



# CHARTERED INSURANCE INSTITUTE OF NIGERIA

## INDUCTION SCREENING REQUIREMENTS

### Induction Screening Process Overview

This document outlines the two-phase Induction screening process, which are:

- i. Pre-Screening
- ii. Screening Exercise

### Phase 1: Pre-Screening (Thursday, May 29, 2025 – Friday, May 30, 2025)

- Applicants are required to **update their membership records** online via the 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.

### Procedure for Updating Membership Records:

- i. Log in to the portal: <https://ciinportal.org/>
- ii. **Username:** Enter your Membership Number serial number (excluding "4/"). For example, if your membership number is 4/20020, your username is 20020.
- iii. **Password:**
  - For first-time users or those who have not yet changed their default password: Enter your surname in capital letters all through.
  - For users who have previously changed their password, enter your chosen password.

**Note:** It is highly recommended that users who have not yet changed their default password do so upon logging in to a password that you can easily recollect.
- iv. Upload a recent passport photograph to serve as your profile picture.
- v. Complete your Personal Information.
- vi. Upload Professional Qualifications, if applicable.
- vii. Upload Academic Qualifications (mandatory).
- viii. Enter Employer Information.
- ix. Enter Work Experience.
- x. Enter Next of Kin Details.
- xi. Enter Referee Information.
- xii. Check the Declaration box.



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### Phase 2: Screening Exercise (Monday, June 2, 2025 – Friday, June 20, 2025)

- Applicants for Induction as Associates who wrote and passed any of their examinations 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](mailto: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 2020 - 2025 (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 the screening form by using this link:  
<https://ciinigeria.org/resources/2025-induction-screening-form/>

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

### Procedure for Applying for Induction on the Portal:

- i. Log in to your account on the portal.
- ii. From your dashboard, select the menu button and click on "Apply for Induction"

The following documents must be submitted by uploading them to the portal:

- ❖ Completed Screening Form
- ❖ Evidence of engagement in the Insurance Industry or Insurance Business for the past five (5) years (January 2020 - 2025). This includes an offer of employment and a letter of resignation (if applicable).
- ❖ Letter of attestation to good character issued by the Applicant's employer.
- ❖ Soft copy of a recent passport photograph.

**Note:** Applicants are to download screening form by using this link:  
<https://ciinigeria.org/resources/2025-induction-screening-form/>

Upon successful clearance for induction, applicants are required to pay the following payments and notify the Institute:

- i. Year 2026 Associate Subscription: ~~₦~~30,000.00
- ii. Induction Fees: ~~₦~~200,000.00
- iii. Balance of Building Levy as an Associate: ~~₦~~110,000.00 (following the ~~₦~~10,000.00 paid as a student).
- iv. Year 2026 Development Levy: ~~₦~~20,000.00

**Note: A total sum of ₦360,000.00 is to be credited into your membership wallet on the Institute's portal. Kindly contact the Institute once payment has successfully been paid into your membership wallet.**