

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

**DECLARATION OF COMPLIANCE FOR THE PERIOD
1ST JANUARY – 31ST DECEMBER 2011**

Please note that you are required to complete this form (by ticking the appropriate box) and return it to the Institute's office either by post at the address shown below or electronically (scanned copies are acceptable) so that it is received by **31st January 2012 at the latest**.

The Institute reserves the right to inspect and verify a member's CPD records. If you are selected for review you will be required to let us have sight of your CPD records relevant to the declaration period.

Membership No:.....Name.....

Address.....

.....Post Code.....

Tel No:.....email address.....

CPD FOR THE PERIOD 1ST JANUARY – 31ST DECEMBER 2011

I..... (insert full name) declare that **I have complied** with the Institute's CPD requirements for the above period

I..... (insert full name) declare that **I have not complied** with the Institute's CPD requirements for the above period

I..... (insert full name) declare that **I am exempted from complying with the Institute's CPD requirements** for the above period because:
(please give reasons using a separate sheet)

Members who are experiencing real difficulty in complying with the rules and wish to claim some exemption should make their request in writing to the Secretary General. This should include brief details for the request.

Signed.....Date.....

Name (please print).....

You are reminded that members are required to undertake 80 hours of CPD per calendar year of which a minimum of 12 hours must be structured training and the remainder either structured or unstructured training. It will be possible to meet this annual requirement on an averaging basis over any two consecutive years. The definition of structured and unstructured CPD can be found at: <http://www.theiit.org.uk/CPD.pdf>