

# Experience Assessment Registration Form



Please complete, agree to the CIPD EA Terms and Conditions and return this form to [ea@cipd.co.uk](mailto:ea@cipd.co.uk) or post to us:  
Experience Assessment, CIPD, 151 The Broadway, London SW19 1JQ

**Please select the level of professional membership being applied for:**

- Associate (Assoc CIPD) £1,996
- Chartered Member (Chartered MCIPD) £2,045
- Chartered Fellow (Chartered FCIPD) £2,375

**Candidate details**

Title .....

Surname .....

First name .....

CIPD membership no. (if applicable) .....

Job title .....

Organisation name.....

Organisation address.....

.....

.....

Postcode .....

Work number .....

Mobile .....

Email.....

(this email address will be used for all Experience Assessment correspondence)

**Method of payment**

Are you (select one): Funded by employer  Self-funded

**Choose one of two ways to pay**

Please invoice my organisation

For the attention of .....

Purchase order number (if applicable).....

Invoice address (if different to organisation address)

.....

.....

If you would like to pay for your Experience Assessment by credit card, please give us the best number to contact you on and we will call you to take your payment.

Tel .....

**Special requirements**

Please tell us about any special requirements that you may have and we will contact you as soon as possible to discuss them.

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**Assessment Start Date**

Please select when you would like to start your assessment. Please note that you must start your assessment within three months of signing your registration form. If you leave the start date blank, we will start you as soon as the form has been processed.

Start Date:   /   /

I agree to the **Experience Assessment Terms and Conditions**. Read overleaf for details.

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your information to provide the products and services you requested from us in accordance with our privacy policy (visit [cipd.co.uk/absite/privacy](http://cipd.co.uk/absite/privacy) or call 020 8612 6208).

By submitting this form you confirm that you accept our terms and conditions, available at [cipd.co.uk/memberterms](http://cipd.co.uk/memberterms) or call 020 8612 6208).

Full name

Date

# CIPD Experience Assessment Terms and Conditions

Below are the Experience Assessment Payment Terms. The Experience Assessment Full Terms and Conditions are available [here](#).

## Payment Terms

By agreeing to the Terms and Conditions on this EA Registration Form you confirm your acceptance of these payment terms and of the 'Experience Assessment Full Terms and Conditions'.

The Experience Assessment fee includes:

- Access to an online assessment tool and support materials
- Professional Discussion (PD)
- Membership decision and developmental feedback report.

Payment must be received within thirty (30) days of invoice date or at least 21 days before PD, whichever comes first. International registrations will not be confirmed until payment has been received. We accept payment by direct credit (BACS), cheque or selected credit/debit cards.

If payment has not been received by CIPD within thirty (30) days of invoice date, your access to the online assessment tool will be suspended pending payment. You are advised to note the time-limits for completion of parts of the Experience Assessment process set out below and should be aware that any suspended access to the online assessment tool due to unpaid fees will not result in additional time being granted for the completion of Experience Assessment.

Fees are valid for registration forms received up to and including 31 December 2019.

You must hold current CIPD membership to register for Experience Assessment and your membership must remain current throughout the Experience Assessment process. If your membership lapses your access to the online assessment tool will be suspended and you will no longer be able to access any data you have saved in the system.

The fee covers the cost of your application being assessed and is not refundable based on failure to achieve the membership grade you applied for.

## Cancellations

Requests for cancellation must be made in writing by email to [ea@cipd.co.uk](mailto:ea@cipd.co.uk), and will be acknowledged in writing. If you wish to cancel, you will be subject to the following charges: Cancellation requested:

- within seven (7) days of 'Registration Confirmation email' being sent to you by the CIPD, a refund of the fee will be made, subject to a £150 administration charge.
- after eight (8) days of 'Registration Confirmation email' being sent to you by the CIPD, 100 per cent of the fee will be payable.

You shall make all payments without withholding or deduction of, or in respect of, any tax unless required by law. If any such withholding or deduction is required, you shall, when making the payment to which the withholding or deduction relates, pay to us such additional amount as will ensure that we receive the same total amount that we would have received if no such withholding or deduction had been required.

## Experience Assessment Timescales

Experience Assessment involves using an online assessment tool to complete and submit the following elements: Knowledge and Impact Report, Behaviour Report and Your Professional Development Report. This is followed by a Professional Discussion (PD), with an assigned Assessor, conducted where possible via video link, for example Skype/Zoom (or equivalent).

There are timescales set for completion of the Experience Assessment process as follows.

### Online Assessment Tool

Once you are registered for Experience Assessment, the CIPD will email you login instructions to gain access to the online assessment tool, either immediately or on the date you choose, no more than three months after signing the registration form.

You will have access to the online assessment tool for eight (8) weeks from the date that the login details are emailed to you (**Initial Activation Date**), regardless of whether you have logged in to the online assessment tool. Once eight (8) weeks have elapsed you will no longer have access to the online tool and the information entered. The end date of your eight (8) week online assessment period is your **Final Submission Date**.

You should note that you cannot cancel or withdraw any part of your assessment (such as Knowledge and Impact Report, Behaviour Report and Your Professional Development Report) once it has been submitted.

### Professional Discussion (PD)

On registration for Experience Assessment the CIPD will allocate you an Assessor. You will be contacted wherever possible within ten (10) working days in order to agree a date for your PD to take place. You should note that the date agreed must be within six (6) weeks of your Final Submission date.

There must be at least two (2) weeks between your Final Submission Date and your PD taking place.

The PD will be conducted where possible via video link such as Skype, Zoom (or equivalent) with an assigned Assessor. Where you have difficulty accessing such technology, it may be possible in exceptional circumstances and with the prior approval of the CIPD, to conduct the assessment face to face. All requests should be made to the CIPD directly.

Where this is the case, the PD will take place at the Assessor's selected assessment venue and you will be responsible for your own travel costs. You will not be expected to travel more than two (2) hours to attend the venue.

You may specifically request to have your PD face to face. Please see 'Experience Assessment Full Terms and Conditions' for further details on suitable alternative venues and travel costs.

In some circumstances it may be possible to reschedule your PD; for details of Rescheduling Surcharges please see 'Experience Assessment Full Terms and Conditions'.

The CIPD will send the overall result and feedback report to you within approximately six (6) weeks of the PD taking place.