

Extension Request Form

This form is for use when requesting an extension to the case collection deadline for **all accreditation types** and / or for **re-accreditation**. Please complete and email to accreditation@bsecho.org and pay the fee of **£100** via **BACS**: Natwest- Account number: 73699519- Sort code: 53-70-15 (quote **EXT** followed by your five digit BSE ID as the payment reference).

1. This fee covers administration costs and will not be refunded if the request for an extension is denied.
2. Extensions are not guaranteed.
3. Only in exceptional circumstances will a second extension be granted: this will need to be discussed in person with Chair of Accreditation.
4. The fee for Parental leave has been waived. All other circumstances are charged £100.

Full Name:

Membership No.

Extension request for: Logbook Submission

Current Submission deadline:

Re-accreditation

Current Re-accreditation date:

Number of months requested:

TTE / TOE/ Community/CC/Stress/Level I

Written exam date (if applying for an extension to the Logbook Submission deadline)

Supervisor name and supervising unit/place of work

Email Address:

Extensions will be considered for the following categories only. Each application **MUST** be accompanied by supporting information as detailed in the table below, **we will not consider** extensions without this information. Applications which do not fulfill the categories below are unlikely to be granted.

Extenuating circumstance	Supporting documentation required	Extension time	Deadline	Please tick
Parental leave <i>No fee applies</i>	Confirmatory letter from your line manager	Up to one year: extensions of over one year need to be discussed with Chair	Not less than three months before leave is to be taken	<input type="checkbox"/>
Personal ill Health (includes physical or psychological)	Letter from a healthcare provider, e.g. GP/specialist/occupational health	Usually, six months may be extended on a case by case basis up to one year	Not after return to full duties	<input type="checkbox"/>
Ill health in a dependent	Letter from a healthcare provider, e.g. GP/specialist/occupational health	Usually, six months may be extended on a case by case basis up to one year	Not after return to full duties	<input type="checkbox"/>
Secondment to other duties due to internal work flow	Letter from your line manager	Up to one year	Not less than three months before commencement	<input type="checkbox"/>
Secondment for research or industry opportunity	Letter from your research supervisor or line manager	Up to one year	Not less than three months before commencement	<input type="checkbox"/>
Secondment to other specialty training, e.g. on rotation	Letter from your educational supervisor/training programme director or college tutor as appropriate	Up to one year	Not less than three months before commencement	<input type="checkbox"/>

Signed Applicant:

Date:

Signed Immediate Line Managers:
(PLEASE PRINT NAME)

Date: