

# Application for Accreditation of Prior Achievement (APA) Guidance Notes

## Exemption and transition mapping

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Part exemption will only be awarded for components of the 2007, 2010 and 2011 curricula.

The equivalencies are set such that we are confident that industry standards are maintained at the highest standards.

You must give careful consideration as to whether it would be in your best interests to continue on the route to EHRB status until 2020, when it will cease; or whether to carry over what you have already completed in order to enter the Chartered Practitioner programme.

## Application form

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- The application form is in PDF format and you should type into the text fields.
- The completed application form must be sent as an attachment to an email.
- Ensure that you save a copy of the form to your own system before emailing it.
- Mark the subject title – [APA Claim](#).

- Please inform us if your name, as it appears on your Certificate of Registration/Diploma, is different from your current name.
- EHOs qualified in Scotland should give the date of the award of their REHIS diploma.
- The application form will not be accepted if incomplete.
- We will acknowledge receipt of your application via email within 5 working days.
- The processing of claims for APA will take approximately 20 working days.

## Payment Information

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- Payment to accompany your application is £100.
- Once we receive your application form, a member of our Contact Team will be in touch to take payment.
- Payment needs to be made via credit or debit card.
- No applications will be processed until payment has been made

### **Postal applications will not be accepted.**

Applications should be sent to [apa@cieh.org](mailto:apa@cieh.org)

Find out more  
[www.cieh.org/charteredstatus](http://www.cieh.org/charteredstatus)

Get in touch  
**+44 (0)20 7827 5800**  
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[www.cieh.org](http://www.cieh.org)