

## Application form for accreditation in proofreading

If you live outside the UK but in Europe, you must pay a surcharge of £10 to cover the additional postage and administration charges. If you live elsewhere overseas, please contact the SfEP office by email ([administrator@sfep.org.uk](mailto:administrator@sfep.org.uk)) or by post before making an application.

### *Declaration of consent under the Data Protection Act 1998*

Your signature on this form indicates consent that this information may be held on a computer and in a manual filing system. This data will be processed by the Society for the purposes of administering the activities of the Society. If you wish to obtain a copy of the data processed, a description of the purposes for which it is being processed and any potential recipients of the data, or any information as to the source of the data, please contact the membership director ([membership@sfep.org.uk](mailto:membership@sfep.org.uk)). Please note that the Society is entitled to charge a fee for the provision of this information.

*I hereby apply for SfEP accreditation in proofreading*

I confirm that my subscription to the Society is up to date (please tick)

*Membership category* .....

*SfEP membership number*.....

**All applicants must complete sections 1, 2 and 3.**

### **1 Personal details**

*Full name* (Mr/ Ms/Miss/Mrs.....)

.....

*Address*.....

.....

..... *Postcode*.....

*Telephone*.....

*Fax*.....

*Email*.....

Have you ever:

- paid to take an accreditation test in proofreading *since November 2001*? YES / NO
- taken part in piloting or preparing accreditation tests in proofreading? YES / NO

If yes, please give brief details (including year(s), if possible):

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## 2 Options for taking the test

Please choose your preferred option for taking your test and fill in the dates as appropriate.

- **Fixed-date route (see 'Making an application for accreditation in proofreading')**

I enclose my cheque (payable to 'SfEP') for £135.

The following fixed dispatch dates are acceptable to me, in order of preference:

- (i) .....
- (ii) .....
- (iii) .....

- **Option route**

I enclose my cheque (payable to 'SfEP') for £155.

The following dispatch dates are acceptable to me, in order of preference:

- (i) .....
- (ii) .....
- (iii) .....

## 3 Declarations

- (a) I have read and understood *Accreditation in proofreading: Prospectus*. I agree to abide by the test rules and to accept the decision(s) of the Accreditation and Registration Board.
- (b) I declare that the completed test I return will be my own unaided work and that I shall make an honest report of the number of hours I spent working on it.
- (c) I undertake not to disclose any details of the test I take or to copy it or to show it to anyone.
- (d) I agree that, if I am awarded accredited status and if a complaint is subsequently received from a client about my work as a proofreader, I shall co-operate with the Accreditation and Registration Board in any investigation of the complaint, in accordance with regulation 6.4 of the Accreditation and Registration Regulations (see *By-laws of Society for Editors and Proofreaders Ltd*).

Signature ..... Date .....

**Please make sure that you have filled in all sections correctly and enclosed a cheque for the correct amount. You are advised to photocopy your application. Send this form together with your cheque by post to Accreditation Administrator, SfEP, Erico House, 93–99 Upper Richmond Road, London SW15 2TG. Please allow 14 days for acknowledgement.**

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Please do not write below this line.

For office use.

Candidate's test number: PR.....

Test dispatch date .....