

## 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 and gap-fill. Only evidence submitted in the below format will be accepted:

### Qualifications

- Email directly from the Awarding Body to the CISI ([rdr@cisi.org](mailto:rdr@cisi.org)) stating the qualifications passed.
- 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.

### Gap-fill

- We require an email directly from the Awarding Body to the CISI ([rdr@cisi.org](mailto:rdr@cisi.org)) stating the required gap-fill has been completed.