



IRCP Extension/Deferral form – ARTP Professional Examinations

This form must be completed by the candidate wishing to apply for an extension or deferral on the submission date for the IRCP portfolio element of the Professional Body Assessment.

All extension requests must reach ARTP Administration no later than **1 month before the submission deadline**. Failure to submit the extension request form in time will be regarded as a failed first submission.

IMPORTANT NOTE: A maximum of 4 weeks extension will be granted, unless exceptional circumstances apply, for example long-term sick leave or a family bereavement.

Candidate Name: -----

Candidate Number: -----

Address: -----

Tel:

E-mail: -----

I wish to apply for an Extension (Y/N)

I wish to Defer (Y/N)

Reason for Extension/deferral Request: Please give as many details as possible to allow the form to be processed without delay.

Candidate's signature: _____ **Date:** _____

Please return this form to: ARTP c/o Executive Business Support
City Wharf
Davidson Road
Lichfield
Staffordshire
WS14 9DZ