



CB NON-DD

## REGISTRATION RENEWAL FORM - CAREER BREAK 2021 - 2022 ONLINE OR STANDING ORDER PAYER

Information you need to know as a CAREER BREAK member	
The cost of Career Break membership   September 2021 - 31 August 2022	£43.00
<b>Online/Standing Order Payments – Our bank payment details:</b> Barclays Bank plc - Account Number: 30673277 Sort Code: 20-31-52 <b>Please quote your Institute membership number as a reference</b>	
Your validation card will be sent out mid-August before the start of the new Institute year on 1 September 2021	
<b>The benefits of Career Break membership are that you will be able to stay in touch with the Institute and its activities, including attending the AGM as an observer.</b>	
This category of Institute membership is only available to guides who expect <b>not to work</b> for the full year (1 September 2021 – 31 August 2022) and are therefore deemed to be non-active in the profession for that time. If you undertake any guiding assignments, you will need to pay the appropriate registration fee and convert back to the appropriate membership category (i.e. Member or Associate). Typical reasons for applying for this category of membership might include: maternity or paternity leave; long term illness; living abroad; alternative full-time employment; or academic study	
<b>You can only be in the Career Break category for a maximum of 3 years. If you have not reverted to your original category of membership with the Institute, after 3 years, you may have to re-take examinations before being able to claim your former category as per the Revalidation Policy <a href="#">click here</a>.</b>	
If you wish to return to your former appropriate membership category click on the form below, complete this and return to the Institute office by Sunday 4 July 2021. <ul style="list-style-type: none"><li>- <a href="#">Click here for Member</a></li><li>- <a href="#">Click here for Associate</a></li></ul>	
If you wish to continue with the Career Break membership please continue completing this form. <b>The Career Break form MUST be completed annually and returned by e-mail to the Institute by SUNDAY 4 JULY 2021</b>	
<b>Institute's Expectations and Actions required of its Career Break members</b> <ul style="list-style-type: none"><li>• You undertake not to accept any guiding work during the year 1 September 2021 – 31 August 2022</li><li>• If you come out of the Career Break category after 3 years or more, you may need to re-take examinations before reverting to your previous membership category, incurring examination costs plus the appropriate registration fee, as per the policy on revalidation of qualifications.</li></ul>	
<b>ACTIONS to take before DEADLINE – SUNDAY 4 JULY 2021</b> <ul style="list-style-type: none"><li>• <b>Completed form/s e-mailed to the Institute by SUNDAY 4 JULY 2021</b></li><li>• <b>Ensure your address/contact details are correct and you are content with the way we use the data.</b> To do this please follow the instructions below:</li></ul>	
1. Go to the Institute of Tourist Guiding website <a href="http://www.itg.org.uk">www.itg.org.uk</a> or <a href="#">click here</a> 2. Click on the tab at the top <b>Our Guides</b>	

Coppergate House, 10 Whites Row, London E1 7NF t: 020 7680 7146 e: [office@itg.org.uk](mailto:office@itg.org.uk) w: [www.itg.org.uk](http://www.itg.org.uk)

Company Registration No: 4391794. Place of Registration: England and Wales. Registered Office: Coppergate House, 10 Whites Row, London E1 7NF

3. Scroll to **Member Log in**
4. Enter your **Username** (always your Institute membership number without any preceding letters or zeros)
5. Enter your **Password** (either you know it or if you have forgotten it, the system allows you to request a reminder to be sent by e-mail)
6. Once logged in, the first page you will see are your **Contact Details** - check these are correct. If you need to make any changes click on the **Addresses** tab and enter the new details, click on Submit. You will then receive a message 'Thank you. Your data has been saved'.
7. Click on '**Continue**'

Scroll down to GDPR consent. Under Data Usage Content – should you require details on 'What we use your data for' please click on the link for full details of the Institute's Privacy Policy <https://www.itg.org.uk/about/about-the-institute/privacy-policy/>.

8. Tick as relevant
9. Click on **Save changes**. You will then receive a message as follows: 'Thank you, your consent choices have been saved'. Click here to continue.
10. Scroll down to **Log Out**

**PROVIDE PAYMENT DETAILS (please mark with an X)**

Completed form/s e-mailed to the Institute by **SUNDAY 4 JULY 2021**

- I have paid by telephone/online banking       Date Paid: \_\_\_\_\_
- I have paid by Standing Order       Date Paid: \_\_\_\_\_
- I am changing to pay by direct debit       Please [click here](#) for a new **Direct Debit Mandate**  
and have attached a completed/signed mandate form

<b>Institute Membership Number</b>		
<b>Former membership category of the Institute</b> (Please mark with an X)		Member <input type="checkbox"/> / Associate <input type="checkbox"/>
<b>First Name</b>		
<b>Last Name</b>		
<b>Address</b>		
<b>Mobile</b>		
<b>Email</b>		
<b>Reasons for inclusion in this category</b>		
<b>Completed form/s e-mailed to the Institute by DEADLINE SUNDAY 4 JULY 2021</b>		

April 2021