



# Taking a Career Break

Discover ways that CIBSE helps our members who are taking a career break.

January 2026



# Apply for Reduced Rates

Keep your membership  
and registration active.

A reduced subscription rate is available to renewing members who are taking a career break.

The reduced subscription rate is only available for current members, not for those applying for membership or reinstating lapsed membership. Applications must be made by 31 May for the current year.

You will keep all member benefits and your professional registration. This will also remove you from the annual CPD audit.

You must remember to apply each year you are on your career break.



Scan the QR code for more information  
or visit [cibse.org/reducedrate](http://cibse.org/reducedrate)

# Continued Professional Development (CPD) Requirements

Whilst on a career break, you are encouraged to stay engaged with the latest developments in your field.



## Minimum Hours of CPD

It is recommended that you keep up to date with industry best practices to make your return to work go more smoothly, but it is not mandatory.

**There are no minimum hours of CPD for those on a career break.**



## Types of CPD

Usually members of CIBSE are required to undertake at least one semi-structured CPD activity on Sustainability and Building Safety; **members on a career break are not required to complete these topics.**

# Types of CPD

All members are encouraged to undertake various different **Continued Professional Development (CPD)** activities. There are many types of CPD that you can do, including watching TV or listening to a podcast!

## Structured

Usually provided by an Institution or Employer, with clear learning objectives, including CIBSE Training. Visit [cibse.org/training](https://cibse.org/training)



## Semi-structured

Partially organised learning, with some structure, but it is more flexible and self-directed, including attending CIBSE Network events and meetings. Visit [cibse.org/events](https://cibse.org/events)



## Unstructured

Informal, self-directed learning. Completing the CIBSE Journal's modules and questionnaire also counts! Visit [cibsejournal.com](https://cibsejournal.com)



The objectives are to increase your abilities in an area that you identify you want to improve, including soft skills as well as technical knowledge, and keeping your knowledge current. Visit [cibse.org/cpd-examples](https://cibse.org/cpd-examples) for more information.

# Get involved with CIBSE

Scan for current volunteering  
opportunities

All volunteering counts as CPD and is a  
great way to stay involved in the  
profession.



## NETWORKS

## ORGANISE ACTIVITIES

Get involved with your **Special Interest Group, Region or Society** to organise activities for other members.

## ASSESSOR

## REVIEW APPLICATIONS

Review and assess membership applications, End Point Assessments, CPD presentations or academic courses.

## STEM

## STEM OUTREACH

Link your **Corporate ESG** outreach activities to your CIBSE membership and become a CIBSE STEM Ambassador.

## MENTOR

## INSPIRE THE NEXT GEN

Mentor the next generation to **improve their technical** and **soft-skills** by sharing your expertise and experiences.

## AUTHOR

## WRITE TECHNICAL GUIDANCE

Join a working group to **update or review guidance** or **submit proposals** for new technical guidance and research.

# Reinstate your CIBSE membership

**Route 1:** Where you have informed us of your career break previously



You will need to create a **Development Action Plan**. This is a statement of your short, medium and long term goals and how you intend to meet those goals.



Submit your development action plan and request your membership is reactivated in one email to  
**[membership@cibse.org](mailto:membership@cibse.org)**



Scan the QR code or visit  
**[cibse.org/dev-action-plan](https://cibse.org/dev-action-plan)** for more  
information

## Route 2: Where you have **not** informed us of your career break previously

Scan the QR code or visit  
[cibse.org/reinstate](https://cibse.org/reinstate) for more information



### Less than 12 months (all members)

You can reinstate immediately without any extra requirements.



### 1 - 3 years (all members) or 3+ years (without professional registration)

You will be required to submit a **Professional Development Plan**. Visit [cibse.org/dev-action-plan](https://cibse.org/dev-action-plan)



### 3 - 5 years (with professional registration)

You will need to reapply and undergo a Professional Review to regain your Engineering Council registration.



### 5+ years (all members)

You will need to reapply for CIBSE membership and Engineering Council registration.



# Contact Us

If you have any questions, contact our membership team for support.

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## Phone

+44(0)20 8772 3650

## Website

[cibse.org/membership](http://cibse.org/membership)

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## Email

[membership@cibse.org](mailto:membership@cibse.org)

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