

Evidence required for Qualifications and/or Gap-fill for SPS purposes

To assist members when applying for a Statement of Professional Standing (SPS), the CISI has compiled the following guidance on the acceptable forms of evidence for non-CISI qualifications and gap-fill.

Only evidence submitted in one of the formats outlined below will be accepted.

Qualifications

- An email directly from the Awarding Body to the CISI (rdr@cisi.org) stating the qualifications passed.
- A certified copy of the qualification certificate – signed/stamped by your Compliance or HR department, or by a Firm Verifier.
- A certified copy of a statement of results from the awarding body on letter headed paper – signed/stamped by your Compliance or HR department, or by a Firm Verifier.
- A CII qualification certificate containing an authentication code.

Gap-fill

(Required if the qualification appears on the FCA Appropriate Qualifications Table with a 'b' in the fourth column)

- An email directly from the Awarding Body to the CISI (rdr@cisi.org) confirming the FCA RDR specialist areas covered and the dates on which the required gap-fill for each area applied for has been completed.