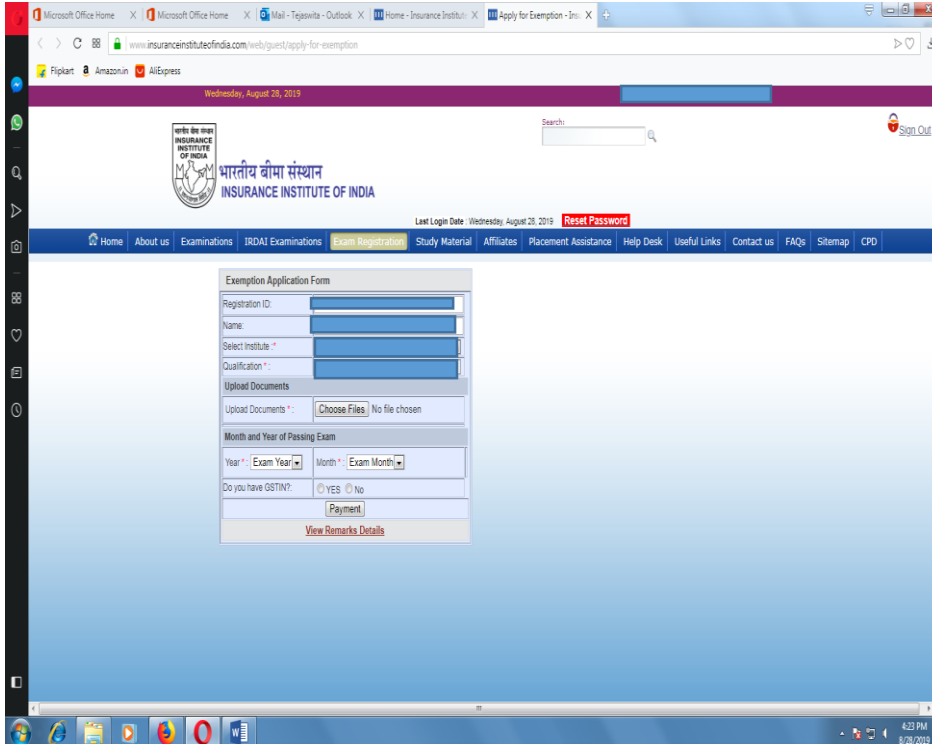भारतीय बीमा संस्थान
INSURANCE INSTITUTE OF INDIA

Help Manual for Credit for Prior Learning

➢ **Criteria for Credit for Prior Learning**

- The candidate have to register as a member of I.I.I. by paying the registration fee of Rs. 700 plus applicable taxes.

- The Credit for Prior Learning is available to the candidates upto Associateship Level in the professional examination subjects.   The institute wise details are available in Examination Handbook (page no. 34 onwards) under Examination menu.

- The candidates are eligible to apply for Credit for Prior Learning if he / she scored 50% and above marks in every semester and each subject. Also he / she should have to apply for Credit for Prior Learning with in 5 years from passing his / her qualified examination. After 5 years he / she is not eligible to apply. These criteria's are not applicable for Chartered Accountant, Cost Accountant.

- The list of Institute / university, qualifications and the fee structure is available on our website under Examination >>> Certificate / Diploma Examinations >>> Credit for Prior Learnings >>> Credit for Prior Learning Fee Structure.

➢ **How to apply for Credit for Prior Learning?**

- Login to I.I.I. website i.e. www.insuranceinstituteofindia.com

- Exam Registration >>> Paper Enrollment >>> Apply for Credit for Prior Learning

- The registration id and name will display automatically.

- Select Institute Name & qualification

- After selecting qualification the details of exempted subjects and diploma for the particular Institute and qualification will display.

- Upload your all self-attested documents i.e. all semester wise marksheets, diploma certificate

- Select Month and year of passing the exam. For eg. If you have completed your diploma in the month of March 2019 then select Month as March and Year as 2019.

- Payment details will automatically display after selecting the institute and qualification.

- If do you have GST No. then click on YES and enter your GSTIN number otherwise click on No.

- After entering all the data click on payment.

- After successful transaction your Credit for Prior Learning application will be submitted online to I.I.I

- After approval of your Credit for Prior Learning application by I.I.I. authorities the eligible credit points will be added to your account.

- The official letter of Credit for Prior Learning approval will be received to your correspondence address after declaration of respective examination result.

- If you are not eligible for Credit for Prior Learning then your application will be rejected and the amount will be refunded to your bank account.