# Application for CPD Deferral

We recognise that in certain circumstances it may be difficult to meet the LI’s minimum CPD requirements.  We ask that you maintain your professional development whatever your circumstances, but in exceptional circumstances, exemptions can be considered if you are:

* On maternity, paternity or adoption/fostering leave for a sustained period of time
* Those with caring responsibilities
* Those who are experiencing a long term illness
* Those who may currently be non-practising for compassionate reasons

The continuation of CPD for members in these circumstances is important as it ensures they are ready and competent to return to work when able to do so.

Members who feel that they may have difficulty in meeting the CPD requirements can apply for an exemption and requests will be considered on a case by case basis. Those members granted an exemption will be required to submit their CPD record for the following year.

*We aim to respond to your application within 5 working days.*

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| --- | --- |
| Name |  |
| Membership number |  |
| Date of request |  |
| Reason for deferral |  |

**What happens next?**

Your application will be reviewed by the LI staff team.

If your application is accepted: We will no longer ask for your records as part of the current monitoring exercise and your name will be added to the list of members to be included in the exercise for the following year.

If your application is declined: You will need to submit your CPD records as originally requested. To take into account the time the deferral application has taken to be reviewed you will receive a small extension to the original deadline.

Please return this form to [cpd@landscapeinstitute.org](mailto:cpd@landscapeinstitute.org)