

# Application to submit ELP for assessment in 2010

Your invitation to attend will be sent to you via email at least one week prior to the session date. Whilst every effort is made to accommodate applicants, there may be occasions when sessions are oversubscribed. Equally, if a session is significantly undersubscribed, CIEH reserves the right to cancel.

## Please Note:

- This form will not be accepted without the correct fee and a valid EHRB registration number.
- Late applications will be accepted up to 14 days after the deadline, upon payment of an additional Late Application Fee (see overleaf) Applications received later than this cannot be accepted under any circumstances.
- We will acknowledge receipt of your application and all correspondence, except for results, will be sent to you via email.
- For 'Deferment' and 'No Show' fees please see regulations 17-18 of the Examination Regulations 2008 and note that all deferments **must** be in writing/email.

Name: (as you wish it to appear on your Certificate of Registration)	
Address: (For correspondence)	
Email address:	Daytime/contact Tel No.
Are you a member of the armed forces?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is this a reassessment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Student Registration No: (Not your membership number)
Are you a Member of the CIEH? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, Membership No:

## All assessments will take place in London except 23 August, which will take place in ULSTER

Deadline for Applications	Assessment Date - week commencing		<i>For office use only</i>
12 July 10	<b>23 August 2010 ULSTER</b>	<input type="checkbox"/>	<b>976</b>
13 September 10	<b>25 October 2010</b>	<input type="checkbox"/>	<b>977</b>
29 November 10	<b>10 January 2011</b>	<input type="checkbox"/>	<b>978</b>

Unless you are informed by letter of alternative arrangements, ELPs should be delivered (by hand, post or courier) to the venue on the Monday of the session before 2pm and should be collected on the Friday at the end of the session, between 9.30 – 2.00pm.

If you will not be able to collect your ELP on the Friday between 9.30 and 2pm and you wish your ELP to be returned by **our** courier, you **must** ensure that you enclose with your application form a cheque for **£20.00** (per box) to cover the cost of its return. You **must** also provide suitable packaging i.e. strong box – Suitcases and holdalls will not be accepted. This service must be organised in advance using this application form. Please tick the box if this service is required

If you choose this option, your ELP will be delivered back to you during the first Monday after the session. If you wish it to be sent to an address different to the one above (eg work address), please clearly write the address on the back of this form and tick this box

If you choose the option of collecting the ELP on the Friday and you fail to do so, the ELP will be couriered to the address above and you will be charged £30.00 (per box).

**Please note that CIEH accepts no responsibility for the safe posting or receipt of ELPs. You are advised to keep a photocopy of your ELP.**

Please tick if your portfolio includes material in Welsh   
(If your portfolio contains material in a language other than English and Welsh, an English translation must be provided.)

I wish to apply for ELP assessment as detailed above and I agree to be bound by the regulations governing the assessment of the Experiential Learning Portfolio.

Signature:		Date:	
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