

Assessment number:

Application for individual assessment of non-accredited qualifications

Applicant Details - (please use block capitals)

| | | | | |
|--|---------------------------------------|---------------------------|----------------------|----------------------|
| Surname: | <input type="text"/> | Forenames: | <input type="text"/> | |
| Home Address: | <input type="text"/> | | Postcode: | <input type="text"/> |
| Company Name: | <input type="text"/> | | | |
| Company Address: | <input type="text"/> | | Postcode: | <input type="text"/> |
| Date of Birth: | <input type="text"/> | Daytime Telephone Number: | <input type="text"/> | |
| Email: | <input type="text"/> | | | |
| Currently in Membership (delete as appropriate): | <input type="text" value="YES / NO"/> | Membership Number: | <input type="text"/> | |

| Qualification | Educational Establishment | Date Awarded |
|----------------------|---------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

The following documentation must be submitted with this form:

- Photocopied evidence of all academic awards being assessed
- A current CV unless already submitted
- Assessment fee - £75.00 in UK (cheques made payable to CIOB) Overseas candidates should contact CIOB for local fees
- Evidence of membership of Chartered Professional Institutes

*A transcript of syllabus may be required but will be requested at a later date if necessary
(Please return the form with all the necessary documentation and payment)*

| OFFICE USE ONLY (Accounts) | | DECISION | |
|----------------------------|-----------|---|--|
| Name: | | <input type="text"/> | |
| Membership No | Batch No: | Full exemption / recognition (tick box) | |
| Amount | Code | Partial Exemption (number of credits) | |
| £ | | Progression | |
| £ | | Assessment completed by | |

Payment Methods

Cheque (until 2014) or Bankdraft made payable to the CIOB or Credit/Debit Card

A member of the CIOB Membership team will contact you to discuss payment options.

Receipts can be obtained through the CIOB website at www.ciob.org.uk via the 'Members Only Area'.

www.ciob.org