

Registration for accreditation exam

Saturday, 19 May 2018

Instructions

Completing the form

1. Before you start, please read the [Guide for candidates](#).
2. Complete the form using either of the following the methods:
 - onscreen, by typing directly into the fields – make sure you **save** your completed form to your computer
 - printing the form and filling it in by hand – you may wish to **scan** your completed form for emailing (see step 7 below).
3. You **must complete** all of the questions in **Part A** (questions 1 to 10). The questions in Part B are optional.
4. Fill in the **Declaration** on the last page.

Submitting your registration

5. Submit your completed form before the **closing date**. Registration forms may be submitted by:
 - **emailing** the saved or scanned file to: admin@iped-editors.org, or
 - **posting** the handwritten form to: T Winchester, IPEd, PO Box 8, Coopers Plains QLD 4108.
6. Pay the [exam fee](#) (for the fee schedule, see question 6 and **Important information** on the last page).

Closing dates

- Early bird registrations close on Thursday, 5 April 2018.
- The final date for registration and payment of the exam fee is **Sunday, 22 April 2018**. If you are posting your application, make sure you leave enough time for it to be delivered by Friday, 20 April 2018.
- No late registrations will be accepted. No late payments will be accepted. Candidates who have not paid the registration fee by the closing date will not be allowed to sit the exam.
- Cancellations after the closing date will not be accepted, except in accordance with our refund policy (see p 6).

Part A: required information

1. Please provide your name and contact details:

Title:

Other:

First name:

Last name:

Suffix eg Jr:

Postal address:

State:

Postcode:

Email address:

Phone number:

Alternative contact number:

Part A continued

2. Please indicate where you will sit the exam:

Candidates in remote areas who may have difficulty travelling to one of the 6 exam locations should select their nearest city from the list, and contact the Chair of the Accreditation Board to discuss alternative arrangements.

Email Desolie Page at ab.chair@iped-editors.org.

3. Please indicate your current IPEd membership* status:

* Members of the Canberra Society of Editors are non-members of IPEd for the purpose of the exam fees.

4. Mac computer requirements

The exam facilities provide PCs for candidates to use in the exam, and tech support for PCs only. All candidates will sit the exam on a PC, unless a candidate specifically requests a Mac during registration. Candidates should be aware that no tech support will be available for Macs, and that Macs cannot be supplied on the day if one has not been requested in advance.

Do you require to sit the exam on a Mac?

5. Macquarie Dictionary online

If there is sufficient demand, candidates will be allowed to use the Macquarie Dictionary online (MDO) during the exam, using their own personal account logins. To use this option, candidates must have a current subscription to the MDO or a 30-day trial subscription that covers the exam day. (Candidates are still allowed to bring hard copy reference materials such as a dictionary and a style guide to the exam).

Would you like access to the Macquarie Dictionary online during the exam?

6. Please indicate your category of registration:

6a. Candidates sitting the exam for the first time, please select the appropriate fee category below:

Membership	Fee category	Fee amount	Closing date
IPEd member	early bird fee	\$640.00	Thursday, 5 April 2018
	standard fee	\$680.00	Sunday, 22 April 2018
Non-member	early bird fee	\$810.00	Thursday, 5 April 2018
	standard fee	\$850.00	Sunday, 22 April 2018

(Candidates re-sitting the exam should go to Q.6b on the next page).

Part A continued

6b. Candidates re-sitting the exam, please select the appropriate fee category below:

Membership	Fee category	Fee amount	Closing date
IPEd member	early bird fee	\$320.00	Thursday, 5 April 2018
	standard fee	\$330.00	Sunday, 22 April 2018
Non-member	early bird fee	\$400.00	Thursday, 5 April 2018
	standard fee	\$420.00	Sunday, 22 April 2018

Which year did you previously sit the exam?

7. Do you have any special needs for the exam?

Please provide a summary of your special requirements in the field below, and also email Desolie Page, the Chair of the Accreditation Board, at ab.chair@iped-editors.org, with more details.

Certificate information

If you pass the exam, you will receive a certificate of accreditation.

8. Please nominate how you would like to receive your certificate of accreditation:

If you selected another mailing address above, please enter the address below:

9. Please enter your name as you'd like it to appear on your certificate:

10. Please indicate in which of the following places you are happy to have your name published as having passed the exam:

Part B: optional information

Completion of the rest of this form is optional but your provision of the information sought will greatly assist IPEd in its accreditation and professional development activities. All information provided will be held in confidence.

11a. Please indicate your highest level of formal education:

11b. Year of attainment of highest education:

12a. Please indicate where you received your editorial training (select all that apply):

12b. If you selected one or more types of editing course or workshop, or “other”, in Q12a, please specify the institution(s) and the name of the course(s) or workshop(s) or the other kind of editorial training received:

13. How many years have you been working as a professional editor?

* Please note it is not recommended for editors with less than 3 years' full-time professional experience or equivalent to sit the accreditation exam.

Part B continued

14. Please indicate the nature of your professional editing work (whether or not it is your main occupation):

If you selected "other", please specify:

16. Please indicate if your editing is substantially (rather than occasionally) in any of the following specialties (select all that apply):

Note, most editors are generalists and so do not need to answer this question. Only specialist editors – that is, those who have received additional training or gained extensive experience in the particular field – should answer this question.

If you selected "other", please specify:

17. Please indicate in which sector you do your editorial work (select all that apply):

If you selected "other", please specify:

Declaration

By submitting this form, you are making a declaration that you wish to sit for the 2018 IPEd accreditation exam and that you:

- agree to [pay the exam fee](#) by the closing date of 22 April 2018
- have declared any computer requirements or other special needs you may have to sit the exam
- understand that cancellation is subject to our refund policy
- have read and agree to abide by the cancellation and refund policy (see below).

Date of completion:

Important information

Registration due dates

Registration forms must be received no later than Sunday, 22 April 2018. The early bird cut-off date is Thursday, 5 April 2018.

Payment of the exam fee should be made when you submit your registration form.

Payment of the exam fee

The fee for sitting the accreditation exam varies according to:

- your IPEd membership status
- whether you register by the early-bird cut-off date
- whether you are sitting the exam for the first time or are re-sitting the exam.

The fee schedule is set out below. To pay the fee, [click here](#).

Members		Non-members	
First time sitting exam	Early bird: \$640	First time sitting exam	Early bird: \$810
	Standard: \$680		Standard: \$850
Re-sitting exam	Early bird: \$320	Re-sitting exam	Early bird: \$400
	Standard: \$330		Standard: \$420

Cancellations and refunds

Cancellations will be accepted, and any fee paid refunded (less \$100 administration fee), up to the closing date of 22 April 2018 only.

Once registrations have closed, cancellations will only be allowed in case of **illness or emergency**. If you need to cancel and can produce a medical certificate or other acceptable documentation, you may be entitled to a refund of your fee (less \$100 administration fee), at the discretion of the Accreditation Board.

Information and enquiries

Information about the exam is on the IPEd website at http://iped-editors.org/Accreditation/Next_accreditation_exam/Guidelines_for_candidates.aspx.

If you have any questions, please send an email to ab.chair@iped-editors.org.