



## Renewing Professional Registration (CSci, RSci, RSciTech)

Members wishing to retain their CSci, RSci or RSciTech designation must do so annually by keeping and submitting a continuous, up-to-date and accurate record of their PPD activities which demonstrates that their PPD activities are a mixture of learning activities relevant to current or future practice;

- seeks to ensure that their PPD has benefited the quality of their practice;
- seeks to ensure that their PPD has benefited the users of their work (employee, customer, student etc);
- they can present as a written profile containing the evidence of their PPD on request.\*

The PPD record should be submitted on the IST's standard PPD form along a Renewal Form and the necessary registration renewal fee (details as per the relevant register's webpage). In addition, IST membership must also be maintained in order to be eligible to remain on the Professional Registers, (the subscription amount being dependent on the level of membership) and whilst is the registrant's responsibility to ensure that renewal is completed by the relevant date, the IST will endeavour to provide a reminder one month before the registration renewal date.

The IST may use its discretion to allow members up to 3 months, beyond their renewal date, to demonstrate that they comply with the CSci, RSci or RSciTech standards, provided that the member has requested an extension of the submission date. The responsibility for ensuring submission of a delayed Professional and Personal Development (PPD) report, once the extension expires, rests with the registrant.

Members on an extended career break (or in exceptional circumstances eg. maternity leave, long-term illness etc.) may request a longer period for their deferral and may not be required to revalidate registration for up to a maximum of three years, providing they continue to pay the registration and Licensed Body membership renewal fees annually. In such cases, the requirement for submission of evidence of Professional and Personal Development may be waived.

Deferral requests relate to PPD submissions only, the necessary renewal form and payment must be sent by the annual anniversary of your award. Any member wishing to apply for an extension in submitting their compliance with the standards for CSci, RSci or RSciTech must fill in the form 'PPD Report Deferral Request Form'.

Registrants who fail to confirm annually to the IST that they comply with the necessary PPD standards, and Registrants chosen for audit who fail to meet the standards within 6 months, shall be removed from the register and shall lose the right to use the CSci, RSci or RSciTech designatory letters.

A registrant who wishes to appeal against a decision to remove her/him from the register because of non-compliance has the right to use the IST Appeals Procedure



The IST will inform the Science Council of the names of the Registrants to be removed from the register.

Registrants who are removed from the register must normally serve a minimum of 18 months before they may reapply to become a Registrant through any Licensed Professional Body.

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