



APPLICATION FOR PROFESSIONAL STATUS

(if your application is for CIB Professional Status please use the specific CIB application form)

Surname

First names

Job title

IBANZ Membership No.

FSP Number

Qualifications

(attach evidence)

NZ Cert Financial
Services (Level 5)
Other (write details
including provider)

Yes

No

Current employer

Employer postal address

Work email address

Phone number

Employment record

(most recent three employers only)

(attach your up-to-date CV)

Employer name

Month/Year
commenced

Month/Year
ended

Total number of years working in the insurance profession

years

The number of continuous years working as an insurance broker

years

Do you currently have an IBANZ Professional Status?

Yes

No

If yes, what is your current status? PIB/PIA

QIB/PQIB

CIB/CQIB

List and attach evidence of the qualifications you have attained

Number of hours completed for IBANZ CPD in last calendar year (attach evidence)?

(this information is available from your dashboard on the IBANZ website)

hours

Professional Status Requested

(see criteria on next page)

PIA

PQIB

CQIB

I apply for the Professional Status shown above and declare the information given is true and correct.

Signature

Date

Please send your application and evidence of qualification(s) to [IBANZ](#)

IBANZ PROFESSIONAL STATUS CRITERIA

To qualify for a Professional Status with IBANZ applicants must meet the following criteria:

You must be an Individual Member of IBANZ.

If you are not currently a member of IBANZ, please check that your employer is a [Corporate Member](#) of IBANZ and follow steps 1 to 5 shown on page 3 of these guidelines.

Professional Insurance Administrator (PIA)

*(replaces PIB Professional Status - **Please note:** PIA is not a suitable status for registered financial advisers)*

PIA Professional Status recognises IBANZ members as being professional practitioners dedicated to continuing professional development.

The achievement and retention of PIA status is an important way for members who are not a registered Financial Adviser (a qualified insurance broker) but handle documentation, administration, claims and other support activities to differentiate themselves from others who cannot demonstrate the same level of commitment to high standards in their activities.

Minimum Criteria for PIA Status

1. Membership - must be an Individual Member of IBANZ.
2. Experience - 7 years in the insurance profession **or** 3 years working for a broker business.
3. CPD requirement – plan and complete a minimum 10 IBANZ CPD hours annually.

Retention of PIA Professional Status

To retain PIA status members must be able to evidence at least 10 IBANZ CPD hours each calendar year. If a member does not achieve the 10 IBANZ CPD hours required in a year their status lapses and they must cease to use the PIA post-nominal.

Professional Qualified Insurance Broker (PQIB)

*(replaces QIB Professional Status - **Please note:** PQIB is the minimum status level for an insurance broker who is a registered Financial Adviser.*

PQIB Professional Status allows brokers, who are registered Financial Advisers, to be publicly recognised as being competent and professional practitioners. It differentiates them and their level of knowledge, competency and ethical standards in the marketplace. Better educated and skilled brokers help support better outcomes for clients.

The achievement and retention of PQIB Professional Status is an important way for brokers who give financial advice to demonstrate the continued growth of their expertise, differentiating them from others who are less committed to high standards in their broking activities.

Minimum Criteria for PQIB Status

1. Membership - must be a current Individual Member of IBANZ.
2. Experience - 7 years in the insurance profession **or** 3 years of continuous broking experience.
3. Qualification - NZ Certificate in Financial Services (Level 5), or equivalent.
4. CPD requirement – plan and complete a minimum 15 IBANZ rated CPD hours annually, of which 1 CPD hour must be from the available IBANZ Conduct & Ethics CPD topics on our website.

Retention of PQIB Status

To retain PQIB status members must be able to evidence they have met the CPD requirement each calendar year. If a member does not achieve the CPD required in a year their status lapses and they must cease to use the PQIB post-nominal.

Chartered Qualified Insurance Broker (CQIB)

(replaces CIB Professional Status)

CQIB is the pinnacle of individual achievement for an insurance broker who is a registered Financial Adviser.

The challenges insurance brokers face in our profession requires the continual raising of standards relating to competency, knowledge, capability and ethical practice. CQIB status distinguishes you from other brokers in a competitive environment. It demonstrates and reinforces your professionalism to clients, colleagues and competitors, as well as the public generally.

Minimum Criteria for CQIB Status

1. Membership - must be an Individual Member of IBANZ for at least 2 years immediately prior to application; **and**
2. Retained PQIB status (or QIB as it was previously known) for this period.
3. Experience - 10 years continuous broking experience.
4. Qualification - NZ Certificate in Financial Services (Level 5) or equivalent.
5. CPD requirement – plan and complete a minimum 15 IBANZ rated CPD hours annually, of which 1 CPD hour must be from the available IBANZ Conduct and Ethics CPD topics on our website.
6. Leadership activities - contribution through insurance related education, mentoring, publications, presentations, technical work or research and similar activities.

Retention of CQIB Status

To retain CQIB Professional Status Members must be able to evidence they have met the CPD requirement each calendar year.

If a member does not achieve the CPD required in a year their status lapses and they must cease using the CQIB post-nominal.

Nomination and Ethical Standing Requirement

All applicants for a Professional Status must be able to overcome any written objection lodged by any member relating to their professionalism and business ethics, **and**

be nominated for the requested Professional Status by a Professional Qualified Insurance Broker (PQIB) or a Chartered Qualified Insurance Broker (CQIB) who, in the case of an employee applicant, is a director or senior manager of the Corporate Member firm in which they are employed. Please include a letter of nomination from your director or senior manager with this application.

Your Privacy

Pursuant to the Privacy Act 2020 (the Act), the following is brought to your attention:

- This Application collects personal information about you;
- The information is collected to evaluate your eligibility for membership.
- The intended recipients of the information are the IBANZ staff and Board.
- The information is being collected and held by IBANZ Inc.
- You have rights to access to and correction of this information subject to the provisions of the Act.

Submission Checklist

(please ensure all these items are completed and included with your application):

- IBANZ Professional Status Application Form;
- A copy of your up-to-date CV which details a history of your insurance working experience;
- A copy of your qualification certificate(s) (example NZ Certificate in Financial Services (Level 5) or equivalent);
- Evidence of your IBANZ CPD hours required and completed in the 12 months immediately prior to this application;
- A letter of nomination from your director or senior manager;
- For CQIB applicants only, evidence of the leadership activities you have undertaken over the last three years.

All applications and consideration for acceptance by the IBANZ Board in its absolute discretion.