



**RTPI**

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# **MEMBERSHIP REINSTATEMENT GUIDANCE**

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# 1. The reinstatement process

## 1.1 What do I submit?

All **lapsed members** wishing to reinstate their membership must complete a **reinstatement application form** available on the RTPI website: [www.rtpi.org.uk/rejoin](http://www.rtpi.org.uk/rejoin).

Members of the **following classes**, who have been **lapsed for more than 12 months**, **must** also meet continuing professional development (CPD) and Professional Development Plan (PDP) requirements:

- Chartered Members (Fellow, Chartered and Legal);
- Legal Associate;
- Associate.

Members of the above classes who **lapsed within the past 12 months do not** need to demonstrate CPD and PDP requirements.

See **section 2** for further information on what is required.

If you are not sure when your membership lapsed, please contact the Membership Team.

### NOTE

The reinstatement process also applies to any current Retired Member wishing to revert to their previous class of membership.

## 1.2 What will I need to pay?

An **administration fee** is payable when applying to reinstate to most membership classes. Administration fees are indicated on the reinstatement application form and vary depending on the class of membership you are reinstating to.

**Subscription fees** are payable on successful reinstatement and the initial subscription is calculated proportionately according to the date of reinstatement. Successful applicants will be advised separately of the sum due. All subscription fees are listed on the RTPI website: [www.rtpi.org.uk/membership](http://www.rtpi.org.uk/membership).

In some instances, there may also be a charge for **outstanding fees** relating to your previous membership (known as '**arrears**'). This is calculated pro rata for the year in which your membership lapsed; you will not be charged for any time period that you were not a member. Please contact the Membership Team on +44 (0)20 7929 9462 or at [membership@rtpi.org.uk](mailto:membership@rtpi.org.uk) to confirm whether any arrears are owing. Arrears will need to be paid at the same time as applying to reinstate.

## 1.3 How do I submit?

Applications should be submitted electronically to [membership.applications@rtpi.org.uk](mailto:membership.applications@rtpi.org.uk). Alternatively, applications can be posted to The Membership Team, RTPI, 41 Botolph Lane, London, EC3R 8DL.

Applications can be submitted at anytime and may take up to 14 working days to process.

## 2. CPD and PDP requirements (Chartered, Legal Associate and Associate only)

### 2.1 CPD requirements

A key benefit of employing an RTPI member is their commitment to keeping their knowledge and skills up-to-date through continuing professional development (CPD). This ensures that they are at the forefront of the planning profession and remain competent to practice throughout their career. In any two year period, members are required to undertake 50 hours of CPD.

When reinstating, the Institute needs to see that you are ready for re-entry into a professional membership category. You are therefore asked to **evidence 25 hours of CPD** in the **18 months leading up to your reinstatement**.

CPD can be undertaken intensively meaning that you can apply as soon as you achieve the 25 hours; you do not have to spread the CPD over the entire 18 month period.

A template on how to record your CPD is available online. You need only **complete Part A** of this template. You should also refer to our **RTPI Practice Advice on CPD** available on the RTPI website: [www.rtpi.org.uk/rejoin](http://www.rtpi.org.uk/rejoin).

Your CPD record will be reviewed by the Institute and you will be contacted if further work is required.

### 2.2 PDP requirement

You also need to submit a current PDP to show the steps you will take to progress or maintain your professional competence once you have re-joined the Institute.

A PDP template is available online. You should also refer to our **RTPI Practice Advice on CPD** and our **PDP resources** available on the RTPI website: [www.rtpi.org.uk/rejoin](http://www.rtpi.org.uk/rejoin).

Your PDP will be reviewed by the Institute and you will be contacted if further work is required.

## 3. Exceptional circumstances

### 3.1 Candidates wishing to transfer to Retired Membership

Candidates for reinstatement to Chartered Membership, who have retired from practice and who wish to transfer immediately to the Retired Members' class will not need to meet continuing professional development (CPD) and Professional Development Plan (PDP) requirements. Such lapsed members should just complete the application form to reinstate

### 3.2 Cancellation of membership due to misconduct

In cases where a candidate's 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 Membership Team will liaise with the Complaints Investigator and 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 reputation of the profession.

**Thank you for taking the time to read this document.**

**For more information:**

**[www.rtpi.org.uk](http://www.rtpi.org.uk)**

**Email: [membership@rtpi.org.uk](mailto:membership@rtpi.org.uk)**

**Phone: +44(0)20 7929 9462**