

Extenuating Circumstances Form (EC Form)

Notes for completion and submission

1. Before completing the Extenuating Circumstances Form, it is important that you read the section on Extenuating Circumstances in the Pharmaceutical Society NI's CPD Framework document available at: <http://www.psni.org.uk>
2. An EC Form should be completed and submitted if you consider you have suffered from circumstances that are beyond the normal difficulties experienced in life which have caused exceptional interference with your ability to work and/or undertake CPD activities. Normally you must submit independent evidence of these circumstances.
3. As extenuating circumstances are exceptional, it is difficult to give specific examples, however, examples of circumstances that would generally be accepted and examples of the documentary evidence that would normally be expected include:

Extenuating circumstances – generally acceptable	Notes
Long term illness	An original medical certificate or letter from an appropriate medical professional confirming the nature of the illness that prevents the registrant from working.
Acute personal/emotional circumstances	An original medical certificate or letter from an appropriate medical professional confirming the nature of the circumstances e.g. bereavement
Hospitalisation	A medical certificate/letter from an appropriate medical professional confirming the nature and severity of the illness.
Family illness	A medical certificate/letter from an appropriate medical professional confirming the nature and severity of the family illness.
Victim of crime	A written statement of events that is supported by written evidence from the Police (including a crime reference number). Where relevant, an original medical certificate or letter from an appropriate medical professional or counsellor.
Criminal investigation or proceedings, litigation, other legal matters	A solicitor's letter.
Maternity leave	Maternity exemption certificate. Letter from employer.
Paternity leave	Letter from employer.

Examples of circumstances that would not generally be accepted:

- **short-term problem or illness**
- **non-serious personal disruptions or events, such as, holidays or travel**
- **excessive demands on time or pressure of one's employment**
- **financial problems**

4. How to submit extenuating circumstances

You should submit your application normally within 21 days of the extenuating circumstances arising and normally before the 30 April deadline. The Registrar will only accept late applications for extenuating circumstances after the deadline (30 April), at his discretion. After 30 April where the application to be declined, this means the portfolio required will then need to be submitted within a short time period.

5. Acknowledgement of application form

An acknowledgement will normally be sent to the applicant within 3 working days of receipt of an application. If you do not receive notification from us please contact us as soon as possible by email or phone. The outcome of the application will be notified formally to the registrant, usually within 21 days.

6. How are extenuating circumstances judged?

The evidence presented in any application for extenuating circumstances is considered by the Registrar of the Pharmaceutical Society NI in accordance with the Council of the Pharmaceutical Society Northern Ireland (Continuing Professional Development) Regulations (Northern Ireland) 2013.

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Submission of evidence of extenuating circumstances to the Pharmaceutical Society NI

You should read the section on Extenuating Circumstances contained in the Pharmaceutical Society NI's CPD Framework document. You must also remember to attach all necessary documentary evidence you wish to rely on. **There is an automatic refusal of any application not accompanied by the necessary supporting documentation or information stated in the application form.**

How to complete and submit the EC Form:

- complete the following:
 - personal details
 - documentary evidence to support your application
- once you have completed all sections and all boxes on the form and attached your evidence, you must submit it to the Registrar of the Pharmaceutical Society NI
- you should complete this form normally within 21 days of the extenuating circumstances arising and it must normally be received before the 30 April deadline. An EC form submitted after this date will only be accepted by the Registrar if there is a valid reason for the late submission.

1 Personal Details

Name:

Address:

Telephone numbers:

Registration number:

2 Indicate clearly the nature of the request:

a. exemption

or

b. partial submission

3 Details of extenuating circumstances

Please describe fully the nature of the circumstances

4 Documentary evidence [two independent submissions]

List all the documentary evidence attached or the reasons why documentary evidence cannot be attached. Please refer to the first page of this form 'Notes for completion and submission of Extenuating Circumstances Form'.

5 Check your form and evidence

Before you submit this form have you:

- Fully completed each section of the form. *Tick here when you have checked*
- Clearly explained your extenuating circumstance and how it has prevented you from meeting your CPD requirements. *Tick here when you have checked*
- Attached independent documentary evidence about your extenuating circumstances? If not, have you explained why? *Tick here when you have checked*

6 Certification of Form

I certify that:

- the information I have provided on this EC Form is correct to the best of my knowledge
- I have attached to the EC Form all the documents listed in 4 above.

Signed.....

Date.....

BEFORE YOU SUBMIT THIS FORM, PLEASE READ CHECKLIST ABOVE AND CHECK THAT YOU HAVE COMPLETED FORM CORRECTLY.

For office use only:	
Date form was submitted:	Date decision made:
Number of pieces of evidence	Date registrant notified