

Application for renewal of accreditation 2016

IPEd accreditation lasts for five years, after which you must apply for renewal of accreditation if you wish to retain your status as an accredited editor. This form is intended for editors who became accredited in **2011**.

Instructions

- Complete this form onscreen and **save it to your computer**. Then attach it to an email and send it to **secretary@iped-editors.org**
- If you are unable to fill the form in online, you can print the PDF, fill it in by hand, and submit a scanned copy by email (as above). Alternatively, you can post your form to **IPEd Secretary, PO Box 8, Coopers Plains QLD 4108**.
- Applications must be received by the IPEd secretary by the end of August 2016. Applications may be submitted as early as **30 April 2016** but no later than **31 August 2016**.
- A renewal of accreditation assessment fee should be paid when you submit your application (see last page for details).
- You must complete **Section A** (at least **all** questions marked *) and **Section B** (at least **3** questions).
- Complete **Section C** only if your situation falls outside the scope of Sections A and B.
- Late applications will only be accepted in exceptional circumstances and where prior approval has been granted. If you need an extension, please outline your reasons in an email to abchair@iped-editors.org at least **TWO** weeks prior to the closing date.
- Please read the [Guidelines for renewal of accreditation 2016](#) before you start.

Applicant details

Name:			
Address:			
State and postcode:			
Email:			
Phone:		Mobile:	
Are you a current member of a society of editors?			
If YES, name the society.			

Section A: Continuing employment as an editor or involvement in the editing profession –

This section has 12 questions. Complete all questions marked with an asterisk (*) and other questions if they apply to you.

Questions 1–9 relate to your **CURRENT EMPLOYMENT** or involvement in the editing profession.

<p>1* What is your current type of employment (or involvement) in the editing profession? (tick all that apply)</p>	<p><input type="checkbox"/> Self employed</p> <p><input type="checkbox"/> Employee</p> <p><input type="checkbox"/> Freelancer</p> <p><input type="checkbox"/> Other (please specify) :</p>	<p><input type="checkbox"/> Consultant</p> <p><input type="checkbox"/> Volunteer</p>
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Questions 10–11 relate to your RECENT EMPLOYMENT or involvement in the editing profession. These questions allow you to elaborate if your situation has changed over the past five years.

10* Is your current situation (as detailed in your answers to Questions 1–9) representative of the last five years?

11 If you answered NO to question 10, complete the following table to show how your employment / involvement has changed over the past five years.

(Complete as many rows as needed or leave blank if not applicable)

Period		Type of employment (employee, self employed, freelancer, volunteer, etc)	Organisation / business	Your role /scope of work
From	To			

Use the space below if you wish to provide further details in relation to Question 11.

Question 12 relates to RECENT EDITORIAL PROJECTS you have been involved with.

12* Provide details of recent editorial projects and your role in them. These must be projects you have undertaken since your accreditation. (Provide up to five examples)

Project 1

Description:

Client / employer:

Work you performed:

Duration of project:

From:

To:

Project 2

Description:

Client / employer:

Work you performed:

Duration of project:

From:

To:

Project 3

Description:

Client / employer:

Work you performed:

Duration of project:

From:

To:

Project 4

Description:

Client / employer:

Work you performed:

Duration of project:

From:

To:

Project 5

Description:

Client / employer:

Work you performed:

Duration of project:

From:

To:

Section B: Professional development undertaken since your accreditation –

This section has seven questions to choose from. You must complete a minimum of three (3) questions.

Question 1 relates to study towards UNIVERSITY or TAFE COURSES relevant to the editing profession.

1 Have you been studying or completed a relevant university (graduate or postgraduate) course or TAFE course during the past five years?

If YES, please provide details in the table below.

(To complete this question, provide details of one or more courses.)

University or TAFE course 1

Name of institution:	
Name of course:	
Description of course:	
Units completed during past five years:	
Periods of enrolment:	

University or TAFE course 2

Name of institution:	
Name of course:	
Description of course:	
Units completed during past five years:	
Periods of enrolment:	

Use the space below if you wish to provide further details in relation to Question 1.

Question 2 relates to SOCIETY TRAINING (workshops, courses or education sessions).

2 During the five years since your accreditation, have you attended or presented at society training workshops, courses or education sessions?

If YES, please provide examples below.

(To complete this question, provide up to three examples)

Society workshop/course/session 1

Society:

Name of workshop/course:

Brief description:

Your role:

Topic (if you presented):

Date:

Society workshop/course/session 2

Society:

Name of workshop/course:

Brief description:

Your role:

Topic (if you presented):

Date:

Society workshop/course/session 3

Society:

Name of workshop/course:

Brief description:

Your role:

Topic (if you presented):

Date:

Use the space below if you wish to provide further details in relation to Question 2.

Question 3 relates to OTHER PROFESSIONAL DEVELOPMENT activities.

3 Since your accreditation, have you attended or presented training workshops, courses, residential programs or seminars run by other organisations (such as the Australian Publishers Association, Australian Copyright Council, or Australian and New Zealand Society of Indexers)?

