



PROFESSIONAL REGISTER FAQs

*Frequently asked questions for
IMI members on the Professional Register*



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1. WHAT IS THE PROFESSIONAL REGISTER?

It's an industry-wide Register that lists individuals in the motor industry who have been recognised for their experience, professionalism and commitment to ethical working practices, and also for continually keeping their knowledge and skills up to date.

2. WHAT ARE THE BENEFITS OF BEING ON THE REGISTER?

Whether you're in the workshop, showroom, office or beyond, it's your way of delivering for customers who demand the highest standards of ethical behaviour and professionalism. Consumers want the reassurance of dealing with people who are respected for their professional attitude and knowledge, and the Register helps improve the image of the sector. It gives your customers and clients confidence that you're committed to them and to the industry.

3. WHERE CAN THE PUBLIC VIEW IT?

The Professional Register is available to view at www.imiregister.org.uk.

4. WHAT INFORMATION WILL BE AVAILABLE TO VIEW?

Customers and consumers will be able to search for registered professionals using data such as your name, employer's address, region, etc. They'll also be able to view your professional status, i.e. IMI Membership level or IMI Accreditation route, to show you're qualified and up to date with your skills. No personal details will be displayed.

5. AM I ELIGIBLE TO JOIN THE REGISTER?

You'll become part of the Professional Register when you become an IMI member (not applicable to Affiliate and Retired membership grades). If you're not a member already, joining is easy, just visit www.theimi.org.uk/member for more details. There are several levels of membership dependant on your industry experience and qualifications.

6. IS IT FREE TO JOIN?

Yes it's free - there's no additional charge to join the Register once you've become an IMI member. Joining as an IMI member is simple, just visit www.theimi.org.uk/member for more details.

7. WHY CAN'T RETIRED AND AFFILIATE MEMBERS JOIN?

The Register is for practising professionals, so you need to be employed and have a certain amount of industry experience to be on the Register. However, as an Affiliate, you may be able to upgrade your membership level. Contact the membership team on +44 (0)1992 519025 or email us at imimembers@theimi.org.uk for more information.

8. WHAT IS CPD?

CPD stands for continuing professional development and the IMI defines CPD as a range of learning activities through which you can, as an industry professional, develop yourself throughout your career. This is so you can keep your skills and knowledge up to date, enabling you to work effectively and ethically, adhering to the IMI Code of Conduct. Each learning activity is given a credit rating and by signing up to the Register, you commit to achieving 90 CPD credits over a three year CPD cycle – that's the equivalent of approximately only four days of training/learning per year.



9. WHAT CAN CPD DO FOR ME?

CPD enriches your knowledge, keeps you currently competent, and improves your promotion and career prospects. It also demonstrates to your employer and colleagues that you're equipped to respond to ever-increasing management and compliance requirements, rapidly-changing technical developments and best practice.

10. ARE THE TRAINING & DEVELOPMENT COURSES SPECIFICALLY FOR THE INDUSTRY?

Yes, all the IMI courses have been developed with the motor industry in mind and are delivered by specialist training providers.

You can train face-to-face at locations throughout the UK, via workshops, online through innovative webinars and e-learning, and even from your mobile. You'll have access to specialist CPD to suit your work, your learning needs, and the time and resources available to you. We can also deliver in-house and design courses specifically for your needs. For a full list of courses and e-learning opportunities, visit www.theimi.org.uk/courses-and-events.

11. WILL I BE ABLE TO ACHIEVE THE CPD CREDIT TARGET?

Yes, the 90 credit target is achievable by everyone. CPD covers the whole spectrum of automotive learning - learning on the job, reading a relevant journal or article, or simply attending a conference all count towards CPD. It's not just the formal training courses you attend.

12. HOW DO I JOIN THE REGISTER?

Once your IMI Membership has been confirmed, you'll become part of the Register providing you're assigned a membership grade of LIM1 or above. For details of membership levels, visit www.theimi.org.uk/member.

To join the Register through IMI Membership now, visit www.theimi.org.uk/register, click on the *JOIN* icon and follow the instructions on screen. Alternatively, call the membership team on +44 (0)1992 519025 and we'll walk you through the process.

Once on the Register, you'll have access to the online CPD management tool, MyCPD, where you can log, track and plan all of your professional development activities.

13. WHAT DO I NEED TO DO TO MAINTAIN MY REGISTRATION?

You'll need to:

- keep your knowledge and skills up to date through participation in CPD and meet the 90 CPD credit target over a three year cycle.
- maintain an up-to-date and accurate record of your CPD activity using the IMI online CPD management tool, MyCPD.
- demonstrate your CPD activities are relevant to your job role and current or future working practice, ideally demonstrating tangible impact too.
- remain an eligible IMI member or accredited individual by behaving in an ethical way, complying with the IMI Code of Conduct and paying membership fees on time.

For full details, visit www.theimi.org.uk/register.



14. HOW WILL MY CPD ACTIVITY BE MONITORED?

CPD activity evidence entered onto the online CPD management tool will be subject to audit by the IMI on a random, sampling basis throughout the three year cycle and on an end-of-cycle basis. This is to check the quality of the evidence, to make sure it is valid, and to see where any support may be required.

15. WHAT SUPPORT IS AVAILABLE TO ME WHILST ON THE REGISTER?

Support and guidance are available from the IMI if you find yourself in challenging circumstances which may affect your ability to achieve the target. Please contact the membership team to discuss your situation where consideration will be given on a case-by-case basis.

16. CAN THE PROFESSIONAL REGISTER STATUS BE TAKEN AWAY FROM ME?

An individual may be removed from the Professional Register for the following reasons:

- Breaching the IMI Code of Conduct.
- Not having eligible IMI member or accreditation status, through non-payment of fees.
- Not achieving the CPD requirement within the three year cycle.

The IMI reserves the right to remove anyone from the Professional Register. Further guidance on the reasons for removal is contained in the IMI Professional Register Appeals and Complaints document. Please call us for a copy or download it from www.theimi.org.uk/membership/complaints-procedure.

If you have any other questions about the Professional Register, please call the membership team on +44 (0)1992 519025 or email us at imimembers@theimi.org.uk.