



CPD Concession Application

CPD year 2023



Please read these notes carefully before submitting your application.

Concessions or reductions to members CPD requirements may be provided on a discretionary basis. Please read this entire document to see if you qualify. 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 or Professional Circumstances.

Circumstances	CPD Requirement
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
Internal CPD Requirement <i>Must be supported by letter from employer</i>	Members who must complete at least 15 hours of CPD annually as part of their terms of employment

**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**
- COVID Pandemic**
- Internal CPD Requirement** *(Must be supported by letter from employer)*
- Other** (please specify)

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

OR

In the case where a member no longer works as an Accounting Technician:

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: _____

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.

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

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 or by post Accounting Technicians Ireland, 47-49 Pearse Street, Dublin 2.