

Application for extensions

All elements of the CTSI Professional Competency Framework (CPCF) will be considered for an extension based on extenuating circumstances.

If a candidate wishes to apply for an extension for work that is part of the CPCF, the individual will need to complete an extenuating circumstances form and provide any supporting evidence for this request.

This form and supporting information/evidence will be sent to CTSI.

A maximum number of three Qualifications and Awards Board (QAB) members will be requested by CTSI to review the documentation and provide a final conclusion.

Then this is received by CTSI, the candidate will be notified of the decision.



Extenuating Circumstances

CTSI Professional Competency Framework

The information provided within the form is confidential and will only be shared with the Extenuating Circumstances Panel (a maximum of 3 members) of the Qualification Awards Board in order to assess your extenuating circumstances

We need you to complete all the information below to the best of your knowledge, and to provide appropriate supporting documents e.g. medical certificate.

Name	
Candidate number	
Email address	
Telephone number	
Date of exam cycle/ portfolio submission affected	

Outline your request below:

Supporting document/s attached	YES / NO
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Name of employer/ local authority	
Name of line manager	
Email address	
Telephone number	

Employer supporting information/comments

Employer signature	
Date:	

Candidates signature	
Date:	

OFFICE USE ONLY

QAB members	
Review date	
Request	UPHELD / NOT UPHELD

Information to be provided to the candidate

QAB Member signature	
QAB Member signature	
QAB Member signature	
CTSI Executive signature	

The form should be completed without delay to ensure CTSI are made aware as quickly as possible of your extenuating circumstance. Forms should be emailed to: qualifications@tsi.org.uk you will receive an email to confirm receipt of your extenuating circumstances form.

The Education team will be in contact with you regarding the outcome of your request within 10 working days of your application.