

Frequently asked questions on Chartered Status

1 *What is Chartered Status?*

The award of Chartered Status recognises the well-developed skills, knowledge and professionalism of those working in the procurement and supply profession. Chartered Status reinforces the globally recognised professional standard of MCIPS by evidencing members' commitment to continuing professional development (CPD) and ethical procurement, by having a current CIPS Ethical Procurement and Supply Certificate. It allows MCIPS and FCIPS members the opportunity to have their professionalism recognised continually and is an enhancement to the current MCIPS and FCIPS status.

2 *What are the requirements for Chartered Status?*

The requirement for Chartered Status is:

- Membership of the Chartered Institute of Procurement & Supply (CIPS)
- MCIPS or FCIPS status reflecting professional qualifications and experience
- Have a current CIPS Ethical Procurement and Supply certificate
- 30 hours CPD recorded in the CIPS CPD Tool or a self-declaration of 30 hours CPD over the previous 12 months.

3 *Has CIPS Chartered Status been updated?*

CIPS Chartered Status has been updated in 2018, to reflect the feedback from CIPS members on the journey to Chartered Status and wider recognition of members CPD activity. CIPS Chartered Status now provides a way that CIPS as the professional body for procurement and supply can formally recognise members' commitment to taking part in CPD and maintaining the professionalism of the procurement profession.

4 *Will there be additional costs?*

There will be no additional costs to membership renewal fees for Chartered Status.

The requirements for maintaining Chartered Status will be subject to annual validation at the time of membership renewal. Membership will need to be kept current to retain Chartered Status recognition on the CIPS Professional Register.

5 *How do I apply for Chartered Status?*

Application for Chartered Status is an easy process through MyCIPS as CIPS holds records of your membership, your MCIPS or FCIPS status, CPD hours recorded in the CIPS CPD Tool and whether your CIPS Ethical Procurement and Supply certificate is current.

Simply click on the 'Upgrade' button and you will be taken through a process which confirms those areas where you are already meeting the Chartered Status requirements and those areas where additional action is required. When you have met all the requirements and click to 'Upgrade', your status as a Chartered procurement professional will automatically be recognised on the CIPS Professional Register. You can then use the suffix MCIPS, Chartered Procurement and Supply Professional or FCIPS, Chartered Procurement and Supply Professional, as appropriate.

6 *What records are required to support my application for Chartered Status?*

Other than the records which CIPS already holds for members, including your self-declaration that you have an up to date CPD record for the previous 12 months, no further records are required.

It should be noted that if your CPD is requested for audit you are expected to be able to provide your CPD record with supporting evidence. Having a complete CPD record is a condition of Chartered Status.

7 *Are the records audited?*

As CIPS holds member information on all the components for Chartered Status except those members who have completed a self-declaration for their CPD, only the CPD element will be audited. These audits will be randomly sampled in line with CIPS CPD auditing process. See CIPS CPD Audit Policy and Process for more details

8 *How do I show that I hold Chartered Status?*

Your Chartered Status will be published on CIPS Professional Register and you may use the suffix Chartered Procurement and Supply Professional in addition to your MCIPS or FCIPS designation.