**CIEA Fellow Application Proforma**

Please complete the proforma below and email it to [administratorciea@herts.ac.uk](mailto:administratorciea@herts.ac.uk) along with your **CV** and **copies of qualifications** or evidence of recognised prior learning RPL.

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| --- | --- | --- |
| Applicant details |  | |
| Name |  | |
| Current role |  | |
| **Work experience** | | |
| Provide an explanation detailing how you have achieved a minimum of six years’ experience in assessment and one year in a senior assessment leadership role. | | |
| **Assessment experience** | |  |
| The CIEA assess candidates against certain criteria. Provide a narrative of no more than 2000 words which evidences involvement in the activities described in the Eligibility section of the CIEA website which can be found [here](https://www.herts.ac.uk/ciea/join-the-ciea/fellowship-fciea) and which include ***preparing for assessment, conducting assessment, feeding back after assessment, performing effectively and managing and working with others***. | | |
| Continuing Professional Development and Training | | |
| Provide an academic profile detailing recent assessment related continuing professional development or training you have attended or delivered and highlighting your achievement in teaching/research/publication. | | |
| Benefit of Fellowship | | |
| Indicate why you feel you should be awarded fellowship and how your profession would benefit from your fellowship. | | |
| Referees | | |
| This form should be signed and dated by two professional supporters who can confirm you meet the eligibility criteria and also confirm that the qualification documents you are providing are genuine copies of the original document.  As far as I know, the information contained in this form is correct and the qualification documents provided are true copies of the original documents:  **Signed Referee one:** …………………………………………………………  Job title: ……………………………………………………………………….  Organisation: …………………………………………………………………  Email address: ……………………………………………………………….  How long have you known the applicant?...............................................  In what capacity do you know the applicant? …………………………….  **Signed Referee two:** …………………………………………………………  Job title: ……………………………………………………………………….  Organisation: …………………………………………………………………  Email address: ……………………………………………………………….  How long have you known the applicant?...............................................  In what capacity do you know the applicant? …………………………….  Please note, we may contact referees for quality control purposes. | | |

To complete your application to become a member of the CIEA, please submit the following to [administratorciea@herts.ac.uk](mailto:administratorciea@herts.ac.uk).

* Completed proforma
* Your CV
* Copy of your highest qualification