



Record of Continuing Professional Development (CPD) 1st November 2016 – 31st October 2017

Full Name: Mr/Mrs/Miss/Ms	
Address:	
	Post Code:
Home/Business Telephone:	
Mobile Telephone:	

I can confirm that the following CPD has been completed (see notes overleaf):		
CPD:	No of Hours Awarded:	Date:

I understand that membership will cease on 31st October 2017 unless I complete 12 hours of Continuing Professional Development	
I confirm that should my Membership be terminated by the College I will return my Certificate and cease using the letters MIFDC after my name	
I understand that Membership may be refused/terminated should the Governors decide that my actions could bring the College, or the profession, into disrepute.	
Signature:	Date:

Please forward the completed form with your application for continued membership to: IFD College, SAIF Business Centre, 3a Bullfields, Sawbridgeworth, Herts CM21 9DB

Notes for completion of Record of Continuing Professional Development (CPD)

Requirement for Membership of the Independent Funeral Directors College:

12 hours of CPD – 6 hours of which can be self-directed (eg reading SAIFInsight)

What qualifies as CPD:

Activity:	CPD Time:	
Reading SAIFInsight	30 minutes per magazine	
SAIF Webinars	1 hour	
SAIF AGM	2 hours	
SAIF Regional Meeting	3 hours	
SAIF Education Day	6 hours	
Any Relevant Course	Course duration	

Please note that the items listed are examples and other relevant CPD will be considered if proof of attendance, relevance and duration are provided.

Date of Renewal:

For the Membership Year ending 31st October 2017, the last qualifying CPD event will be SAIF's Education Day (date yet to be confirmed) or 31st October 2017, whichever is the later.

If you have any questions please contact the IFD College Administrator, Corinne Pengelly, by telephone on 0345 230 6777 or by email at Corinne@saif.org.uk.