

Extension of Registrations Policy

This policy has been created to provide guidance to iPET Network approved Training Providers on the criteria for a candidates to qualify for an extension of their registration for any iPET Network qualification.

iPET Network understand that there are circumstances that may have an impact on the candidate's learning and will sometimes result in the candidate requiring additional time due to having a break in learning. iPET Network qualifications have allocated registration periods assigned which are detailed in the relevant qualification handbook, please ensure the correct timeframe is recorded upon registration. Where a student has a break in learning and returns to learning, they may require an extension on their registration duration.

Candidates who qualify for an extension of registration may have at least one of the following:

- Maternity leave
- Bereavement
- Long term sick
- Disability
- Learning difficulties
- Pandemic
- Care responsibilities
- Criminal convictions

Please note this list is not exhaustive and iPET Network will review each case individually and will provide feedback to support their decision. The decision is final once issued and cannot be appealed.

Evidence will need to be provided upon application for extension of registration this may include but is not limited to:

- Mat B1 form
- Doctors sick note
- EHCP (Educational Health Care Plan)
- Written evidence of confirmation e.g. convictions etc
- Death certificate

Registrations may be extended for up to 12 months. This will be decided by iPET Network and will depend on many factors such as:

- Qualification being completed (last certification date)
- Duration of the candidates break in learning
- Estimated percentage of evidence left to complete

The procedure to request an extension of a candidates registration is:

Email info@ipetnetwork.co.uk

Detail candidates name, registration number, reason for applying for the extension and attach the relevant evidence

iPET Network will respond with their decision within 14 working days

Document Control

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