

Process for Upgrading for Apprentices working with an Alternate EPAO

Process for Professional Membership with an alternate EPAO

Introduction

CIPD are the professional body leading and supporting the people profession. We set the standards, build capabilities, and connect our global community of HR, learning and development, organisation design and all people professionals.

Being a member of CIPD showcases your knowledge, behaviours and impact in today's workplace, and demonstrates your commitment to the highest professional standards. Also, CIPD membership is globally recognised in the people profession.

You can also have access to practical advice, explore evidence and gain insights from a wide range of CIPD resources such as podcasts, factsheets, guides and reports that can assist you in your day-to-day job role and on programme training.

Some of the key highlights are joining a thriving community, supporting your growth, saving you money and developing your career.

For further information on [benefits of membership](#) please visit the CIPD website.

Membership

Before applying for your upgrade, you must be an active member of the CIPD. We would encourage you to join CIPD during you're on programme learning.

If you're not already a CIPD member you can join online as a [Student member](#) if you have previously held a grade of membership please rejoin [online](#)

For information on the cost of CIPD membership please refer to the [membership fees](#) page on the CIPD website.

Upgrading Process

You can start to complete the corresponding upgrade form whilst you're on programme:

EPA Upgrade Application Assoc

- L3 HR Support
- L5 HR Consultant Partner
- L5 People Professional
- L3 L&D Practitioner
- L5 L&D Consultant Business Partner

EPA Upgrade Application Chartered MCIPD

- L7 Senior People Professional

When you have received your Apprenticeship certificate and completed the upgrade form you'll need to submit them along with an up-to-date CV to MyEPA@cipd.co.uk

If you are self-funding you will be contacted by a member of the CIPD Assessment Administration team to take payment for the upgrade.

Once we have received all your documents, CIPD will then verify the Apprenticeship certificate and review the CV along with the application form and evaluate your submission against the CIPD [membership standards](#).

You'll receive your results within 8 weeks.

Process for upgrading

1	Complete the upgrading form
2	Ensure you are in active CIPD membership
3	Send the Application form, CV and Apprenticeship certificate to MyEPA@cipd.co.uk
4	CIPD will verify the Certificate and evaluate the form and CV against the membership standards
5	On completion CIPD will email the results within 8 weeks of submission
6	CIPD will automatically upgrade the membership.
7	A membership certificate will be despatched to confirm the outcome