

Institute of Conservation

Lapsed ACR Reinstatement Policy

Policy number	Other Documents 07.04
Summary	This policy outlines the process for the reinstatement for Accredited members of Icon who have lapsed their Accredited membership.
Who this policy applies to	Lapsed ACRs
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Approved by/approval level	Icon Professional Standards and Development Committee
Date effective	1 August 2015
Last reviewed or updated	16 February 2026
Frequency of review	Every three years

1.	Introduction
	<p>Accredited members of Icon must maintain their professional membership to retain their Accredited status, use the ACR post-nominals, and have their name listed on Icon’s Directory of Accredited Members.</p> <p>Members whose Accredited membership has lapsed within the previous five years may be eligible to regain their Accredited status. The requirements for reinstatement depend on the length of time the membership has lapsed, as outlined in this Policy.</p> <p>Members whose Accredited membership has been lapsed for more than five years are not eligible to apply for reinstatement under this policy and must undergo a full reassessment.</p> <p>This policy should be read in conjunction with the ‘Career Breaks and Membership Fees Policy.</p>
2.	Definitions
	<p>Lapsed ACR: An Accredited member of Icon who has not paid their professional member fees and allowed their membership to lapse.</p> <p>Continuing Professional Development Recall: The mechanism for ensuring the ongoing maintenance and development of professional competence, through the submission of a report on request that demonstrates how an Accredited member maintains and enhances their professional skills.</p>
3.	Icon’s Approach
	<p>Icon is committed to taking a proportionate approach to the reinstatement of Accredited membership, based on the duration of a member’s lapsed period.</p>

	<p>Lapsed within the same membership year Members who fail to pay their fees within the same membership year may be reinstated at any point during that year by paying the full annual membership fee.</p> <p>Lapsed for between one and two years Members whose Accredited membership has lapsed for between one and two years may regain their status by paying the outstanding membership fees for the previous two years and entering the next Continuing Professional Development (CPD) Recall cycle.</p> <p>Lapsed for between two and five years Members whose membership has lapsed for between two and five years must successfully complete a short reassessment prior to reinstatement and pay the outstanding membership fees for the previous two years and the partial re-assessment fee for up to 10 criteria.</p> <p>The reassessment will constitute an assessment of 10 criteria of the Icon Professional Standards chosen at random. The assessment will be delivered in line with the Icon Accreditation Assessment process. The re-assessment must take place prior to the reinstatement of Accredited Membership.</p> <p>Lapsed for more than five years Members whose Accredited membership has been lapsed for more than five years are not eligible to apply for reinstatement under this policy and must undergo a full reassessment.</p>
4.	Making a request
	<p>Members wishing to reinstate their Accredited membership status must contact the membership team in writing by emailing membership@icon.org.uk.</p> <p>Each request will be considered individually to ensure that it meets the parameters of this policy. Icon may request further clarification or evidence if necessary to support an application. Submission of an application does not guarantee approval.</p> <p>Approved members will receive written confirmation of their reinstatement. It is only at that point will they be able to use the ACR post-nominals, and have their name listed on Icon’s Directory of Accredited Members.</p>
5.	Managing implementation and review
	<p>This Policy will be reviewed every three years to ensure that it is reflective of current regulations and guidance and is responsive to local, national, and international events.</p>