

**POLICY IN RESPECT OF REQUIREMENT TO PROVIDE  
COPIES OF INSURANCE CERTIFICATE AND CPD LOG  
(EFFECTIVE FROM 1 MAY 2014)**

1. All CNHC registrants are required
  - (a) to have relevant Professional Indemnity Insurance
  - (b) to complete 15 hours of Continuing Professional Development (CPD) and record the details on the CNHC CPD log sheet, unless there are exceptional circumstances that prevent them from doing so.
2. With effect from May 2014, on an annual basis a random sample of 5% of CNHC registrants will be requested to provide within 28 days
  - a copy of their current Professional Indemnity Insurance certificate
  - a copy of their completed CNHC CPD log in respect of the previous year
  - the log must provide details of a minimum of 15 hours CPD, of which 10 hours must be specific to each discipline registered. No more than a third of the total hours should be recorded for any single activity.
3. A reminder will be sent to all the registrants in the sample who have not provided the copy documents within 21 days of the request.
4. In the absence of identified exceptional circumstances, failure to provide both copy documents within 28 days of the request will result in removal from the CNHC Register. This will be an administrative decision taken by the CNHC Registrar, which means that it will not be regarded as a matter that needs to be dealt with via the CNHC disciplinary procedures.
5. The relevant registration fee will not be subject to refund in whole or part.
6. Restoration to the CNHC Register will be an administrative decision taken by the CNHC Registrar, subject to receipt of both copy documents.
7. If restoration is achieved prior to the date when registration would have lapsed for the current registration year, no additional fee will be required. If restoration is achieved after that date, the normal renewal of registration fee will be required.

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