If YES, please provide details in the table below. (To complete this question, provide one or more examples)

Other workshop/course/program/seminar 1

Organisation:

Name of workshop/course:

Brief description:

Your role:

Topic (if you presented):

Date:

Other workshop/course/program/seminar 2

Organisation:

Name of workshop/course:

Brief description:

Your role:

Topic (if you presented):

Date:

Other workshop/course/program/seminar 3

Organisation:

Name of workshop/course:

Brief description:

Your role:

Topic (if you presented):

Date:

Use the space below if you wish to provide further details in relation to Question 3.

Question 4 relates to MENTORING of other editors

4 Since your accreditation, have you been involved in a mentoring relationship or helped train other editors?

If YES, please provide details below. (To complete this question, provide at least one example)

Mentoring relationship 1

The program or arrangement:

Organisation *(if applicable)*:

Your role:

Your responsibilities:

Duration:

From:

To:

Mentoring relationship 2

The program or arrangement:

Organisation *(if applicable)*:

Your role:

Your responsibilities:

Duration:

From:

To:

Use the space below if you wish to provide further details in relation to Question 4.

Question 5 relates to CONFERENCES ATTENDED

5 Since your accreditation, have you attended any professional conferences relevant to the editing profession?

If YES, please provide details below.

(To complete this question, provide at least one example)

Conference 1

Conference title:

Conference sponsor:

Your role:

If you were a presenter, what did you talk about:

Date(s) of conference:

From:

To:

Conference 2

Conference title:

Conference sponsor:

Your role:

If you were a presenter, what did you talk about:

Date(s) of conference:

From:

To:

Conference 3

Conference title:

Conference sponsor:

Your role:

If you were a presenter, what did you talk about:

Date(s) of conference:

From:

To:

Use the space below if you wish to provide further details in relation to Question 5.

Question 6 relates to CONTRIBUTIONS TO RELEVANT PROFESSIONAL SOCIETIES / BODIES

6 Since your accreditation, have you made specific contributions towards relevant professional societies or bodies (such as IPEd or your state/territory society of editors)?

If YES, please provide details below.

(To complete this question, provide at least one example)

Contribution(s) to IPEd

Your role(s):

Your responsibilities:

Duration:

From:

To:

Contribution(s) to your society of editors

Name of society of editors:

Your role(s):

Your responsibilities:

Duration:

From:

To:

Contribution(s) to another professional society

Name of professional society / body:

Your role(s):

Your responsibilities:

Duration:

From:

To:

Use the space below if you wish to provide further details in relation to Question 6.

Question 7 relates to ADDITIONAL PROFESSIONAL ACTIVITIES.

7 Since your accreditation, have you undertaken other professional development activities not already covered? (Examples may include relevant professional reading, subscriptions to professional journals and/or participation in professional networks)

If YES, please provide details below.

(To complete this question, provide at least one example)

Additional professional activity 1

Activity:		
Details of activity:		
Duration:	From:	To:

Additional professional activity 2

Activity:		
Details of activity:		
Duration:	From:	To:

Use the space below if you wish to provide further details in relation to Question 7.

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Section C: Alternative case for renewal of accreditation (OPTIONAL) –

Complete this section only if you were unable to adequately answer the questions in Section A and B and you wish to present an alternative case for consideration by the Accreditation Board.

- 1 Demonstrate how you have maintained your competence in editing skills and professional knowledge over the past five years and state why your accreditation should be renewed.**

Declaration

By submitting this form, you are making a declaration that you have answered all questions truthfully and can verify the claims you have made.

Make sure you **retain evidence** of your claims. You do not need to submit evidence with your application, **but** the IPEd and the Accreditation Board reserve the right to check the accuracy of claims and may contact you for further information if needed.

Evidence may include such records as statements from employers/clients, appropriate email records, receipts, invoices, testimonials, academic records/transcripts, conference papers you have prepared, lists of delegates, meeting minutes, printouts showing participation in online forums.

Date of completion:	
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Payment of renewal of accreditation fee

Please provide payment details below

Amount paid:	
Payment method:	
Date of payment:	

Remember

Applications may be submitted as early as **30 April 2016** but no later than **31 August 2016** unless the board has granted you an extension due to exceptional circumstances.

Payment of the renewal fee should be made when you submit your application.

Payment of the renewal fee

The fee for renewal of accreditation is **\$150 for current members** and **\$175 for non-members**. Payment by electronic funds transfer is preferred. Alternatively, you may pay by cheque or money order.

Electronic funds transfer (EFT)

BSB: **302-162**

Account no: **0409 323**

Reference: use your **initial** and **surname** followed by **RA** (e.g. 'JAnyone RA')

Cheque/money order

Payee: **IPEd Ltd**

Post to: **Secretary, IPEd Ltd, PO Box 8, Coopers Plains QLD 4108**

Enquiries

If you have any questions, please send an email to abchair@iped-editors.org