



IMI CPD Policy

IMI Professional Registration and IMI TechSafe™ recognition.



IMI CPD Policy

This document sets out IMI policy for IMI members who are engaged with Continuing Professional Development (CPD) in order to meet the CPD requirements of IMI Professional Registration and IMI TechSafe™ recognition.

It is important to note that you cannot have IMI TechSafe™ recognition without being a Professionally Registered IMI member.

Compliance Policy

- a) The CPD you complete and log must be current, authentic, relevant and sufficient (see definition below).
- b) To retain Professional Registration you must, as a minimum, complete and log 90 CPD credits over a 3 year CPD cycle. It is recommended that you complete a minimum of 30 CPD credits per year.
- c) To retain IMI TechSafe™ recognition you must complete and log the minimum CPD requirements as set out in IMI TechSafe™ category relevant CPD subject framework document(s).
 - i. Current: The CPD logged is completed within the span of any given CPD cycle.
 - ii. Authentic: The CPD logged is a genuine learning activity completed by the member logging it.
 - iii. Relevant: The CPD logged is relevant to the job role that the member is employed in.
 - iv. Sufficient: The CPD logged is sufficiently described so that an auditor can understand that it is current, authentic and relevant.

Non-compliance Policy

- a) If you log CPD that is not deemed to be current, authentic, relevant and sufficient it will not be counted towards CPD requirements.
- b) If you do not meet the minimum CPD requirements for the IMI Professional Register you will be removed from Professional Registration and downgraded to Affiliate member.
- c) If you do not meet the minimum CPD requirements for IMI TechSafe™ recognition you will be removed from IMI TechSafe™ recognition.

CPD Audit Policy

As well as ongoing monitoring of member CPD the IMI carry out a formal, annual audit of CPD records that are at the end of a complete CPD cycle and that have met the minimum CPD credit requirement. Selection for audit is completely random. The audit is designed to ensure the CPD completed and logged is current, authentic, relevant and sufficient. You will be notified by the IMI if you are selected for audit.

CPD Appeals Policy

If you feel that a decision made by the IMI about the CPD you have logged is unfair and you wish to appeal that decision, please follow the appeals process starting with the completion of an online form which can be found [here](#).