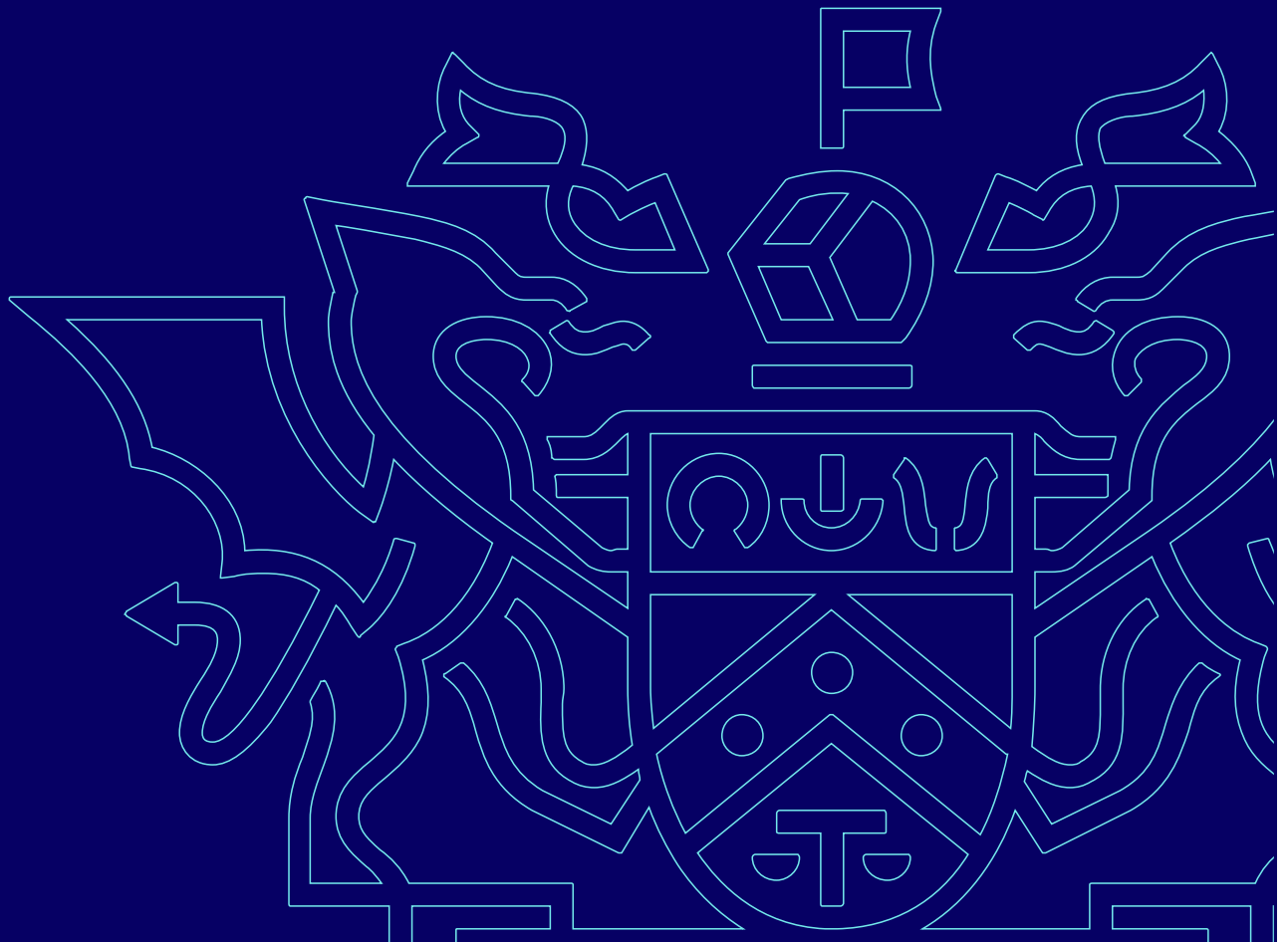


CIM

CX012 CPD Year Break Policy



POLICY TITLE	CPD Year Break Policy		
POLICY VERSION	V2	POLICY REFERENCE	CX012
REVIEWED DATE	September 2023	NEXT REVIEW DUE	September 2024
POLICY OWNER	Head of Customer Experience and Operations	RISK REGISTER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		STAFF INDUCTION	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Version history			
Version	Revision date	Description of change	Approved by

Related Documents		
Document Title	Document owner	Location
CPD Year Break Application Form	Head of Customer Experience and Operations	CIM CPD Year Break Form.pdf

Purpose

This policy is intended as a guide for professional members who are not able to complete their CPD (Continuing Professional Development) due to an extenuating circumstance. The Chartered Institute of Marketing (CIM) appreciates that members may wish to keep their CPD consecutive whilst working towards Chartered Marketer status or in order to retain their Chartered Marketer status.

Scope

Members can apply for a CPD year break to cover their current CPD year or the forthcoming CPD year. We do recommend the member has renewed their membership for the following year for us to apply it to the record. The CPD year break cannot be applied to members who are out of work or have been made redundant. This is because activities can be completed on our Content Hub or at home. A CPD year break can also only be applied if a member has completed one year towards obtaining Chartered Marketer status or if they hold Chartered Marketer status. Members can only have a maximum of three CPD year breaks consecutively. However, each application is assessed on a case by case basis.

Policy statement

Members who wish to apply for a CPD year break should complete the [CPD year break form](#) and return it to cpd@cim.co.uk. Members can apply for a CPD year break at any point, however, if close to their renewal date we will advise them to renew first.

All applications are assessed on a case by case basis, and CIM reserves the right to request evidence to support an application if necessary. CIM will review the application for a year break within five working days and if approved, we will send communication to confirm this.

When a CPD year break is approved it applies to a single CPD year, most members can resume their CPD after that. Following a CPD year break it is a member's responsibility to either submit their CPD by their usual submission deadline or contact us if their circumstances mean that a further year break is required.