



Chartered
Institute of
Editing and
Proofreading

Taking a break from the CIEP

There are many reasons why you might want to take a break from your CIEP membership, including caring responsibilities or a change in working arrangements. If you decide to leave us for a while, there are two ways to do this:

- **career breaks**, for Professional and Advanced Professional Members
- **lapsing your membership**, for all members.

Career breaks for Professional and Advanced Professional Members

This option is to help Professional and Advanced Professional Members keep in touch with the CIEP during a break, while paying an Entry-Level fee.

A career break can last from one to three years. Career-break members enjoy the benefits of Entry-Level Membership, including forum access.

Career-break members should be taking a career break: they should not be working as an editor or proofreader, advertising their services, or displaying a 'Professional Member' or 'Advanced Professional Member' badge anywhere.

How can I start a career break?

You should start your career break as a new membership year begins: on 1 March. If you let us know in the January or February that you would like to start your break with the new membership year, we will then be able to renew you as an Entry-Level Member while keeping your higher grade on our records.

If you decide you would like a career break after receiving your renewal invoice but before paying, just contact the office (membership-enquiries@ciep.uk) and we will arrange this for you. We can't issue a refund after you've paid for your membership year, so if you think you might want a career break, speak to us before paying your membership fee.

How can I end a career break?

When you are ready to return for the next membership year, email the office in January or early February so they can amend your records. Your renewal invoice should then list you as 'Professional Member' or 'Advanced Professional Member'.

If you decide you would like to return at your Professional or Advanced Professional grade after you've received your renewals invoice but before paying, please contact the office and we will change your status. This isn't so easy after payment, so do speak to us before paying.

Lapsing your membership

Any member can lapse their membership for up to three years. Lapsed members don't enjoy any of the benefits of being a CIEP member, but when they return they can do so at their previous grade and without paying our processing fee.

How can I lapse my membership?

You lapse your membership by not renewing in renewals season. Simply ignore our invoice and reminders to pay. After renewals closes we will lapse your membership. You will be removed from our mailing lists, forums and live database.

Can I keep up with the CIEP during my membership lapse?

While your membership is lapsed, you can keep up with the CIEP in a number of ways: our weekly **blog**; our social media presence on **Twitter**, **Facebook** and **LinkedIn**; and the **free resources** we produce.

How can I end my membership lapse?

Please contact the office (membership-enquiries@ciep.uk) as soon as you decide you'd like to return and we will send you rejoining instructions. You will need to make a bank transfer and we must wait until your membership fee shows up in our systems before we can rejoin you, so do allow time for this.

Rejoining members can't pay part-year fees, so it makes sense to rejoin soon after the beginning of any membership year. If you contact the office to rejoin in December, January or February we'll often advise you to wait. We'll then put you on a list and contact you at the start of the new membership year to invite you to rejoin.

Missing the three-year deadline

If your career break or your membership lapse goes on for longer than three years (1 March 2023 to 28 February 2026, for example), you will need to join as a new member once more. This means that you lose your previous grade and you will have to pay our processing fee. So do keep an eye on your calendar and make sure you contact us before your three years is up.

Contact us to find out more

CIEP office: office@ciep.uk

Membership and marketing manager: membership-enquiries@ciep.uk

Membership director: membership@ciep.uk