



INDUCTION SCREENING REQUIREMENTS

Preamble

The Induction process is of two (2) phases,

- i. Pre-screening
- ii. Screening exercise

Pre-Screening (Thursday, November 7 to Friday, November 8, 2024)

Applicants are to update membership records online via members' portal (<https://ciinportal.org/>) and upload the following documents,

- i. Academic Certificates
- ii. Certificate/Foundation and Diploma/Intermediate Certificates
- iii. Letter of Completion issued by the Examination Department
- iv. Copies of the final stage examination result.

Process for Updating Membership Records

- i. Login to “ <https://ciinportal.org/> ”.
- ii. Username: The serial number of Membership Number without the 4/. For example, if a member's membership number is 4/20020, the member's username is 20020.
- iii. Password: Your surname in capital letters all through (for the members who are logging in to the portal for the first time or those who are yet to change their default Password) or your chosen password (for those who had changed their password).
Note: You are encouraged to change your password once you logged-in to a password you can easily recollect if you have not changed your default password.
- iv. Upload your recent passport photograph as profile picture.
- v. Fill in your Personal Information.
- vi. Upload Professional Qualifications if available.
- vii. Upload Academic Qualifications (compulsory)



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- viii. Enter Employer Information.
- ix. Enter Work Experience.
- x. Enter Next of Kin Details.
- xi. Enter Referee Information.
- xii. Accept Declaration.

Screening Exercise (Monday, November 11 to Friday, November 22, 2024)

- Applicants for Induction as Associates who wrote and passed any other examination on the old syllabus (Certificate in Insurance, Diploma in Insurance and Advanced Diploma) are expected to submit the following through email to membership@ciinigeria.org:
 - ❖ Completed Screening Form
 - ❖ Evidence of having been in the Insurance Industry or engaged in Insurance Business in the last five (5) years that is, January 2019 - 2024 (offer of employment and letter of resignation (if applicable)).
 - ❖ Letter of attestation to good character issued by the employer of the Applicant.
 - ❖ Soft copy of recent passport photograph.

Note: Applicants are to download screening form by using this link below:
<https://ciinigeria.org/resources/2024-induction-screening-form-2/>

- Applicants for Induction as Associates who wrote and passed their examinations on the new syllabus (Foundation Level, Intermediate Level and Associateship Level) are expected to apply for their Induction on the Institute's Portal (Insuresuite).

Process for Applying for Induction on the Portal (For applicants wrote and completed their examinations on the new syllabus)

- i. Login to your account on the portal.
- ii. On your dashboard, click on "Apply for Induction".

You are expected to submit the following by uploading them on the portal:

- ❖ Completed Screening Form
- ❖ Evidence of having been in the Insurance Industry or engaged in Insurance Business in the last five (5) years that is, January 2019 - 2024 (offer of employment and letter of resignation (if applicable)).
- ❖ Letter of attestation to good character issued by the employer of the Applicant.
- ❖ Soft copy of recent passport photograph.

Upon been cleared for induction, applicants are to pay and inform the Institute of the following:

- i. the payment of Year 2025 Associate Subscription (N30,000.00)



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- ii. the payment of Induction Fees (~~₦~~200,000.00)
- iii. the balance payment of Building Levy as an Associate (~~₦~~110,000.00) having paid ~~₦~~10,000.00 as a student.
- iv. the payment of Year 2025 Development Levy (~~₦~~20,000.00).

Note: The sum of ~~₦~~360,000.00 is to be made in your wallet on the members' portal.