



Application form for Fellowship of the Institute

For members of the Institute for the Management of Information Systems



Part 4 of the Institute for the Management of Information Systems professional development guide recommends that members undertake a minimum of 20 hours of CPD per annum either in formal study leading to an award or through other recognised CPD activities. Fellowship of The Institute of Continuing Professional Development is based on 50% excess of the IMIS recommendation.

The requirement for Fellowship (FInstCPD) is therefore: **an annual amount of 30 hours minimum of qualifying CPD, undertaken in the 12 month period preceding application.**

Personal and contact details

Full name.....Title (Mr/Ms etc).....

Honours/Awards

Professional qualifications/letters.....

Grade of IMIS membershipDate of birth.....

Home address

.....

Telephone.....Mobile

Email.....

Company.....

Position held

Company address

.....

Telephone.....Fax.....

Email.....

Please indicate preferred correspondence address: Home Work

The current annual subscription is £100 plus VAT. Please enclose with your application a cheque for £117.50, payable to ICPD.

Declaration

I hereby apply for admission to Fellowship of The Institute of Continuing Professional Development and declare that, in the 12 month period to the date of this application form, I have completed no less than 30 hours of qualifying CPD activity. I confirm that the information in support of my application is accurate and agree, if admitted, to abide by the Institute's bye-laws (available at www.cpdinstitute.org).

SignatureDate

**Please send your application, together with supporting material and subscription fee to:
The Membership Office, The Institute of Continuing Professional Development, Grosvenor Gardens House,
35/37 Grosvenor Gardens, London SW1W 0BS, UK Tel +44 (0)20 7828 1965 info@cpdinstitute.org**

With reference to the guidelines on the opposite page, please summarise your 'qualifying CPD activity' over the past twelve months by completing the form below and/or attaching a copy of your CPD record. Please also attach appropriate supporting material in respect of the CPD activity.

Activity	No. of hours	Comments
Full-time residential Course		
Full-time Non-residential Course		
Day Release/Evening Course		
Seminar/Conference/Exhibition		
Distance/Open Learning		
Computer-Based Training		
Structured Self Study/Reading Assignments		
Writing Papers/Articles for Publication		
Attendance at Professional Institute Meetings/Activities		
Coaching/Tutoring/Teaching Monitoring Others		
Making Presentation/Speaking at Conferences, Seminars		
Secondments/Special Projects		
Networking/Sharing Good Practice		
Relevant Voluntary or Public Office Activities		
Other (Please Specify)		
Total hours		

FOR INTERNAL USE ONLY

Approved for membership

Initials

Date.....

General Guidelines on what qualifies as relevant CPD

- 1) The greater majority of CPD should focus on professional and/or technical topics relating specifically to maintaining competence in current or potential roles and responsibilities;
- 2) Topics relating to the acquisition of business management or consultancy skills;
- 3) Such other topics intended to increase management or business efficiency and effectiveness.

Items 1) to 3) above to be achieved by one or more of the following means:

- a) Attendance at conferences, workshops, seminars and courses, and technical meetings having some formalised structure;
- b) Undertaking a programme, which may include participation in distance, multi or flexible learning opportunities, or other supervised study involving a programme of reading or recorded lectures, on completion of which programme a qualification may be awarded;
- c) Attendance at meetings, working groups and panels requiring evidence of a significant personal contribution;
- d) Formal private study and pre-course reading in a structured form on pre-defined themes;
- e) Job development and experience-based learning including through project secondments and placements, temporary job changes, exchanges and development of subordinates and trainees;
- f) Preparation for publication of technical work, research and the preparation and first delivery of presentations to colleagues and other professionals; and
- g) Additional professional activities such as acting as an assessor, an external examiner or similar.

Qualifying CPD activity shall normally be computed as follows:

- 1) The maximum time attributable to any qualifying CPD activity shall be the duration from the opening to the close of any formal event calculated to the nearest half hour or from the commencement to the completion of other informal activities;
- 2) If attendance is for only part of a qualifying CPD activity, only the time attended shall be counted;
- 3) Time spent in administering CPD activity shall not qualify; and
- 4) Regular reading of professional journals does not normally count as "private study" although the study of articles in professional journals relevant to a structured programme of study is eligible.

Please note that Fellowship of the Institute does not necessarily infer compliance with the CPD or Lifelong Learning rules of an individual's own professional body, which the latter remains free to enforce independently.



The Institute of
Continuing Professional Development

www.cpdinstitute.org

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