



Institute for Professionals in Taxation

CMI Reactivation Policy and Application

If the IPT membership of a designee is discontinued for any reason and such person remains a non-member for six months or more, the designation shall be placed in inactive status. During any period of inactive status all rights and privileges of the designation are automatically suspended, as is the requirement to pay CMI dues. The designation will be considered inactive until IPT membership is reinstated and the designee applies for active status in writing and meets all requirements for reactivation.

- The application must include documentation showing that the applicant has accumulated continuing education credits sufficient to satisfy the IPT Continuing Education Requirements during the five years immediately preceding the date of the application. Notwithstanding the deadlines otherwise prescribed for submission of forms and other documentation identified in the Continuing Education Requirements, these materials must be submitted with the application for reactivation of the designation. Documentation may include a copy of the member's CMI Continuing Education Status Report reflecting education earned during the five years preceding the reactivation application date.
- The application must be accompanied by a fee of \$150 and sent to the Executive Director of IPT. If the Executive Director or his designee determines that the application is in compliance with these requirements, the applicant will be notified that the designation has been reactivated.
- In cases of doubt the application may be referred to the Professional Designation Committee for recommendation to the Board of Governors. If the application is insufficient the applicant will be notified of the deficiencies.
- Following reactivation of the designation, the member's next five year continuing education reporting period will begin on the next January 1.
- A member whose designation became inactive as provided herein must secure a reactivation of the designation within five years following reinstatement of IPT membership. Failure to comply with this requirement will result in revocation of the designation, and it may be restored only in accordance with the Continuing Education Requirements.

See next page for Reactivation Application



Institute for Professionals in Taxation

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APPLICATION TO REACTIVATE PROFESSIONAL DESIGNATION

Name of Applicant _____ IPT Member ID # _____
(Please note if you previously used a different last name)

Name of Company/Firm _____ Phone _____
Fax _____

Business Address _____

Residence Address _____ Phone _____

_____ I am currently an active member of IPT under the employer listed above
_____ OR I reapplied for active IPT membership under the employer listed above on ____/____/____.
_____ **Reactivation Fee Enclosed \$150.00** CMI in: Property ____ Sales ____ Income ____ CMI# ____
_____ **Continuing Education Documentation (Required for Reactivation) Enclosed**

Method of Payment (\$150.00 Reactivation Fee)

Check Enclosed

Credit Card Check One: American Express MasterCard Visa

Card Number: _____ Expiration Date: _____

Signature: _____

Note: Indicate Complete billing address if different than address provided above.

Billing Address: _____

I, the undersigned applicant, certify that I have read and understand the By-laws and the Principle, Purposes & Code of Ethics and Standards of Professional Conduct of the Institute for Professionals in Taxation and will abide by same. I hereby certify that the statements contained herein are correct and complete to the best of my knowledge and ability, and hereby apply for reactivation of the Professional Designation in my tax specialty.

Date _____ Signed _____
(Signature of Applicant)

FOR IPT Use Only:		
Date Received: _____	Date Approved: _____	By: _____
Date Reactivated: _____		