

How to become a Chartered Professional

November 2018

Who is eligible to become a Chartered professional

Members can apply to become a Chartered professional in 'MyCIPS' by confirming they meet the following:

- MCIPS or FCIPS membership is current
- have completed and recorded 30 hrs CPD in the previous 12 months.
 - It doesn't have to be in a CIPS CPD account, it can be recorded in anyway and must have a learning statement
- hold an up to date CIPS Ethical Procurement and Supply Certificate.
- Studying members must upgrade to MCIPS on successful completion of a recognised learning programme and then complete the Ethics e-learning and test before applying for Chartered Status upgrade.

How do I upgrade to Chartered professional status?

Step A: Check your membership status is up to date

Step B: Check your Ethics Certificate is up to date

Step C: Self-declare your CPD hours

Step C.1: Login to MyCIPS and select My Learning and Development

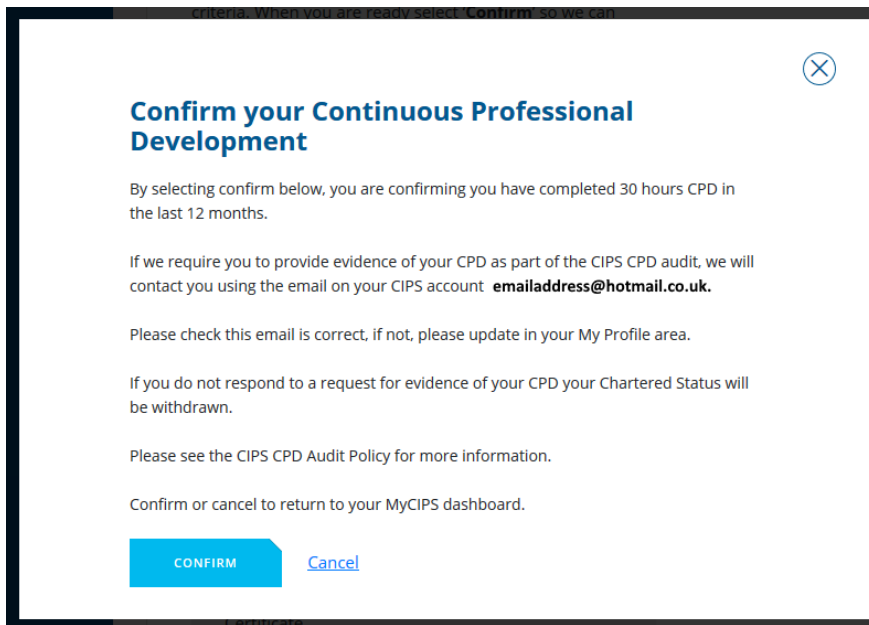
Step C.2: Select confirm

NB: 2 red crosses shows that you are currently ineligible to apply

The screenshot displays the CIPS MyCIPS portal. The 'My Learning and Development' tab is selected. A progress bar indicates 0/30 hours registered, with 30 hours remaining. A list of requirements for Chartered Status is shown, with two items marked with red crosses: 'Completed 30 hours CPD on CIPS E-learning system since you joined CIPS / last renewed your membership or' and 'Self-declared below as having completed 30 hours CPD over the past year'. A 'CONFIRM' button is visible at the bottom right.

How to Self-Declare CPD hours

Step C.3: Confirm that you have completed 30 hours CPD in the last 12 months



criteria. When you are ready select **Confirm** so we can

Confirm your Continuous Professional Development

By selecting confirm below, you are confirming you have completed 30 hours CPD in the last 12 months.

If we require you to provide evidence of your CPD as part of the CIPS CPD audit, we will contact you using the email on your CIPS account **emailaddress@hotmail.co.uk**.

Please check this email is correct, if not, please update in your My Profile area.

If you do not respond to a request for evidence of your CPD your Chartered Status will be withdrawn.

Please see the CIPS CPD Audit Policy for more information.

