

information for those who are not members of the institute

(a) Use of designatory letters

The Institute's Charter, Bye-laws and Regulations define that only current Members of the Institute are entitled to use the designatory letters CPFA and to term themselves a Chartered Public Finance Accountant.

Therefore the following people do NOT have that entitlement –

- (i) **Graduates** in the Institute's Professional Qualification (PQ) who have yet to apply for membership of the Institute, or whose application has yet to be accepted by the Institute's Council.
- (ii) Those who have resigned their membership (with effect from the date on which their resignation has been accepted by the Institute).
- (iii) Those whose membership has been terminated by the Institute following non-payment of the annual subscription (with effect from the date of notification).
- (iv) Those who have been expelled or temporarily suspended from membership of the Institute following a disciplinary case (with effect from the date of notification).

(b) Required response of former Members and graduate

Former Members are expected to –

- (i) Remove their membership certificate (but not their examination certificates), from public display.
- (ii) Desist from holding themselves out to be a Member to employers and colleagues, and by the removal of any reference to Institute membership, the designatory letters CPFA and the term Chartered Public Finance Accountant, from letterheads, calling cards, websites, CVs, job applications etc.
- (iii) Former Members are entitled to refer to their achievement of the Institute's qualification, but must not infer that this means they are a Member. Recommended forms of use are "Qualified with CIPFA in 19xx, [Member between 19xx and 19xx], but no longer a Member of the Institute".

Graduates must not hold themselves out to be Members to employers and colleagues until acceptance of their application for membership has been notified, and are recommended to use "Qualified with CIPFA in 20xx but not a Member of the Institute" on letterheads, CVs, job applications etc. (Evidence to the contrary is likely to result in formal disciplinary proceedings).

(c) Notification of Employers

As a matter of course, in response to resignation or termination of membership, the Institute will write to the Chief Executive, where applicable, of the **former Member** to ensure the Employer is aware of the changed circumstance. The Institute will also write to the Employer of **graduates** who have not applied for membership of the Institute within 12 months of being eligible to do so.

(d) Rationale for this policy

The Institute's Council is firmly of the view that –

- (i) Membership of the Institute and active participation in the Institute's mandatory scheme of Continuing Professional Development are a personal demonstration of a commitment to the maintenance of professionalism and high technical standards.
- (ii) Membership of the Institute provides an assurance to the public and to employers that those charged with maintenance and care of the public purse are regulated by the rules of a professional Institute, governed by its ethical and technical codes of practice, subject to its disciplinary procedures and sanctions, and actively maintaining their professional development.
- (iii) Employers and the public have a right to know when the professional and personal conduct of those who might be expected to be Members of a professional Institute are, for whatever reason, no longer within the control of that Institute, and when they have removed themselves from the professional infrastructure which Institute membership provides.
- (iv) **Graduates** of the PAQ as well as those studying for it, although not yet entitled to use the designatory letters CPFA, have made a commitment to the professional standards and codes of practice of the Institute and as a result are equally subject to the Institute's disciplinary procedures.

(e) Re-admission to membership of the Institute

With immediate effect, former Members of the Institute (whether struck-off for non-payment of subscriptions or resignations) who apply for re-admission in a later year than that in which their membership lapsed will be required to pay –

- a re-admission fee equivalent to one year's annual subscription (this to be paid on application, but is refundable if readmission is refused);
- any outstanding subscription from the year in which membership lapsed;
- all annual subscriptions for the intervening years, up to a maximum of 5 years (where this applies, those 5 years are the most recent years).
- the appropriate annual subscription for the current year;

It should also be noted that re-admission is not automatic even if the above fees are paid; it is entirely within the gift of the Board which considers each application on its merits.

Members applying for re-admission are asked to confirm –

- that they have not held themselves out to be a Member in the intervening period;
 - why their membership lapsed and why they wish to be re-admitted;
 - how they have maintained and developed their knowledge and skills for the previous 12 months, by completing the Level 2 Learning and Development Record – and to commit to participation in the CPD Scheme at at least level 2.
 - that they will observe all the ethical and technical guides of the Institute.
- and to provide a recommendation supporting re-admission from their Chief Financial Officer or, where circumstances make this impossible, of a Member of the Institute.

Those suspended or expelled from membership as a result of disciplinary procedures are advised to seek advice from the Institute's Disciplinary Scheme Manager.

(f) Application for first membership of the Institute

Graduates can find an application form and explanatory notes on the membership pages of the Institute website.