

Institute of Directors Exemptions Policy for Certificate and Diploma training courses

Certificate In Company Direction	Course Exemption	Examination
Role of the Director and Board	Not permitted	Must be taken, no exemption
International Role of the Director and Board	Not permitted	Must be taken, no exemption
Strategy for Directors	Not permitted	Must be taken, no exemption
Leadership for Directors	Not permitted	Must be taken, no exemption
Finance for Non-Finance Directors	*Available	Must be taken, no exemption

*Supporting evidence is required

Diploma in Company Direction	Course Exemption	Examination
Developing Board Performance	Not permitted	Must be taken, no exemption

- Exemptions are **ONLY** available for the Finance for Non-Finance Directors (FFD) Certificate training course.
- Exemptions will **no longer** be available for the Strategy for Directors (SFD) and Leadership for Directors (LFD) Certificate training courses from 1st June 2025 onwards.
- Exemptions are **NOT** available, nor will any be granted for the Role of the Director and the Board (RDB) or the International Role of the Director and the Board (IRDB) Certificate training course or the exams.
- Exemptions are **NOT** available for the Diploma in Company Direction course, Developing Board Performance (DBP): both course and exam **MUST** be completed.
- Candidates who have a finance qualification listed in the table below **MUST** submit a copy of their certificate to the Professional Standards team at professionalstandards@iod.com to approve an exemption.

- Whilst candidates may be allowed an exemption from the Finance for Non-Finance Directors (FFD) certificate course, they will **always** be required to pass the Finance for Non-Finance Directors (FFD) examination.
- Candidates who have received an exemption for Finance for Non-Finance Directors (FFD) will be provided with a basic package of examination preparation material, e.g., the learning outcomes for the course and an examination overview. 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 certificate training course.
- Exempt candidates will be permitted two attempts at the Finance for Non-Finance Directors (FFD) Certificate examination.
- If a candidate has **two failed** attempts on the Finance for Non-Finance Directors (FFD) examination, they will be required to pay for and attend the full Certificate training course.
- An exemption outcome granted by the Professional Standards team is **ONLY** valid for **36 months**; therefore, candidates are recommended to complete the exam within that timeframe. Candidates can re-apply for an exemption if this period has passed.
- Where an exemption for Finance for Non-Finance Directors (FFD) is not granted, the Institute of Directors (IoD) will provide access to an Appeal process.

Evidence accepted for the IoD Finance for Non-Finance Directors (FFD) course exemptions

Professional Body for Finance (UK recognised qualifications)	Professional Body for Finance (Internationally recognised qualifications)	Conditions and requirements
ACCA (Association of Chartered Certified Accountants) Members or Fellow Members	Hong Kong: HKICPA	Certificate of qualification and full current membership
CFA (Chartered Financial Analysts) Member	Singapore: ISCA	Certificate of qualification and full current membership
ICAEW (The Institute of Chartered Accountants in England and Wales) Members	Canada: CPA/CA	Certificate of qualification and full current membership
ICAS (The Institute of Chartered Accountants of Scotland) Members	Malaysia: MICPA	Certificate of qualification and full current membership
CIPFA (The Chartered Institute of Public Finance and Accountancy) Members	USA: ICPA/AICPA (CIMA)	Certificate of qualification and full current membership
CIMA (Chartered Institute of Management Accountants) Members or Fellow Members	Bermuda CFA	Certificate of qualification and full current membership
	Ireland CPA/CAI	Certificate of qualification and full current membership
	CPA: SOCPA	Certificate of qualification and full current membership
	Aicpa-CIMA	Certificate of qualification and full current membership

Note the above international exemptions are based on Association of Chartered Certified Accountants (ACCA) and/or Chartered Institute of Management Accountants (CIMA) enhanced standing to membership. In effect, members of these institutes have full entitlement to ACCA and CIMA.

The IoD continues to reserve the right to review specific exemptions against the Chartered qualifications in line with changes to IoD handbooks and the specification relating to the relevant professional Chartered qualifications detailed above.

Evidence **NOT** accepted for the IoD Finance for Non-Finance Directors (FFD) course exemptions

Professional Body and others	Conditions and requirements
AAT (Association of Accounting Technicians)	Not accepted
Level 3, 4 or 5 Diploma	Not accepted
Higher National Diploma (HND)	Not accepted
Diploma of Higher Education (DipHE)	Not accepted

** Please note, CVs or resumes containing only industry experience will **NOT** be accepted as part of the supporting evidence**