

Q.1 Can I enroll for the Institutes' examination?

Ans: Yes you can enroll for the Licentiate examination if you have passed S.S.C. or any equivalent examination and completed 18 years of age.

Any agent/insurance advisor working in the insurance industry is eligible to enter for the Certificate in Insurance Salesmanship examination.

Q.2 What kind of courses does institute offer?

Ans: The different kinds of courses available to the candidates are:

1) Diploma course: The course basically consists of three levels of examination viz. Licentiate (60 credit points), Associateship (250 credit points) and Fellowship (490 credit points) examination. Earlier provision of choosing particular branch of Insurance subjects viz. Life or Non-Life has been discontinued with effect May 2012. Passing marks at Licentiate level subjects 01,02,11, and 14 is 60 marks each subject, however passing marks of all other subjects and examinations are 50 marks each individual subject.

2) Certificate in Insurance Salesmanship: This course is designed for the insurance advisors, sales supervisor of any Insurance company. It consists of two subjects. Candidate may opt for either Life or Non-Life branch.

3) Surveyor's Examinations: Institute is conducting the surveyors' examination, on behalf of IRDA. For detailed information, Please see IRDA website:- www.irdaindia.org

4) Certificate Course on Foundations of Casualty Actuarial Science: The Insurance Institute of India has a certificate course titled "Foundations of Casualty Actuarial Science" (General Insurance) for the benefit of persons interested in the field of General Insurance Actuarial Science.

5) Specialised Diploma: Specialised Diploma is specifically designed for those candidates who wish to acquire qualifications in specific branch viz., Marine, Fire, Foundation of Casualty Actuarial Sciences. Further information regarding the subjects can be obtained by referring to latest Examination Handbook available free of cost at III office in Mumbai as well as with Associated Institute across the country as well as on our website under professional examination link.

Q.3 What is the frequency of conducting these examinations in a year?

Ans: Licentiate, Associateship, Fellowship, C.I.S., Surveyors, Certificate Course on Foundations of Casualty Actuarial Science and Specialised Diploma Examinations are conducted twice a year. (i.e. in April/May and October/November) through pen and paper. However through ON-LINE LICENTIATE EXAMINATION can be conducted more than twice a year in addition to Pen and paper (Off-Line) examination.

Q.4 Are the Diplomas awarded by the I.I.I. recognised by the Insurance Industry?

Ans: Yes, all the Insurance Companies recognise the Institute's diploma as one of the highest qualification in Insurance and they encourage their employees to appear for the Institutes examinations. The insurers in overseas countries also recognize the qualifications of the Institute.

The qualifications are also recognized by esteemed overseas institutes viz. Chartered Insurance Institute in UK, LOMA and CPCU in U.S.A. and Insurance Institute of Canada by offering exemptions to the Associates and Fellows of the Institute in the respective qualifications.

Q.5 What exemptions are offered by the overseas educational institutes to the Associates and Fellows of Insurance Institute of India?

Ans: The Chartered Insurance Institute, London grants 120 credit points to the Associates and 210 credit points to the Fellows of Insurance Institute of India in their ACII program consisting of 290 credits. The American Institute for Chartered Property Casualty Underwriters, U.S.A. grants 1 exemption in their prestigious CPCU designations to the Fellows (Non-Life) of Insurance Institute of India. Life Office Management Association, U.S.A. grants 3 exemptions in their FLMI designation to the Fellows (Life) of Insurance Institute of India. Insurance Institute of Canada grants 3 exemptions to Associates and 4 exemptions to Fellows of Insurance Institute of India in their CIP program consisting of 10 subjects.

Q.6 Does the Institute have any special tie-up with the Overseas educational institutes regarding discount in fees etc.?

Ans: The Institute at present has a special scheme of arrangement with the Chartered Insurance Institute, London wherein the Associates and Fellows of the Institute are offered discounted fees for the examinations of The Chartered Insurance Institute. For more details please visit our website.

Q.7 Total how many subjects candidate has to pass to qualify for the "Fellowship Diploma"?

Ans: (i) With the introduction of Credit Point System from May 2012, now there is no more fixed number of subjects that a candidate has to appear for Associateship and Fellowship examination. Associateship and Fellowship diplomas are awarded on accumulation of 250 credit points and 490 credit points respectively with certain compulsory subjects.

(ii) For Fire and Marine specialization diploma there are 5 subjects (i.e. 2 Licentiate and 3 Technical papers). For Actuarial specialization there are 6 subjects (i.e. 2 Licentiate and 4 Technical papers).

