

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"/>	
<input type="text"/>		<input type="text"/>	
Membership No	Batch No:	Full exemption / recognition (tick box)	<input type="text"/>
Amount	Code	Partial Exemption (number of credits)	<input type="text"/>
£	<input type="text"/>	Progression	<input type="text"/>
£	<input type="text"/>	Assessment completed by	<input type="text"/>

### 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.

Please return form to Membership Dept, CIOB, Englemere, Kings Ride, Ascot, Berks SL5 7TB or email to [bswatridge@ciob.org.uk](mailto:bswatridge@ciob.org.uk)

Receipts can be obtained through the CIOB website at [www.ciob.org.uk](http://www.ciob.org.uk) via the 'Members Only Area'.