

CPD requirements for Chartered members on career break

For the purpose of CPD we differentiate between planned and unplanned career breaks:

Planned career breaks

Examples of planned career breaks are maternity/paternity/adoption leave, carers leave, time out to study/travel/work a different job.

Chartered members preparing for a planned career break can choose between the following two options:

Option 1:

Record a minimum of 5 completed activities and 3 Forward Plans by the deadline of 31 December for the usual opportunity to maintain Chartered status without interruption.

Option 2:

[Notify the CIEHF](#) that you are having a career break and will not record CPD for assessment. However, as recording acceptable CPD is a requirement, Chartered status for the following calendar year will be lost. When preparing to return to work, you can then record CPD for assessment and apply to regain Chartered status for the remainder of that calendar year by [emailing us](#).

Unplanned career breaks

Examples of unplanned career breaks are significant illness, unexpected prolonged caregiving responsibilities, or other situations of extreme difficulty over a prolonged period of time.

Chartered members who find themselves on an unplanned career break and feel unable to complete and record acceptable CPD by the deadline of 31 December should:

1. [Notify the CIEHF](#) about your circumstances affecting your ability to complete or record CPD by the deadline of 31 December as soon as you are able to do so.
2. Once you are able to complete your CPD activities, [inform the CIEHF](#) that you are now in a position to record your CPD for assessment and the opportunity to maintain or regain Chartered status for the remainder of the calendar year.
3. If the unplanned career break takes place over the recording deadline of 31 December and assessment period and acceptable CPD is not recorded, you will lose Chartered status*, but will have the opportunity to regain it once you are able to complete and record acceptable CPD activities. Your CPD can be assessed at any point in the year and Chartership could be regained for the remainder of the calendar year. [Request CPD assessment](#).

In all scenarios, you have the option to notify the assessors about your career break in one of the CPD activities, and the assessors will consider that variety of activities and practical application of learning may be restricted. Acceptable CPD activities for members on career breaks include:

- Reading HF related books or articles
- Attending live webinars or accessing webinar recordings
- Staying in touch days with work
- Completing online CPD or microlearning course
- Attending online workshops
- Other forms of self-study

Whilst the CIEHF recognises that completing CPD during career breaks may be challenging, it is important for professionals to keep in touch with the profession and prepare themselves for returning to work after extended breaks.

If you feel that the above options do not cover your specific circumstances, or you have any questions, please get in touch so we can discuss your situation. We will try to help as much as we can.

Please send all communication, notifications or requests for assessment of CPD to membership@ergonomics.org.uk All communication will be treated in the strictest confidence.