



CIM

The Chartered
Institute of Marketing

TR511

CPD Year Break Policy

Introduction

This policy is intended as a guide for Chartered Marketers, or those that are working towards it, who due to personal circumstances are unable to submit their Continuing Professional Development (CPD) record for the current year. CIM appreciates that there may be circumstances beyond member's control which affect the ability to submit and therefore a CPD Year Break can be applied for.

Definition of CPD Year Break

A year break may be applied in cases where the above member group is unable to undertake any learning and development activities over the 12 month period and are therefore unable to submit CPD.

Examples of when a CPD Year Break may be applied:

- Maternity / Paternity
- Illness
- Other

Consideration will be given due to extenuating circumstances but must be applied for with supporting documentation.

CPD Year Break cannot be applied due to: redundancy, retirement or unemployment. CIM offers a range of free benefits for members to use towards their CPD such as: access to Exchange platform, mentoring programme, free events or The Catalyst magazine.

Responsibilities of CPD Year Break applicant

All applicants are responsible for providing relevant supporting documentation and ensuring that their application is made before their CPD submission deadline. The evidence must be dated within the same timeframe as the CPD year.

Responsibilities of CIM

All applications are reviewed on a case by case basis. We may request further information in support of your application, if required. CIM reserves the right to reject the application if satisfactory requirements are not met. CIM will contact you within five working days of receiving your application.

Additional Information

All members can apply for up to three CPD Year Breaks within their membership lifetime. For extenuating circumstances further applications may be considered along with additional supporting documentation.

Related CIM policies

Reduced Rate Policy

Policy Owner: Director of Customer Experience and Operations

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