******Application for an extension for submission of re-validation evidence to support annual renewal form for registration as RPCiT:**

DF

Deferral Form

***PLEASE READ THE GUIDANCE NOTES FOR APPLICANTS AT THE BOTTOM OF THIS DEFERRAL FORM***

|  |  |  |  |
| --- | --- | --- | --- |
| Surname:  |  | Title:  |  |
| Forename(s): |  | Date of birth: |  |
|  |
| My IST membership number is:  |  |
| Level of Registration that I am requesting deferral: | RPCiT (Registered Practitioner) |
|  |
| Address for correspondence: | Telephone: |  |
|  | Mobile: |  |
| Email: |  |
|  |
| **APPLICANT’S DECLARATION** |
| I wish to defer submission of re-validation evidence to support renewal as a Registered Practitioner in Creative Industries & Technologies. I acknowledge that all Licenced Body membership and registration renewal fees should continue to be paid annually on the anniversary of my Registered Practitioner award. I continue to agree to abide by the Code of Professional Conduct issued by the IST and Creative UK Steering Group, and accept that any breaches of the rules or the Code of Professional Conduct will be dealt with under disciplinary procedures. |
| Signature: |  | Date: |  |
|  |
| **APPLICANT’S REASONS FOR DEFERRAL OF PPD SUBMISSION** |
|  |
| ESTIMATED DEFERRAL PERIOD: |  |
| Signature: |  | Date: |  |

**GUIDANCE NOTES FOR DEFERRAL**

**Guidance notes for deferral of submission of re-validation evidence (ie. PPD report) to support annual renewal on the RPCiT Register**

**(1) Deferral form**

You should fill in all parts of the form.

We should receive the completed form by your renewal date, or you risk being removed from the register. You must provide clear information as to why you wish to defer submission of your PPD report, including whether you are taking an extended career break and for what reason.

**(2) Deferral Information**

The IST may use its discretion to allow members up to 3 months, beyond their renewal date, to demonstrate that they comply with the RPCiT 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 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.

**(2) How to pay**

**Your registration renewal and IST membership renewal both fall due on the anniversary of your registration and you will still need to pay for renewal via the methods below.**

*NB: the registration renewal fee is in addition to your IST membership fee.*

**Payment by credit/debit card:** Facilities for card and Paypal payments are available online at [istonline.org.uk](http://www.istonline.org.uk)

**Payment by Bank Transfer:** Payment can be made into

Santander Bank

Sort Code: 09-01-50

Account No: 06825257

**Payment by your employer:** Please notify registrations@istonline.org.uk of the contact details of the person responsible for payment of your registration fee, and provide any necessary purchase order details.

**PLEASE SEND YOUR COMPLETED DOCUMENTS AND ANY COMMENTS/QUERIES ABOUT**

**YOUR DEFERRAL TO:** registrations@istonline.org.uk or 0114 553 1401