

Application for Reinstatement to Membership

Guidance for Applicants

General information

1. The Executive Board has the power to reinstate to membership of the RTPI any person who has resigned or whose membership has been terminated, either unconditionally or subject to such conditions as the Executive Board in its absolute discretion may consider appropriate.
2. In cases where membership was suspended or terminated because of unprofessional conduct (or would have been but for the member's resignation before action could be taken), the Executive Board may decide to exercise its discretion to exclude applicants whose behaviour was such as to be of serious public concern and whose reinstatement would have a significant adverse effect on the image of the profession.
3. In cases where applicants resigned or had their membership terminated for non-payment of subscriptions on more than one occasion, the Executive Board may exercise its discretion to refuse reinstatement or to impose conditions as to the prepayment of subscriptions.
4. Applications for reinstatement are considered by the Membership Panel which makes recommendations to the Executive Board to reinstate former members.

Application deadlines

5. Applications for reinstatement to Corporate, Associate, Technical, Legal and Associate membership are considered at quarterly meetings. The dates of these meetings and the deadlines for submission of applications are published on the Institute's website (www.rtpi.org.uk).

There are no deadlines for submission of applications for reinstatement to Licentiate or Student Membership. The former are considered on every Friday and the latter on the first working day of every month.

Arrears and administration fees

6. Any person whose membership of the RTPI has lapsed will remain liable for any outstanding arrears of subscriptions which must be paid before an application for reinstatement can be considered.
7. In addition, an administration fee is payable in advance and a cheque, made payable to the RTPI, must be sent with the completed application. The fee is currently £50.00 for Fellows and Members and £20.00 for other classes of membership. There is no administration fee for reinstatement to Licentiate or Student Membership.

Subscriptions

8. Subscriptions are payable on reinstatement and the initial subscription is calculated proportionately according to the date of reinstatement. Successful applicants will be advised separately of the sum due.

Professional Development Plan (PDP)

9. Applicants are required to provide an up-to-date PDP setting out their strengths and weaknesses and describing what steps they will undertake to progress their professional careers. Students enrolled full- or part-time on RTPI-accredited courses do not have to provide a PDP.
10. Applicants wishing to be reinstated to Licentiate membership are also not required to complete the PDP section of the form. However, they are required to send copies of their most recent PDP produced for the Assessment of Professional Competence.

Continuing Professional Development (CPD)

11. Applicants are required to show that they have taken part recently in continuing professional development and provide specific details of activities undertaken. This does not apply to students enrolled full- or part-time on accredited courses.
12. Applicants wishing to be reinstated to Licentiate membership are not required to complete the CPD section of the application form. However, they are required to submit copies of the last three months of their log books.
13. The Institute's *Code of Professional Conduct* requires members to take all reasonable steps to maintain their professional competence. This applies to all members engaged in whatever capacity as planners.

It was agreed by the Executive Board that applicants for reinstatement should also show that they have recently taken part in CPD activity. Applicants are, therefore, asked to detail their CPD activities during the past 1-2 years to show their commitment to maintaining their professional competence.

14. The Institute's obligatory CPD requirement for members is a minimum of 50 hours of relevant activity over any two-year period. ***Applicants for reinstatement to membership are also required to show that they have undertaken CPD activity equivalent to 50 hours in the two years prior to submission of their applications.***
15. CPD is the systematic maintenance, improvement and broadening of knowledge and skills and the development of personal qualities necessary for the execution of professional and technical duties throughout the practitioner's working life.

The RTPI recognises four main categories of CPD:

- 'on the job' learning needed to undertake day-to-day work
- job-related systematic and in-depth learning undertaken 'off the job'
- learning that keeps individuals in touch with wider planning issues but which are not necessarily related to day-to-day work
- learning that develops complementary skills designed to help career progression

16. Members should undertake CPD on their own initiative, although it is hoped that employers will be supportive and recognise the importance of this. This might be through systematic home study of journals and other literature, distance learning, attending events run by RTPI Regions or other CPD providers, or by research undertaken for writing articles or for formal qualifications.

Sponsorship of application

17. Applicants require two sponsors, a proposer and a supporter, both of whom must be Chartered Town Planners (corporate members of the Institute). The proposer and supporter have to be satisfied that the applicant is, in every way, a 'fit and proper'

person to seek reinstatement and that they know of no reason why the Executive Board should not approve the application.

Unsuccessful applications

18. On occasion, an application for reinstatement may not be successful at the first attempt. In such a case, the Membership Panel endeavours to give a clear explanation of the reasons for its decisions and the applicant may be requested to provide further information to reconsider the application at a future Panel meeting. If the application is rejected, the applicant may make a formal appeal against the Membership Panel's decision. Appeals must be made within three months of the notification of the decision and are considered by the Appeal Panel which is independent of the Membership Panel but which also makes its recommendations to the Executive Board.

Applicants wishing to transfer to the Retired class

19. Those applicants for reinstatement to corporate membership, who have retired from practice and who wish to transfer *immediately* to the Retired Members' class will be considered by the Membership Panel on an individual basis. In these cases, information about CPD activity and the submission of the professional development plan will not be required.
20. Applicants should submit an application for transfer to the Retired Members' class at the same time as the application for reinstatement. This can be obtained from the Membership Education and Lifelong Learning Department.

Further information

21. Further information about completing this application form can be obtained from the Membership Education and Lifelong Learning Department (tel: 020 7929 9462, email: membership@rtpi.org.uk).