

Request for Extension/Deferral of the ARTP Spirometry Programme

This form must be completed by the candidate wishing to apply for a short extension or longer deferral of the submission date for their portfolio component of the assessment on the ARTP Spirometry programme.

All extension or deferral requests must reach ICST by email to **spirometry@clinicalscience.org.uk**, no later than **two weeks before the submission deadline**.

Each candidate is eligible for one extension free of charge for the duration of 8 weeks (4 week for re-accreditation). If a candidate requires any further extensions this will incur an administrative fee of £35.00.

Please see the ICST website for details of **How to Pay**.

Each candidate is eligible for one deferral only, for the duration of 6 months (or 3 month for re-accreditation). There is no fee for a deferral. Longer periods will not be granted unless exceptional circumstances apply, for example long-term sick leave or a family bereavement. Please provide any evidence you feel will support your application.

Your Name:	
Your Email address:	
Your telephone number:	
Your ARTP Number (if applicable):	
Your Spirometry programme : Certification or Recertification	

Please select from the list below:

I am applying for an 8 week/4 week extension (my first extension request) **Y|N**

I am applying for an 8 week/4 week extension (Not my first request; I agree to pay a £35 fee) **Y|N**

I am applying for a 6 month/3 month deferral (this is my first request) **Y|N**

Reason for Extension/Deferral Request:

Please give as many details as possible (along with supporting evidence for a deferral) to allow the form to be processed without delay.

Please return your completed form to spirometry@clinicalscience.org.uk