



CPD waiver/ partial waiver application form

CPD requirement

All registrants, whether practising or non-practising, must ensure they meet the GCC's CPD requirements each year.

CPD is important as it is the mechanism by which registrants assure the GCC that they remain up to date, which is why we only rarely exempt registrants from the requirement.

What can I do if I haven't completed all or part of the CPD requirement by the end of the CPD year?

In certain circumstances the Registrar may exercise a discretion to waive all or part of a registrant's CPD requirement or allow longer for CPD to be completed if exceptional circumstances have prevented you from completing your CPD by the end of the CPD year.

When might the Registrar use his/her power of waiver?

Ill health and bereavement are both generally acceptable. However, all applicants are considered on a case by case basis.

What is not considered as an exceptional circumstance?

The following list gives details of some circumstances that are not generally considered to be exceptional and for which CPD is unlikely to be waived:

- Work pressure
- Short-term problems or illness
- Personal disruptions that are not serious, which includes travel, holidays etc.
- Financial problems
- Retirement
- Routine child care
- Disciplinary matters
- Cancellation of a CPD event.

How do I apply for waiver of my CPD?

Full waiver – if you have not been able to do **any** of your CPD requirements, you should complete and return this application form along with evidence of your exceptional circumstances to support your application.

Partial waiver – if you have been able to do some, but not all of your CPD requirement, you should complete this application form, provide us with evidence of your exceptional circumstances along with a completed CPD record summary as normal giving the CPD you have been able to do. This is because the Registrar will need to know how many hours he or she is being asked to waive.

What form of evidence is acceptable?

The following table gives details of some forms of evidence that are likely to be acceptable. In some circumstances that Registrar may ask to see evidence of a specific course that you booked.

Circumstances	Evidence which is likely to be acceptable
Long term illness	An original medical report or letter from the medical practitioner responsible for your care, confirming the nature of the illness, the date you became ill and also when you may be able to undertake CPD and fill in your paperwork again.
Personal circumstances	An original medical report along the lines above. Certified copy of Death certificate in case of bereavement.
Family illness	An original medical certificate or letter from the medical practitioner responsible for the care of the patient, confirming the nature of the illness.
Maternity/ Paternity	A letter confirming the period of leave from your employer, documentation showing maternity/ paternity pay, or a GP letter.

What if I have a question?

If you have any questions, please do get in touch with us either by phoning the registrations team on +(0)20 7713 5155 x5501; or by emailing cpd@gcc-uk.org.

Please fill in all sections of this form and ensure you sign and date the declaration

1. Your full registered name:

2. GCC registration number:

3. This application is for waiver of:

Give CPD year for which you are claiming exceptional circumstances: 20_____ to 20_____

4. I am applying for a waiver of:

- some of my CPD hours
 CPD record summary completed online

Give the number of hours you have been unable to complete:

Hours learning with others: _____ Hours learning alone: _____

or

- all of my CPD hours

5. Exceptional circumstances

Give details below of the exceptional circumstances that have prevented you from completing CPD:

6. Evidence enclosed

State below the evidence you are enclosing with this application form:

7. Declaration

I declare that the information I have provided in this application form is complete, true and accurate.

Signed:

Dated:

Once you have filled in this application form, email it us along with your evidence, to cpd@gcc-uk.org

We will be in touch once the Registrar has made a decision on your application