Q.8 What are the passing criteria?

Ans: In respect of Licentiate papers which are objective, candidate who obtains 60% or more marks in any one subject will be declared as having passed in that subject. Candidate should score minimum 50 marks in individual subject for all examinations except Licentiate Exam.

Q.9 Is there any time limit to complete the examination?

Ans: Because of introduction of credit point system from May 2012 now there is no time limit to pass for Licentiate, Associateship, Fellowship, Specialized Diploma, C.I.S., Surveyors and Actuarial Science Examination as such. Validity of credit points of subject passed expires after 5 years if candidate is unable to pass full Associateship. However candidates passed and elected as Associate member of III will always have 250 credit points to their credit. After passing Associateship with 250 credit points if a candidate appears for further fellowship examinations /papers and acquires 240 credit points within 7 years with compulsory subjects he/she will be declared as passed in fellowship. If candidate does not acquire 240 credit points with compulsory subjects at Fellowship examination within 7 years of passing of Associateship examination, the credit points of such fellowship passed papers will be lapsed after 7 years as it lapses at Associateship level after every 5 years.

Q.10 Can I enroll for both the branches together for "Licentiate" examination?

Ans: Since the introduction of Credit Point System from May 2012 the old branches system has completely been scrapped. Candidate can enroll for any Licentiate subject to appear for Licentiate examination after verifying the time table and subjects. However candidate passes Licentiate examination only after having cleared compulsory papers of Licentiate and accumulates 60 credit points.

Q.11 How many days before the examination date will I get my "Hall Ticket / Admission Card"?

Ans: For OFF-Line (Pen and Paper) Examination, admission cards are sent to candidates by ordinary post about two weeks prior to the commencement of the examinations. It will also be available on website during that period. And for ON-Line Examination – candidate has to download the hall ticket from the system and Insurance Institute of India does not send any hall tickets for such on-line examination candidates.

Q.12 If I do not get "Hall Ticket / Admission Card" in time then what should I do?

Ans: Because of postal delay if any candidate fails to get the hall ticket in time, he/she can download the same from the website.

Q.13 How should I prepare for the examination?

Ans: Basically this is a "Self Study" course and a candidate is expected to study the course contents in depth and also assimilate additional information relevant to the prescribed subject to gain knowledge. Candidate is expected to go through various magazines, journals, reference materials/books related to the subjects. Candidate can also refer previous years question papers hosted on our website.

Q.14 Where should I submit my examination form?

Ans: We have associated institutes operating from different parts of the country. Any candidate who wishes to enroll for the examination should be a member of one of the associated institute. Candidate can become member of an institute nearest to their place of residence or work and can submit the examination form and pay the fees through his / her institute.

Q.15 What is the fee I have to pay to appear for the examination?

Ans: At present we charge Rs.500/- examination fees per subject and if the candidate is appearing for the first time for examination he/she has to pay additional Registration fees as Rs.700/- at Licentiate Level, Rs.700/- at Associate Level and Rs.600/- Fellowship Level.

ii) Overseas candidates have to pay Rs.3000/- examination fees per subject and if the candidate is appearing for the first time for examination he/she has to pay additional Rs.7000/- as Registration fees.

Q.16 Is there any provision for refund of "Fees"?

Ans: For Off-line examination If you send your application for refund of fees before the "last date for withdrawal" is over, you are entitled for refund of 50% of examination fees paid by you. However registration fees and other fees' are not refunded. Application for refund of fees can be sent via post to Insurance Institute of India, Plot-C-46, G- Block, Bandra-Kurla complex , Bandra (East) Mumbai 400051. or alternatively you may send an e-mail to mrm@iii.org.in . For on-line examination, there is no provision of refund of fee.

Q.17 Can I change the center of examination?

Ans: Yes, you can change the examination center before the last date of changing the examination center is over.

Q.18 Are there regional branches of the Institute near to me?

Ans: You can find out where nearest Associated Institute by checking the Examination Handbook. Alternatively you may access this information from our website.

Q.19 What is Accredited Learning Centre (ALC)

Ans: Accredited Learning Centre is a learning centre which is formed to fulfill the insurance Institute's objectives in providing study materials, training and tuition facilities and other learning aids to the candidates who prepare for III Mumbai examination.

Q.20 Are there any Accredited Learning Centres near to me?

Ans: You can find out if there are any Accredited Learning Centres near your place of work/residence by checking latest of Examination Handbook. Alternatively you may access this information by accessing our website.

