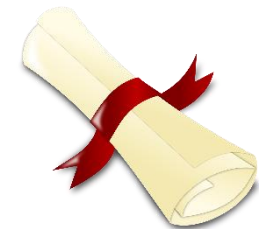


Module Title and Code on Certificate	Date on Certificate	Copy of Certificate Attached? Yes or No

# Exemptions

## Information and Application Form



Do you have QQI component certificates or qualifications from other awarding bodies that you intend to use as exemptions in order to achieve a major (full) award on completion of your current programme?

Claiming an exemption is a procedure carried out by a provider (in this case Laois and Offaly Education and Training Board) when entering a learner for certification in a major award. An exemption can only be claimed for a learner who is applying for a major (full) award:

- If they hold an existing QQI component award

OR

- If they hold an award made by another awarding body where the awarding body is nationally recognised in its own country and operating a quality assured awarding process e.g. State Examinations Commission (Leaving / Junior Certificate), ECDL, MOS, etc.

### How to Apply

In order to apply for an exemption, please complete the application form in this leaflet and return to your module teacher as soon as possible. Your application will then be forwarded to the Quality Assurance Department, LOETB, Ridge Road, Portlaoise. Alternatively, you can apply online by going to the Learner Information section of [www.loetb.ie](http://www.loetb.ie)

It is very important that you apply for this exemption as soon as you start a course in order to ensure that you are eligible for the exemption for which you are applying.

**Applications for exemptions must be received no later than three weeks from the commencement of your module.**

An exemption must be submitted to QQI by the provider on behalf of the learner.

Name	
PPSN	
Date of Birth	
Contact Number	

What Centre are you studying in?
What module(s) are you currently studying?
What is the name of your module teacher(s)?
What major award do you wish to apply for?
<b>PLEASE LIST DETAILS OF THE CERTIFICATION YOU WISH TO USE FOR EXEMPTIONS OVERLEAF</b>