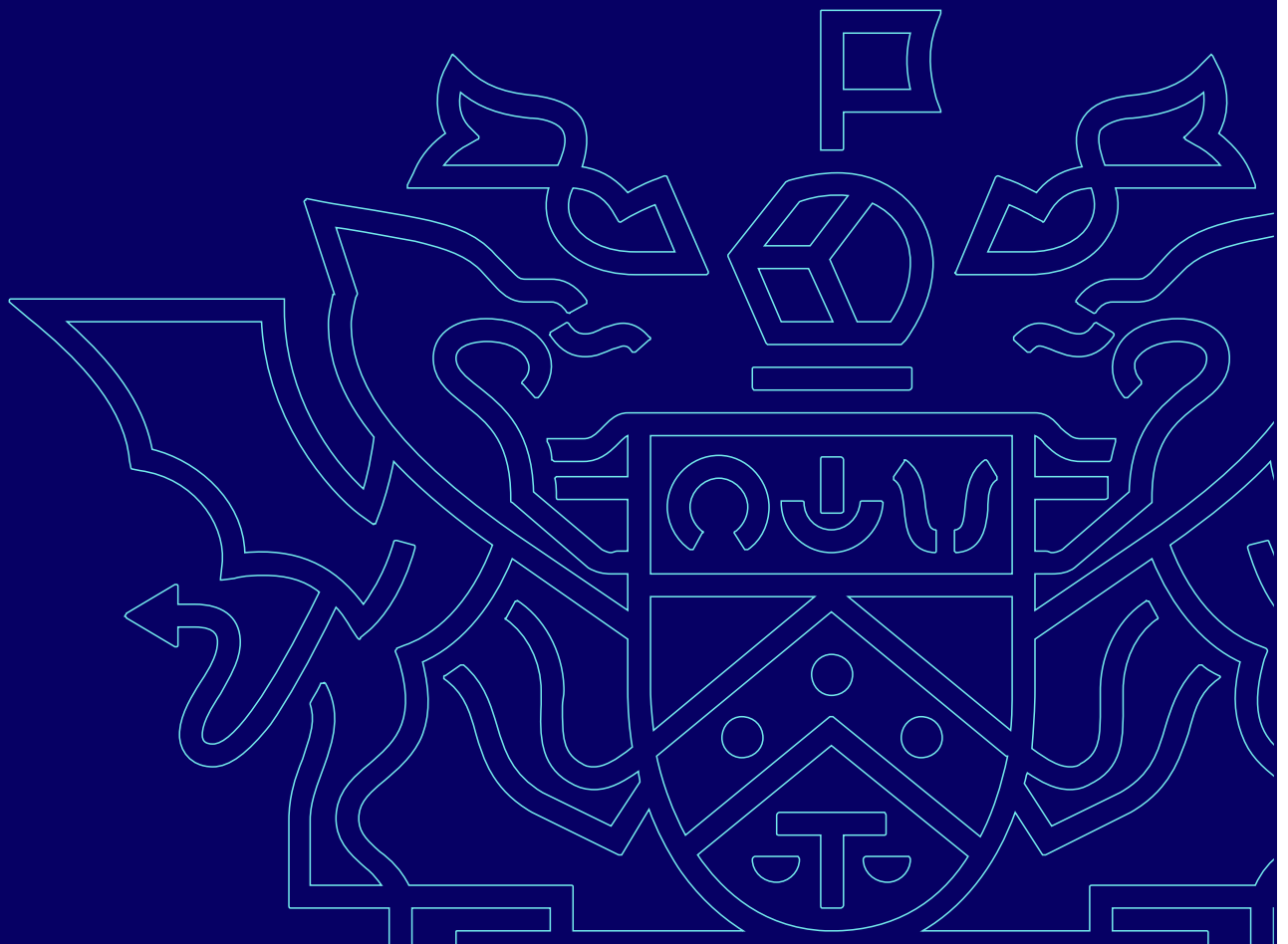


CIM

CX012 CPD Year Break Policy



POLICY TITLE	CPD Year Break Policy		
POLICY VERSION	V4	POLICY REFERENCE	CX012
REVIEWED DATE	March 2025	NEXT REVIEW DUE	March 2026
POLICY OWNER	Head of Customer Experience & Operations	RISK REGISTER	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		STAFF INDUCTION	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Related Documents		
Document Title	Document owner	Location
CPD Year Break Application Form	Head of Customer Experience and Operations	https://my.cim.co.uk/media/73329/cim-cpd-year-break-form.pdf

Purpose

This policy is intended as a guide for Chartered Marketers, or those working towards the status, who are not able to complete their CPD (Continuing Professional Development) due to personal circumstances. The Chartered Institute of Marketing (CIM) appreciates that there may be circumstances which affect the ability to submit and therefore a CPD Year Break can be applied for.

Scope

Members can apply for a CPD year break to cover their current CPD year or the forthcoming CPD year. The CPD year break cannot be applied due to redundancy, retirement or unemployment, as CIM offers a range of benefits to use towards CPD such as materials found within the Content Hub. Members can apply for up to three CPD year breaks within their membership lifetime, 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 along with supporting documentation. CIM will review the application for a year break within five working days and will send communication confirming the outcome.

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.