



# CPD Concession Application

CPD year 2022



***Please read these notes carefully before submitting your application.***

Concessions or reductions to members CPD requirements may be provided on a discretionary basis. The following circumstances will be taken into consideration

- For members re-joining during the year CPD will apply on a pro-rata basis for the year of re-joining.
- New members are exempt for their 1st calendar year of membership and will be subject to the CPD policy from the following January.
- Personal Circumstances.

<b>Circumstances</b>	<b>CPD Requirement</b>
Unable to work due to Long term ill health and in receipt of a reduced membership fee	Exempt
Retired member/fellow, in receipt of a reduced membership fee	Exempt, where the member is no longer in receipt of any paid employment, be it part time, consultancy or adhoc
**Extended Sick Leave	Exempt where the leave is 4 weeks or more
**Maternity Leave	Exempt for the period of 26 weeks' maternity leave together with 16 weeks additional unpaid maternity leave
**Parental Leave	Exempt only where the leave is taken in blocks of 4 weeks or more
**Adoptive Leave	Exempt for the period of 24 weeks' adoptive leave with 16 weeks' additional unpaid adoptive leave
**Carers Leave	Exempt where the leave is 4 weeks or more
**Career Break	Exempt where the leave is 4 weeks or more
Career Change	Members who are no longer practicing as an Accounting Technician / working in the Finance Industry / have changed career, may apply for a concession.
COVID Pandemic	Members who have been unduly affected by the Covid19 pandemic and prevented from completing CPD may apply for a concession

\*\*Where members come within any of the above categories for only part of a CPD year, the exemption will apply on a pro-rata basis.

Discretion to grant any CPD concessions is reserved to Accounting Technicians Ireland. Other than the circumstances set out above, the CPD policy outlined will apply to all categories of member, regardless of employment status, employer or country of residence.

Please complete **ALL** fields or your application cannot be processed

**First name(s):** \_\_\_\_\_

**Surname:** \_\_\_\_\_

**Membership Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I wish to apply for a concession in my annual CPD requirement based on the following circumstances:

- Re-joining Member, date of re-registration** \_\_\_\_\_
- Long term ill health**
- Retired**
- Maternity Leave**
- Parental Leave**
- Adoptive Leave**
- Carers Leave**
- Career Break**
- Other** (please specify) .....

**Please outline the reasons for your application and applicable dates of leave**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OR**

**I declare I do not work in the Accounting or Finance Industry and do not act as an Accounting Technician or Accountant in any capacity either paid or unpaid.**

**Employer Name:** \_\_\_\_\_

**Industry:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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All applications must be supported by evidence in the form of:

- Social Welfare Certificate
- Evidence of Parental Leave
- Company letter
- Other illustrative or supporting evidence

Applications cannot be considered without appropriate supporting documentation.

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**All CPD Enquiries and Concession applications should be directed to**

CPD Programme Manager  
47-49 Pearse Street, Dublin 2

Tel: 01-649 8125 / 6498102

Fax: 01-633 6846

Email: [cpd@accountingtechniciansireland.ie](mailto:cpd@accountingtechniciansireland.ie)

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For office use only:

Approved  Yes/No

Concession Granted      hrs      mins

Concession uploaded to MyCPD  Yes/No

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### **Data Protection Notice**

Accounting Technicians Ireland confirms that it is fully compliant with the General Data Protection Regulation (GDPR) and undertakes to maintain personal data in secure conditions with appropriate technical and organisational measures to protect it from unauthorised access or use. The data held about you will be disclosed to relevant staff and other relevant parties on a need-to-know basis within Accounting Technicians Ireland. All staff are made aware of the procedures they must follow to ensure that your data is appropriately protected.

### **Your Queries**

If you have any queries about this notice or how your data is being processed please contact the Data Protection Advisor by email on [dp@accountingtechniciansireland.ie](mailto:dp@accountingtechniciansireland.ie) or by post Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2.