alternatively, students can continue their studies with the Advanced Diploma in Insurance (ACII®) and will have already gained credits towards this. Please note, the Advanced Diploma is based on a different credit system than the JFSD. CII credits are awarded based on the full completion of the CIP qualification and not individual modules. Please refer to pages 24-25 for more information in relation to CII credits. Full details of this qualification are included on pages 20-23. Graduates of the original 4 module CIP programme will be awarded credits for individual modules passed. Please see page 24-25 for further information on credits available. Please note that the CII will only offer credits to students who complete the CIP by examination. No credits will be awarded to students who complete the qualification by part exemption.

Textbook Update

Textbooks are updated annually. It is the student's responsibility to ensure they have the relevant textbook, in particular students who defer an exam from one session to another and students who fail an exam and need to re-sit the exam. Details of current textbooks are available on the Education section of the Institute website www.insurance-institute.ie.

How to apply for the CIP

After you have read all other applicable sections of this handbook, paying particular attention to our important dates, exam information and procedures, please complete the textbook & exam entry form on page 47 with the membership form on page 41 and return with payment to The Insurance Institute of Ireland. **You are required to be a member of the Insurance Institute of Ireland to undertake the CIP qualification and retain the designation CIP.**