

# Chartered Educational Assessor Programme Application Form

By applying for this Programme, I agree to participate and pay the Programme fee

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| **Applicant Details** | |
| Name |  |
| Current role |  |
| Email Address |  |
| Address |  |
| CIEA Member | Y / N |

## Programme Details

*Please tick the Course you wish to participate in:*

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage 1**  Certificate in Educational Assessment | Date Attending  Enter Date | £350 | Y / N |
| **Stage 2**  Diploma in Educational Assessment | Date Attending    Enter Date | £750 | Y / N |
| **Stage 3**  Chartered Educational Assessor Assignment | Date  To be confirmed on  Applicant Approval | £350 | Y / N |
| **Stage 1, 2 and 3**  Certificate, Diploma, Chartered Educational Assessor | Date Attending  Enter Date | £1195 | Y / N |

Charity No.1122014

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*Please complete this section for The Certificate*

*or*

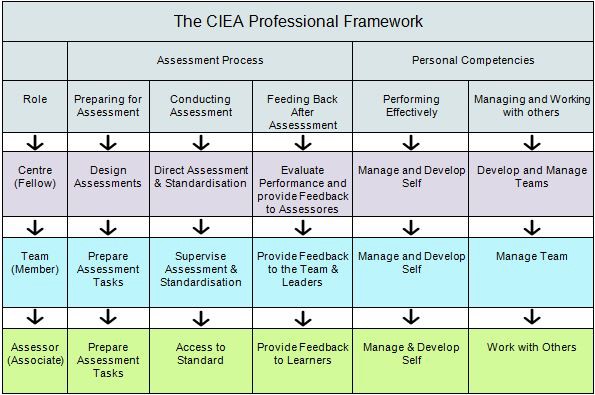
*The Full Chartered Educational Assessor Course (CEA)*

We appreciate that in certain circumstances applicants may have sufficient knowledge, understanding and experience in assessment to warrant an exemption from Stage 1 of the CEA Programme, The Certificate in Educational Assessment. Please contact us at [administratorciea@herts.ac.uk](mailto:administratorciea@herts.ac.uk) to apply for an exemption form.

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| **Work Experience** |
| Please write a brief description of your current employment situation, to include your role and responsibilities.  Please attach your current CV when sending your application. |
|  |

*Please complete this section for all Courses*

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| **Assessment Experience** |
| Provide a reflection, no longer than 500 words, detailing your experience which you believe would make you eligible to become a Chartered Educational Assessor. Please use the CIEA Professional framework below to support your reflection. |
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| *Invoice Details* | | | | |
| ***Please complete details of your organisation and finance department or your own personal details if you are self-funding your course.*** | | | | |
| Customer's full legal name | |  | | |
| *NB: If a Limited Company please also provide official letterhead of company showing company name, number and registered office address* | | | | |
| Customer's full postal address | | FAO : Accounts Payable | | |
| Address line 1 | |  | | |
| Address line 2 | |  | | |
| Address line 3 | |  | | |
| City | |  | | |
| County | |  | | |
| Post Code | |  | | |
| Country | |  | | |
| Accounts Payable telephone number | |  | | |
| Accounts Payable e-mail address | |  | | |
| VAT Reg No. (EU customers only) | |  | | |
| UK, EU or overseas sales? | |  | | |
| Purchase Order Number | |  | | |
| *Please add a Purchase Order number if your organisation requires this to be quoted on the invoice. The purchase order should be emailed to* ***administratorciea@herts.ac.uk*** | | | | |
| If customer is a company is it an SME? | |  | | |
| *CHECK LIST* | |  |
| 1) Completed Personal Details for all Programmes | | Y / N |
| 2) Completed Work Experience, for the Certificate or CEA | | Y / N |
| 3) Attached current CV, for Certificate or CEA | | Y / N |
| 4) Attached Exemption form for Certificate, if required | | Y / N |
| 5) Completed Assessment Experience for all Programmes | | Y / N |
| 6) Completed Invoicing Details, for all Programmes | | Y / N |
| *On completion of this form please email to:*  [*administratorciea@herts.ac.uk*](https://herts365.sharepoint.com/sites/CIEATraining/Shared%20Documents/CEA%20Standard%20Documents/administratorciea@herts.ac.uk) | |  |

### FOR OFFICE USE ONLY

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| --- | --- |
| Application Form Received | Enter date |
| Date Approved | Enter date |