CHARTERED INSURANCE INSTITUTE OF NIGERIA

INDUCTION SCREENING REQUIREMENTS

Preamble

The Induction process is of two (2) phases

i. Pre-screening
ii. Screening exercise

Pre-Screening (Monday, November 2 to Tuesday, November 3, 2026)

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. Letter of attestation to good character issued by the employer of the Applicant.
v. NIN

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 (NIN is compulsory).
vi. Upload Professional Qualifications if available.
vii. Upload Academic Qualifications (compulsory)
viii. Enter Employer Information.
ix. Enter Work Experience.
x. Enter Next of Kin Details.
xi. Enter Referee Information.
xii. Accept Declaration.

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Screening Exercise (Wednesday, November 4 to Friday, November 27, 2026)

- 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:

  - Evidence of having been in the Insurance Industry or engaged in Insurance Business in the last five (5) years that is, January 2021 - 2026 (offer of employment and letter of resignation (if applicable)).
  - Soft copy of recent passport photograph.

- 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 who 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:

- Evidence of having been in the Insurance Industry or engaged in Insurance Business in the last five (5) years that is, January 2021 - 2026 (offer of employment and letter of resignation (if applicable)).
- Soft copy of recent passport photograph.

Upon been cleared for induction, an email will be sent to you from the Institute as regards induction fees.