CUA | CUC | CUG | APA

Certificate in Credit Union Operations

LIA DEVELOPING YOUR FUTURE IN FINANCE

Please use **BLOCK CAPITALS,** complete **ALL SECTIONS** of the application form, and ensure you **SIGN** and **DATE** the declaration or we will be unable to process your application.

PLEASE ENSURE ALL MANDATORY * FIELDS ARE COMPLETED

LIA number (if applicable) ☐☐☐☐☐ E

Don't know my LIA Member Number but have previously completed LIA exams or attended LIA events. ☐

Forename(s)*	Staff number (if applicable)
Surname*	ATU Sligo Student Number
Mr/Mrs/Ms/Miss*	Date of birth* Day / Month / Year
Home address line 1*	Nationality**
Home address line 2*	Gender** Male ☐ Female ☐ Other ☐
County*	PPSN number**
Country*	Address for correspondence* **Private** ☐ **Business** ☐
Eircode*	Mobile*
Employer	Home telephone
Work address line 1	Work telephone
Work address line 2	If you are under 23 years of age, please tick this box to confirm that you have sat the Leaving Certificate (or equivalent) ☐
County	
Country	
Eircode	

Email*

Due to data protection/security, shared/generic email address (e.g. info@ etc) are not accepted.

DISCLAIMER

**LIA seeks this information as an authorised agent on behalf of Atlantic Technological University Sligo, a specified body under Schedule 5 of the Social Welfare Consolidations Acts. Atlantic Technological University Sligo requires this information to comply with its obligations under the Higher Education Acts. This information is stored in an encrypted manner until it is transferred to Atlantic Technological University Sligo and is then deleted. LIA has no access to the unencrypted information to which is collected solely for the purposes of performing its contractual obligations with Atlantic Technological University Sligo. Please see our privacy policy for how we treat your personal data. If you have previously provided us with this data there is no need to do so again.

TICK ONE BOX ONLY PER MODULE FROM COLUMN A, B OR C. TICK BOX D IF APPLICABLE**.

ALL EXAMS ARE DELIVERED ON-LINE (PLEASE ENSURE YOU COMPLETE THE CONSENT FORM ATTACHED).

Module	Exam Date	A New Registration Includes 23/24 textbook €350 per module	B Re-registration if 23/24 textbook is required €240 per module	C Re-registration if 23/24 textbook is NOT required €200 per module	D Study Fee** €100
Credit Union Governance & Risk	13th Jan 2024				
	18th May 2024				
	14th Sept 2024				
QFA Regulation	6th Jan 2024				
	11th May 2024				
	7th Sept 2024				
Credit Union Practices	20th Jan 2024				
	25th May 2024				
	21st Sept 2024				
QFA Loans	20th Jan 2024				
	25th May 2024				
	21st Sept 2024				
	Total amount	€			

It is important that all information provided is correct to avoid delays in processing your application. Closing dates for registrations can be found on our <u>website</u>. Your textbook will be dispatched within 7 working days of registration, this may be subject to change during busier periods. Textbooks will be sent to the address you have chosen above, someone should be available to accept the package upon delivery.

Fees are non-transferable and non-refundable. We do not accept deferrals from one exam sitting to another, in this instance re-registration fees apply.

STUDY FEE

**If you are not already paying an annual LIA membership fee, you are required to pay one study fee (€100) in addition to your first module fee. This covers you for 12 months study i.e. you can enrol on any number of modules during that time without being charged the study fee again. Those who hold annual membership with LIA are not required to pay the study fee if enrolling on modules.

COURSE PAYMENT

This section **MUST** be completed as part of your application unless you are making payment by Cheque / Bank draft / Postal order.

PAYMENT BY DEBIT / CREDIT CARD ☐

Due to the recent introduction of Strong Customer Authentication* by banks, we can no longer process credit card payments on behalf of students using only the credit card details.

A member of our course applications team will contact you to arrange payment.

*Strong Customer Authentication (SCA) is a new European regulatory requirement under the second Payment Services Directive (PSD2), aimed at reducing fraud and making online payments more secure. SCA involves two factor authentication, so having credit card details is no longer enough to process an online payment, you will now also need at least one other authentication method e.g. a code texted to your phone by your bank and/or biometric authentication, such as a fingerprint.

PAYMENT BY COMPANY GROUP PAYMENT SCHEME ☐

Complete if LIA has approved your company to use the Company Payment Scheme. Please pass this application form to your LIA Relationship Officer (LRO) for completion and authorisation. All details must be completed and authorised before your application can be processed.

Name of employee _____

Name of company _____

DETAILS OF AUTHORISED SIGNATORY ON LIA AUTHORISATION FORM

Name of authorised signatory
(PLEASE PRINT NAME) _____

Signature of authorised signatory _____

Purchase Order Number: PO ☐☐☐☐☐☐☐☐☐☐

T + 353 1 456 3890   LIA Member Services Department
E courseapplications@lia.ie   LIA House
www.lia.ie   183 Kimmage Road West
Dublin 12, Ireland

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BECOMING AN LIA MEMBER

You can become a full member of LIA at any stage in your studies. By becoming a member of LIA you demonstrate your commitment to your chosen profession. Member benefits include a range of online resources, quarterly editions of The Advantage magazine, access to influential peers through our seminars, events, dedicated LinkedIn groups and much more. You can download our membership application from or apply online at www.lia.ie/membership. **Qualified membership of LIA is required when applying for an LIA designation.**

Declaration: I wish to register for the course(s) and exam(s) selected above. I have read and understood the terms and conditions for registration on this course (as set out on www.lia.ie) and LIA's general Terms & Conditions (available on www.lia.ie or by post on request) and I agree to be bound by these terms and conditions. I consent to LIA processing, holding and disclosing my personal data as per LIA's privacy statement (available on www.lia.ie or by post on request), which may change from time to time based on legal or regulatory requirements.

