

**Application for Membership (MInstCPD) or Fellowship (FInstCPD)  
for employees or members of Corporate Affiliates**

Full name \_\_\_\_\_

Title (Mr/Ms etc) \_\_\_\_\_ Date of birth \_\_\_\_\_

Honours/Awards/Designatory letters \_\_\_\_\_

Other professional bodies of which you are a member \_\_\_\_\_

Home address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Company/Organisation \_\_\_\_\_

Position held \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Please indicate preferred correspondence address: Home  Work

**Declaration**

I hereby confirm my commitment to CPD and that the information given in support of my application is accurate. I agree, if admitted to membership, to abide by the Institute's Code of Conduct and bye-laws (available at [www.cpdinstitute.org](http://www.cpdinstitute.org)).

- I am applying for the class of Member and enclose with this form *a copy of my CV*, together with my first subscription.
- I am applying for the class of Fellow and enclose with this form *a copy of my CV and a copy of my CPD record demonstrating that I have undertaken a minimum of 40 hours of relevant CPD during the last 12 months*, together with my first subscription.

Signature \_\_\_\_\_ Date \_\_\_\_\_

A special annual subscription rate of £75 plus VAT is payable by employees or members of Corporate Affiliates. Please send your application, with a cheque for £88.12 made payable to ICPD, to The Membership Office, CPD Institute, Grosvenor Gardens House, 35/37 Grosvenor Gardens, London SW1W 0BS, United Kingdom.

# Continuing Professional Development

## How is CPD defined?

CPD, a key component of lifelong learning, can be defined as the systematic maintenance and improvement of knowledge, skills and competence, and the enhancement of learning, undertaken by an individual throughout his or her working life.

## What constitutes CPD?

One or more of the following can normally be counted towards CPD:

- Certified attendance at conferences, seminars, workshops or courses having a formal structure.
- Successful completion of a relevant programme of accredited study.
- Private study, the learning outcomes of which can be demonstrated.
- Attendance at meetings, working groups or panels where a significant personal contribution is made.
- Job development and experience-based learning.
- Assisting in the professional development of others through coaching, mentoring, assessing or counselling.
- The publication of material, including research, relating to one's profession.
- The preparation and delivery of presentations to colleagues, fellow professionals or the public.

### **The Institute of Continuing Professional Development**

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