

NOTES FOR APPLYING FOR MEMBERSHIP UNDER BYE-LAW 4

1 Continuing Professional Development

CIPFA requires all members to register in its CPD scheme and annually confirm participation by completing and returning a Statement of Declaration. If you are asked by CIPFA to provide evidence of your CPD activities, paperwork from a recognised professional body e.g. CMA Canada, CPA Australia, or a CCAB member body, will be accepted in place of CIPFA's paperwork.

Full details of the CIPFA CPD scheme are available on the CIPFA Learning Centre at www.cpf.org.uk/clc. Once elected, members have full access to the password protected areas of the website.

2 Submission schedule

Applications can be approved at any of the below meetings. Once completed, the original application form must be returned to the Membership department *at least ten days prior* to the meeting.

Council	Members & Students Development Board
13 December 2007	17 October 2007
10 April 2008	21 February 2008
29 May 2008	24 April 2008

3 Application Fees

The appropriate fee **must** accompany your application form. Applications will not be submitted to Council or Board if the fee has not been received. The application fee payable is given below.

Professional Qualification Program & CMA/CIPFA Dual Designation	2008
• If you apply within 365 days of being eligible to do so.	£135.00
• If you apply after 365 days of being eligible to do so.	£270.00
CPA Australia	£135.00

4 Annual Subscriptions

On acceptance into membership the subscription fee below will be payable to cover the period of membership up to 31 December.

Professional Qualification Program	2008
• If you become eligible to apply between 1 January and 30 June in any year, and apply on or before 31 December that year (this includes students formerly ineligible as a result of not having completed the Institute's training requirements).	£270.00
• If you become eligible to apply on or after 1 July in any year, and apply on or before 31 December in that year (this includes students formerly ineligible as a result of not having completed the Institute's training requirements).	£220.00
• If you become eligible to apply in any year but do not apply in that year (this includes students formerly ineligible as a result of not having completed the Institute's training requirements).	£270.00

Please note: Any payments already made towards the current year student or graduate member subscription will be deducted from your membership subscription.

CMA/CIPFA Dual Designation & CPA Australia	
• Applications approved by 30 June.	£270.00
• Applications approved after 30 June.	£135.00