



Apprenticeship membership form

**Associate Assoc CIPD or
Chartered Member MCIPD**

Only use this form if you have passed your Apprenticeship.

Please return this form to:
Membership administration
The CIPD
151 The Broadway
London
SW19 1JQ
UK

Alternatively, you can email your completed form to:
memadmin@cipd.co.uk

You can also apply for Affiliate Membership online.
Please visit **cipd.org/uk/membership/membership-upgrade/affiliate/**

Please read these notes before completing the form

To help us process your application, please write clearly and use block capitals throughout, following any instructions carefully. Please ensure you complete all sections of this form. If your form isn't completed correctly it may delay your application.

Section 1 – Your contact details

Title

First name Last name

We'll use the name you supply on any certificates and correspondence, so please state the name you'd prefer.

Date of birth / /

If you're working in a 'politically sensitive' area (such as the armed forces, central government, police), please supply either a home or business address. Otherwise, please supply both.

Home details

Address

.....

.....

.....

Town Postcode

County

Country

Email

Phone

Mobile

Work details

Job title

Organisation

Address.....

.....

Town Postcode

County

Country

Email

Phone

By providing your mobile number, you're giving us permission to use it to contact you, via SMS about your membership. We will not use it for direct marketing campaigns.

My preferred daytime phone number is:

home work mobile

Please send all emails and digital content to my:

home email work email

Please send all hardcopy correspondence to my:

home address work address

You'll be allocated to the CIPD branch nearest to the postcode of your preferred mailing address.

Data protection

We take your privacy seriously and keep your personal information private and secure. We'll use your data to manage your member account and contact you about benefits and services. For more information, please view our privacy policy at cipd.org/en/privacy-policy/

You can manage your marketing preferences by visiting cipd.org/en/help/membership/manage-your-details-preferences/

By submitting this form you're confirming you accept our terms and conditions which are at cipd.org/uk/terms-conditions/membership/

Section 2

Please fully complete this section

I can confirm that I have completed and passed my end point assessment with the CIPD

Name of Training Provider

Apprenticeship standard title

Apprenticeship start date Apprenticeship finish date

Completing any of the following apprenticeships will make you eligible for Associate Member:

- HR Support
- HR Consultant/partner
- Learning and development practitioner
- Learning and development consultant business partner

Completing the **Senior People Professional** apprenticeship will make you eligible for Chartered MCIPD.

Please complete all of section 2 and 3. Your application will be delayed if we don't receive all the required information.

Section 3

I agree to abide by the CIPD's Code of Conduct and Ethics available at cipd.org/en/membership/professional-standards/code-of-conduct/

I also give you permission to contact the relevant people or organisations to verify the information in my application, if appropriate.

Signature Date

By joining the CIPD as a member you're accepting that our membership terms and conditions apply to you. For these terms and conditions please visit cipd.org/uk/terms-conditions/membership/ or call **+44 (0)20 8612 6208**.

Section 4 – Membership fees

To join you'll need to pay a one-off joining fee. You'll also need to pay a membership fee. Membership fee options are available at cipd.org/en/membership/membership-fees/

You can pay fees by credit/debit card, cheque or by UK or SEPA direct debit (single payment or instalments). If you choose to pay your membership fee by single payment Direct Debit, one instalment will be collected from your bank account 3–6 weeks after receiving your application.

When your membership comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack at the start of June each year to remind you how much is due.

Cheques should be made payable to the 'CIPD' and stapled to the form. If you're using a company cheque to pay your fees, please ensure your name is clearly stated on the back.

Notes

1 All amounts are shown in pounds sterling. If you prefer, you can make a payment by cheque in Euros or a SEPA direct debit. Please visit our [website](#) for the current exchange rate. If you pay by credit/debit card, your card provider will use their own exchange rate.

2 Important information for Direct Debit payers

The Direct Debit payment option is only available for UK and SEPA bank account holders. If you'd like to pay by SEPA direct debit, please download the mandate from our [website](#).

Your joining fee must be paid when you join by cheque or card. The Direct Debit option allows you to have your membership fee collected automatically on the due date in this and future years. The payment date(s) in your first year will depend on the time of year you join us.

Single payments.

We'll collect this payment 3–6 weeks after receiving your application. When your membership comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack at the start of June each year to remind you how much is due.

Direct Debit instalments.

For your membership to remain valid, your Direct Debit payments must be kept up to date. Once we've received your completed Direct Debit instruction we'll send you a payment schedule for the collection of your membership fee. Depending on your joining date, the instalments will not necessarily be quarterly, in your first year, but will be spread across the membership year. In your second and subsequent membership years we'll continue to collect your membership in quarterly instalments. You can cancel this arrangement at any time. We'll send you a membership renewal pack in June each year to remind you and let you know how much is due. If you're not the account holder or your bank account requires more than one person to authorise Direct Debits (for example, a company account), then you should use an alternative method to pay your membership fees.

3 Some benefits and services may not be available to members outside of the UK and Ireland. At our absolute discretion, we may at any time alter, amend, change, modify or withdraw any of the benefits that comprise the membership offering.



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Data protection

We take your privacy seriously and keep your personal information private and secure. We'll use your data to manage your member account and contact you about benefits and services. For more information, please view our privacy policy at cipd.org/en/privacy-policy/

You can manage your marketing preferences at cipd.org/en/help/membership/manage-your-details-preferences/

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