Q.21 What are the career prospects after completing the various courses offered by Insurance Institute of India?

Ans: Insurance Institute of India is a leading Examining body that conducts Insurance Examination for awarding diploma in Insurance. The activities and achievement of Insurance Institute of India has placed our country on the world map of Insurance Education. This is a professional education Institute. After passing Insurance Institute examination candidates become well versed with insurance technical and domain knowledge. The qualification of insurance institute has been recognized by all the Insurance companies of India, Private and public sector, regulator as well as overseas countries.

Q.22 I am a new/fresh candidate how do I register myself with the Institute online?

Ans: Candidate seeking admission to any of our professional examination can register/enroll by the click of mouse on our website www.insuranceinstituteofindia.com.

The online admission facility is available on our website for following types of examination:

Licentiate - New registration

Licentiate - Already Registered

Associateship

Fellowship

CIS - New registration

CIS - Already Registered

Surveyors - Already Registered

Actuarial Science Certificate/ diploma - New Registration

Actuarial Science Certificate/ diploma - Already Registered

Specialised Diploma Marine/Fire - New Registration

Specialised Diploma Marine/Fire - Already Registered

At present candidates can make payments to Insurance Institute of India online, real-time using the Billdesk Directpay Gateway. Candidates can use Visa, Master card, Online Net Banking options with over 40 Banks. Online registration window shall remain active till the last date mentioned for receipt of forms.

1. FRESH CANDIDATES (New):

a. After login, Please go to CREATE PROFILE FOR NEW CANDIDATES.

Fill in the columns on the basis of information provided by candidates in the entry form.

Certain information like email id and mobile number of candidate is mandatory for sending information to the candidates.

Once the desired information is filled in, submit the data update the missing info if any.

On providing complete info system will accept the profile and will generate

CANDIDATE ID.

Please NOTE THIS CANDIDATE ID NUMBER CORRECTLY ON THE ENTRY FORM of the candidate.

This number will be sent by system to the candidate simultaneously through auto generated SMS and email.

- b. View the profile of the candidate created as above by giving CANDIDATE ID.
- c. Go for Registration option. Select the Institute name (You're Instt. or other Instt. if candidate requests for the same). Accept Registration fee Rs 700.00 (Cash / DD). Submit details. Receipt for Rs 700.00 will be generated giving name of your Instt. Note the REGISTRATION ID (Registration Number) generated by the system and printed on the receipt on the Entry Form.
- d. Go for Enrollment of subjects. Select the Subject/Language/Centre etc as per info given in the entry form. Accept fee and issue printed receipt generated by the system.

For other forms from fresh candidates repeat the above process.

2. ALREADY REGISTERED: (Repeaters):

- a. After Login go for view profile by providing REGISTRATION NUMBER of the candidate If full profile details and email ID and Mobile number are available update the profile.
- b. Go to Step D mentioned above.

Note: If a candidate is already enrolled for few subject/awaiting results, candidate should take utmost care in selection of subjects for enrollment.

3. You will receive Auto mail & SMS. In case, you do not receive mail, you can check confirmation of payment on III website by going through 'Confirmation of Online Registration Payment' option.
4. Registration shall be deemed valid only in case of successful receipt of payment. In case payment is unsuccessful, first check with your Credit/Debit Card Company or else contact with Administrator (Accounts Department) before registering again to avoid Duplicate Processing on following e-mail ID accounts@iii.org.in .
5. Please mention transaction ID and Unique ID as a reference while entering into any kind of pre - examination correspondence with the Institute.
6. Candidate should submit the requisite documents to the Institute to effect any change of name in our database as the name correction will not be effected in absence of valid proof.

Q.23 I am an already registered candidate how do create my Login ID and update my profile with the Institute online?

Ans: If you have registered earlier with the Institute then you may create a Login ID as an Already Registered Candidate. After having created a Login ID candidate are requested to update their profile information by clicking on the menu item **Exam Registration** click on **Already Registered** sub menu.

Q.24 I am a registered candidate of the Institute and have updated my profile how do I enroll for examinations online?

Ans: After having updated their profile candidate may enroll for exams online by clicking on menu item Exam Registration and clicking on Paper Enrolment Form.

Q.25 This FAQ has not been able to address my doubt what should I do?

Ans: This FAQ was designed to minimise queries of candidates. To know about credit points system in examination, the details are available on website under examination link, candidates may visit website and see the credit points guidelines but if it has been unable to address your query you may e-mail us at

mrm@iii.org.in (Professional Examination/diploma and membership)

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