Confirm or cancel to return to your MyCIPS dashboard.

CONFIRM [Cancel](#)

Congratulations, you will now be upgraded to Chartered professional

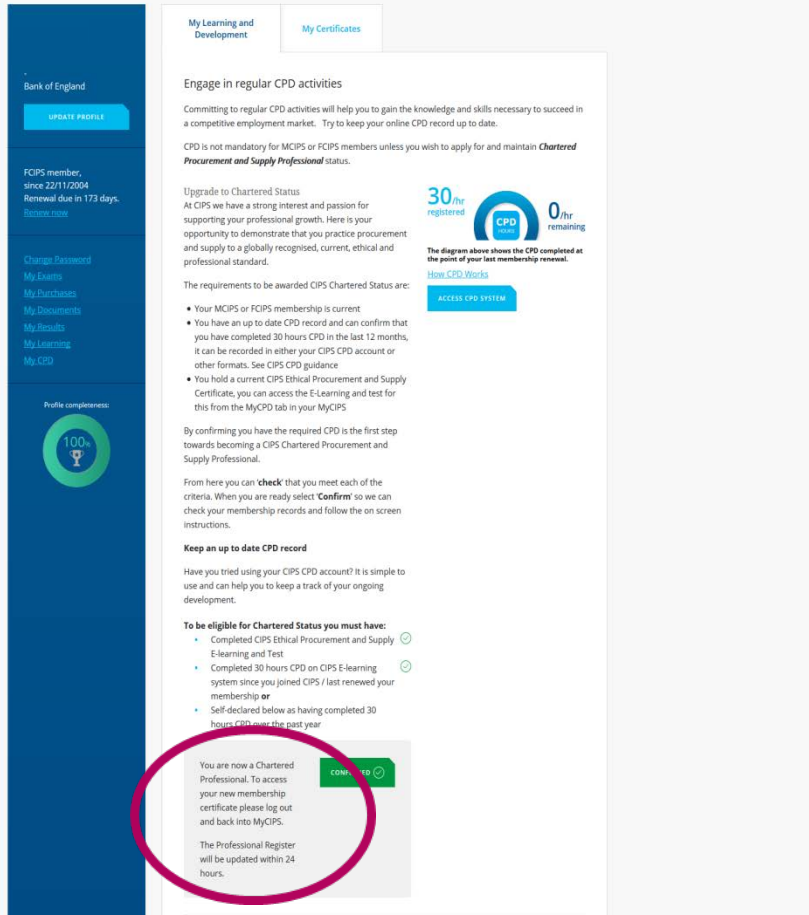
Step C.4: Your MCIPS/FCIPS Chartered Professional certificate will now be available to view and download.



Allow up to 24 hours for you new membership status to appear on CIPS Professional Register

My CIPS

My CIPS



The screenshot shows the 'My Certificates' section of the My CIPS portal. It features a sidebar on the left with navigation links and a main content area. The main content area includes a 'My Learning and Development' tab, a 'Bank of England' profile update button, and a 'CPD member' status section. A central graphic displays '30/hr registered' and '0/hr remaining' CPD hours. Below this, there are sections for 'Engage in regular CPD activities', 'Upgrade to Chartered Status', and 'Keep an up to date CPD record'. A 'To be eligible for Chartered Status you must have:' list includes 'Completed CIPS Ethical Procurement and Supply E-learning and Test' and 'Completed 30 hours CPD on CIPS E-learning system since you joined CIPS / last renewed your membership or'. A final confirmation message states 'You are now a Chartered Professional. To access your new membership certificate please log out and back into MyCIPS.' and 'The Professional Register will be updated within 24 hours.' A red circle highlights the confirmation message.

Once you have successfully upgraded this message will appear.

If you have used the CIPS CPD Tool to log your hours, when the time comes to renew your membership if your Ethics Test is valid the system will automatically retain your Chartered Status.

