

- Exemptions will be available for the following Certificate training courses: Finance for Non-Financial Directors (FFD), Strategy for Directors (SFD) and Leadership for Directors (LFD).
- Exemptions will not be available for The Role of the Board and the Director (RDB) training course.
- Candidates must self-certify that a programme that they have previously completed covers a minimum of 70% of the learning outcomes of the relevant IoD course (both in terms of course material and examination). The IoD may choose to undertake due diligence of the self-certification where it feels this is appropriate.
- Where an exemption is not granted, the IoD will provide access to an appeals process.
- Whilst candidates may be allowed exemptions from the relevant Certificate training course (except RDB), they will always be required to pass the examination.
- Relevant fees must be paid before any exemption(s) will be granted.
- Candidates wishing to undertake the exam only will be provided with a basic package of examination preparation material, e.g. the learning outcomes for the course and an examination overview. However, a more extensive package of preparation materials, e.g. the course manual, practice examination questions and access to learning resources, will only be available to candidates that participate in the training course.
- Exempted candidates will be allowed two attempts at the relevant Certificate examination. However, if they fail twice, they will subsequently be required to attend the IoD training course prior to re-sitting the examination.