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| J:\Logos\IFD College\IFD new logo March 2007.jpg |
| Record of Continuing Professional Development (CPD)1st November 2017 – 31st October 2018  |
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| Full Name: Mr/Mrs/Miss/Ms |
| Address: |
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|  | Post Code: |
| Home/Business Telephone: |
| Mobile Telephone: |
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| I can confirm that the following CPD has been completed (see notes overleaf): |
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| CPD: | No of Hours Awarded: | Date: |
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| I understand that membership will cease on 31st October 2018 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

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

**Requirement for Membership of the Independent Funeral Directors College:**

12 hours of CPD – 50 % of which can be self-directed (eg reading SAIFInsight)

**What qualifies as CPD:**

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| 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 2018, the last qualifying CPD event will be SAIF’s Education Day (date yet to be confirmed) or 31st October 2018, whichever is the later.

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| I enclose a cheque for £\_\_\_\_\_ made payable to SAIF/I have made payment by BACS to SAIF (bank details below) on ……………………..(date)Bank Account No: 90098110 Bank Sort Code: 60-04-24 Reference: ‘Your Name’  |

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.