The upgrading process hasn't been successful, what should I do?

- **Step D: Check that your membership is up to date**
- If your membership is up for renewal, then renew your membership and go back to Step 1.
- **Step E: Check that your CIPS Ethics Certificate is up to date**
- If your Ethics Certificate isn't up to date follow Steps F, G and H below.

How will I know if my CIPS Ethics Test is not up to date?

The following message will appear, you will need to take the CIPS Ethical Procurement and Supply test, freely available to CIPS members.

To be eligible for Chartered Status you must have:

- Completed CIPS Ethical Procurement and Supply eLearning and Test
- Completed 30 hours CPD on CIPS system since you joined CIPS / membership **or**
- Self-declared below as having completed 30 hours CPD over the past year

To self-assess your CPD completion, please ensure you have completed CIPS Ethical Procurement and Supply eLearning and Test. Please access the test in the My Learning and Development area below.

I confirm that I have completed 30 hours of CPD in the last 12 months and have a current CIPS Ethical Procurement and Supply Certificate.

CONFIRM

After completing the CIPS Ethical Procurement and Supply test please login to MyCIPS the following day to allow the systems to update. At this point you will be able to complete the Self-Declaration.

My Learning and Development

Below you can check if your CIPS Ethics Certificate is up to date; one of the essential criteria when applying for Chartered status. It also gives you access to the self-assessment tool which is freely available to all members and gives you the opportunity to measure your knowledge and competency using the [Global Standard for Procurement and Supply](#).

Also includes other specialist assessments if applicable.

L&D Tool	Last Purchase Date	Completed Date	Certificate Expiry Date	Action
CIPS Ethical Procurement and Supply (2018)				Register
MER		N/A	N/A	Register
Corporate Award		N/A	N/A	Register
Skills Gap Analysis		N/A	N/A	Register
Self Assessment		N/A	N/A	Register
Procurement Knowledge Assessment		N/A	N/A	Register

show archived

My Learning and Development

Below you can check if your CIPS Ethics Certificate is up to date; one of the essential criteria when applying for Chartered status. It also gives you access to the self-assessment tool which is freely available to all members and gives you the opportunity to measure your knowledge and competency using the [Global Standard for Procurement and Supply](#).

Also includes other specialist assessments if applicable.

L&D Tool	Last Purchase Date	Completed Date	Certificate Expiry Date	Action
CIPS Ethical Procurement and Supply (2018)	17.01.2018			Access Learning
MER		N/A	N/A	Register
Corporate Award		N/A	N/A	Register
Skills Gap Analysis	08.08.2018	N/A	N/A	Register
Self Assessment		N/A	N/A	Register
Procurement Knowledge Assessment	20.10.2017	N/A	N/A	Register

show archived

Step F: From your My Learning and Development tab, click on the Register Link. Wait 15 – 20 mins and access will become available.

Step G: Once this is registered click on Access Learning, follow the link to the test.

My Learning and Development

Below you can check if your CIPS Ethics Certificate is up to date; one of the essential criteria when applying for Chartered status. It also gives you access to the self-assessment tool which is freely available to all members and gives you the opportunity to measure your knowledge and competency using the [Global Standard for Procurement and Supply](#).

Also includes other specialist assessments if applicable.

L&D Tool	Last Purchase Date	Completed Date	Certificate Expiry Date	Action
CIPS Ethical Procurement and Supply (2018)	17.01.2018	18.01.2018	18.01.2019	Access Learning
MER		N/A	N/A	Register
Corporate Award		N/A	N/A	Register
Skills Gap Analysis	08.08.2018	N/A	N/A	Register
Self Assessment		N/A	N/A	Register
Procurement Knowledge Assessment	20.10.2017	N/A	N/A	Register

show archived

Step H: This is how it will Appear once the test has been passed. Wait 24 hours and go back to Step C.

Once you have completed steps D and E and have up to date membership and Ethics certificates go back to Step C.