

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

To assist members when applying for an SPS, the CISI has compiled this guide to the appropriate evidence required when holding non CISI qualifications or gap-fill. Please see the relevant sections below on what evidence will be acceptable to the CISI:

### Qualifications

- Certified copy of the qualification certificate – signed/stamped by the Compliance department
- Certified copy of a statement of results from the awarding body on letter headed paper – signed/stamped by the Compliance department
- Email directly from the Awarding Body to the CISI ([rdr@cisi.org](mailto:rdr@cisi.org)) stating the qualifications passed

Exceptionally for CFA level 1 (where certificates are not issued) in addition to the above:

- Print-off/screen shot from the member's website showing the pass in CFA level 1. A senior member of the Compliance department must be present when the member is logging on and sign the print-off/screenshot to this effect.

### Gap-fill

Approved gap-fill providers

- Copy of the attendance certificate
- Email directly from the gap-fill provider to the CISI ([rdr@cisi.org](mailto:rdr@cisi.org)) stating attendance at the event

Non-approved gap-fill providers

- Copy of the attendance certificate, official details of the topics covered (agenda or equivalent) and exact breakdown of which gaps are covered in the transitional qualification by which part of the gap-fill event
- Email directly from the gap-fill provider to the CISI ([rdr@cisi.org](mailto:rdr@cisi.org)) stating attendance at the event, official details of the topics covered (agenda or equivalent) and exact breakdown of which gaps are covered in the transitional qualification by which part of the gap-fill event

Qualifications for gap-fill

- Copy of the qualification certificate, official details of the topics covered (syllabus) and exact breakdown of which gaps are covered in the transitional qualification by which part of the syllabus
- Email directly from the Awarding Body to the CISI ([rdr@cisi.org](mailto:rdr@cisi.org)) stating the qualifications passed, official details of the topics covered (syllabus) and exact breakdown of which gaps are covered in the transitional qualification by which part of the syllabus