

## **Continuous Professional Development Units Terms & Conditions**

- Upon purchasing the CPD unit, you will have three months to complete the unit.
- The certificate will be issued once you have completed the Pilot test and the Live test for the unit.
- You will only be entitled to one certificate per unit, you cannot retake a unit at a later date to accumulate more CPD points.
- You will be entitled to a PDF version of your certificate, if you would like a paper version of the certificate there will be an additional fee. The fee for a paper certificate will be £20.
- Completing the unit does not entitle you to the qualification unit. If you wish to transfer the CPD unit to the qualification unit there will be a transfer fee of £15 plus any registration fees that may be applicable, please contact the Education Department for more information.
- By successfully completing a CPD unit this does not enable you to apply for professional membership or upgrade your professional membership. You will need to complete the entire qualification at Level 2 or above to be able to apply for professional membership and a Level 3 Bookkeeping qualification to upgrade to Fellow if you currently hold Associate or Member grade of professional membership. Please note to upgrade to Fellow your experience is also taken into account.