MARKETING PREFERENCES

Please select whether you agree or do not agree to be contacted about LIA products and services that may be of benefit to you in the future.
Please choose for each of the three options:

	Agree	Do not agree
LIA educational programmes/courses	☐	☐
LIA seminars and events	☐	☐
LIA membership benefits/services	☐	☐

Print Name _____   Date [ ][ ] / [ ][ ] / [ ][ ][ ][ ]
                                          Day   Month   Year

HOW DID YOU HEAR ABOUT US?

Search Engine ☐   Other

Twitter ☐

LinkedIn ☐   [   ]

Facebook ☐

Word of mouth ☐

CONSENT FORM FOR PARTICIPATION IN LIA ONLINE EXAMS

LIA offers you the opportunity to take part in remotely monitored online examinations. In this case, you can take an online exam directly from home. In addition to the data protection information (processing in accordance with EU-DSGVO/GDPR3 article 6(1)(b),(c) and (f) - https://gdpr-info.eu/art-6-gdpr/) in the study registration form you have signed, LIA requires your consent to Online Proctoring (OP) of a regular examination (in e-testing format), because additional personal data is collected during the OP which is not required in regular examination procedures. The provisions of the General Data Protection Regulation (GDPR) apply to the storage and processing of data. This means that only authorized persons, i.e. examination office, examination board (in cases of doubt) have access to your examination session data.

GOAL

The main purpose of the OP is to ensure a smooth examination process for both you and LIA, i.e. the so-called Academic Integrity4. The aim of the collection of voice, video and photo recordings (data) is that a proctor (or supervisor or surveillance staff) can visually observe the identification of the candidate and the examination process to ensure that academic integrity is maintained. In addition to your first name, last name and e-mail address, data in the form of ID photos (prepared by you), screenshots, webcam photos, webcam video streams and, if applicable, smartphone video streams are digitally captured, stored and processed during the OP to fulfill the main purpose of the OP (see above). Otherwise, the same rules apply as in a normal on-site written examination. Violations of the rules (e.g. identity fraud, unauthorized aids, plagiarism, etc.) will be punished in a same way as in a normal examination. Familiarize yourself with the rules and guidelines of the respective exam in the online campus (or by a supervisor).

SECURING YOUR OWN PRIVACY

Before starting the OP process, you will be asked to prove your identity. The display of ID information (especially photographic ID) is required by law. Be aware that you are responsible for covering all unnecessary data (e.g. health or social security numbers) before taking a photograph.

CONSENT AND CONFIRMATION OF "CLARIFICATION"

In order to take the online exam, LIA requires proof of clarification and your consent. By participating in the remote monitoring of your examination, you confirm that you have been informed about it; that the monitoring is carried out by Dutch Company ProctorExam; that parts photo ID such as your driver's licence or passport (which are not covered) will be photographed and stored in order to verify your identity for verification; that you will be asked to make a 360-degree video recording of the test environment in which you and your computer are located to be saved in order to ensure a proper test environment; that you and your screen are filmed throughout the exam and noises are recorded in the working environment. These recordings are saved so that you can later prove that you performed the exam properly. The OP rules of conduct can be found at https://www.proctorexam.com/exam-rules/ and the notes on data protection and our Privacy Impact Assessment5 can be found at https://www.lia.ie/about/privacy. To get an impression of how an online exam with ProctorExam works, we recommend that you read our Exam Online User Guide https://7eb90794.flowpaper.com/LIAOnlineExamUserGuide20232024/#page=1.

DECLARATION

"I understand that language, video and photo footage of me, my environment, my screen and my ID document will take place. These serve the purpose of monitoring the module examination for the academic qualification required by law. These records will be stored on the servers of ProctorExam until it has been confirmed that the exam has been passed properly. If irregularities occur or there is a suspicion of misuse, the records are transferred to a secure location on one of the institutionally approved storage media for personal data. The Examination Office and the Examination Board only have access to this data to verify that the examination rules have been followed."

With regard to participation, the following points were clarified:

- I declare my consent to the above facts.
- I am aware that I can revoke this consent at any time for the future without giving reasons.
- I am aware that participation in this examination procedure will then no longer be possible. The LIA Examinations Regulations regulate how grading is to be handled. "* 6
- I declare that by typing my name below and returning this form to LIA that I am explicitly consenting to use of the online exam and OP facility.
- I am aware of the system and device requirements to sit my exam online. (*Please click here to view the requirements)

Full Name

LIA Member No.

Date

Day / Month / Year

FOOTNOTES

3 EU-DSGVO = EurOnline Proctoring sche Datenschutz-Grundverordnung / GDPR = General Data Protection Regulation

4 Academic Integrity: honesty, trust, fairness, respect, responsibility

5 Data Privacy Impact Assessment = DPIA: DPIA describes the reasons, risks, and mitigation measures for violating privacy laws

6 Note: This is required in order to take part in online examinations being run by LIA