



Editors' Association of Canada Certification

Registration Form 2011

Tests and test date: Copy Editing Saturday, November 19, 2011 (10 a.m. to 1 p.m.)
Stylistic Editing Saturday, November 19, 2011 (2:30 p.m. to 5:30 p.m.)
Registration period: Friday, July 22, to Monday, October 24, 2011

- Use this form if you wish to pay by MasterCard, VISA, cheque or money order
Use the online registration system if you wish to pay by American Express, MasterCard or VISA: <www.editors.ca/certification/index.html>

ABOUT YOU

Note: The information in this section is confidential (see Terms and Conditions). Some details will be aggregated for administrative purposes to provide a general description of the candidates who register for the tests. The test assessors will not have access to your personal information.

First name
Last name
Mailing address
Phone (day)
Email
EAC member
Occupation
Organization/Employer

Editing experience: _____ years on the following materials (check all that apply)

- Books, Magazines, Scholarly journals, Corporate and marketing materials, Reports, Websites and new media, Other - please specify

Training/education (check all that apply)

- College undergraduate degree or diploma, University undergraduate degree, University graduate degree, Professional accreditation/designation, University/college continuing education program, EAC seminars, Other seminars - please give source, Other - please specify

REGISTRATION DETAILS

Step 1: Where would you like to take the test(s)? Please indicate a **first choice** and a **second choice**. Sites are contingent on demand and resources (see Terms and Conditions).

- | | | | | |
|------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|--------------------------------------|
| <input type="checkbox"/> Vancouver | <input type="checkbox"/> Edmonton | <input type="checkbox"/> Calgary | <input type="checkbox"/> Saskatoon | <input type="checkbox"/> Winnipeg |
| <input type="checkbox"/> Ottawa | <input type="checkbox"/> Toronto | <input type="checkbox"/> Montreal | <input type="checkbox"/> Halifax | <input type="checkbox"/> Other _____ |

Step 2: Which test(s) would you like to take?

Option A: Both tests offered in 2011

Copy Editing plus Stylistic Editing

Price:	EAC member	Non-member
	\$700.00	\$900.00
HST:	\$91.00	\$117.00
Total:	\$791.00	\$1017.00

Option B: One test

Copy Editing only

Price:	EAC member	Non-member
	\$375.00	\$475.00
HST:	\$48.75	\$61.75
Total:	\$423.75	\$536.75

Option C: One test

Stylistic Editing only

Price:	EAC member	Non-member
	\$375.00	\$475.00
HST:	\$48.75	\$61.75
Total:	\$423.75	\$536.75

Enter your total here \$ _____
HST # 123756876

PAYMENT

All registrations must be accompanied by payment in full.

Cheque or money order enclosed, made payable to Editors' Association of Canada. Please charge to my MasterCard or VISA card:

Card no. _____

Expiry date _____

Name on card _____

NB: A penalty of \$25 will be charged for NSF cheques or invalid MasterCard or VISA details.

Signature of cardholder _____

To pay online (American Express, MasterCard or VISA), please visit www.editors.ca/certification/index.html.

TERMS AND CONDITIONS

1. There are no membership, education or experience prerequisites for the certification program. However, the EAC Certification Steering Committee recommends that you have at least five years' solid editing experience before attempting the tests.
2. EAC certification credentials are awarded solely on the basis of candidates' performance on the relevant tests. Payment of the registration fee does not, in itself, guarantee the awarding of a credential.
3. To maintain your EAC certification credential(s), editors who pass the November 2011 tests will be required to participate in EAC's Certification Credential Maintenance Program. Credential maintenance requires that editors pay a \$25 annual administration fee (\$100 for non-members) and collect 100 professional development points over a five-year period. Please see www.editors.ca/certification/maintenance.html for more information about credential maintenance.
4. Registration for certification tests is not confirmed until your payment in full has been processed. EAC's confirmation of your registration entitles you to write the certification test(s) for which you paid the fee(s). Your confirmation and receipt will be sent to you by email.
5. Test locations are offered subject to demand and availability. EAC reserves the right to cancel a test location up to two weeks before the test date. If EAC cancels a test location, you will have the opportunity to either transfer your registration to another location or receive a full refund of your registration fees. In the event that EAC cancels a test location, EAC's liability shall be limited to a refund of registration fees. EAC is not responsible for travel, accommodation, or other expenses.
6. If you cancel your registration for any other reason and EAC receives written notice of your cancellation by Monday, October 24, 2011, EAC will refund your registration fees less a \$100 cancellation fee. No refunds will be issued for cancellations received after Monday, October 24, 2011.
7. You must complete the certification tests on your own. You will be given lists of materials that can and cannot be taken into the test room. If you are found using unauthorized materials during an invigilated test, or copying or otherwise cheating during any test, you may be disqualified and become ineligible for certification. This penalty may be appealed to the national executive council of EAC.
8. You may not disclose any documents, computer files, notes or information that are provided to you or produced by you in connection with the EAC certification examinations. This provision will have no force or effect with respect to any document or information that is published by EAC in a study guide, used in promotional material or otherwise made public. You may not disclose, other than to persons specified by EAC, any information that you obtain about the individuals who take the tests.
9. You will receive a notification statement indicating a "pass" or a "fail" for each test you take.
10. If you fail a test, you may retake it in a subsequent administration.
11. If you fail a test, you may appeal the decision. Information about the appeal procedure will accompany your notification statement. Appeals require payment of \$100 for each test appealed. If you decide to appeal, your appeal request must be received within one month after the mailing of the notification statement. Appealed tests will be reviewed by a new team of assessors whose decision is final.
12. EAC maintains and promotes the names of editors who become certified in one or more of the skill area credentials. You may request that your name not be used. The names of editors who fail a test are not made public.
13. Information collected on this form allows EAC to administer the certification program effectively. By registering for certification, you consent to EAC's use of your information for this purpose.

By completing this registration form, you agree to comply with the terms and conditions above.

Signature _____ Date _____

**EDITORS' ASSOCIATION OF CANADA CERTIFICATION
STANDARD CONSENT FOR THE RELEASE OF INFORMATION FOR SUCCESSFUL
CERTIFICATION CANDIDATES**

From time to time, EAC may wish to recognize the achievements of successful certification candidates. *The Freedom of Information and Protection of Privacy Act* protects you against unauthorized use of your personal information, including your name.

EAC will not make public the names of candidates who fail certification tests.

Please circle Yes or No for each point below, date and sign the form.

If I attain an EAC certification credential, I give permission for my name to be included in EAC communications, such as e-news updates, *Active Voice*, press releases, the EAC website and advertisements. Yes No

I give permission for EAC to confirm to prospective employers that I have passed a test or hold an EAC certification credential. Yes No

I understand that I must notify the EAC national office in writing if I wish to withdraw any permission granted on this release form. Any such request may not be retroactive.

Your name (please print) _____

Signature _____ Date _____

Please return all four pages of the completed form to:

Editors' Association of Canada
505-27 Carlton Street
Toronto ON M5B 1L2
Fax: 416 975-1637

Questions?

- See our website at <www.editors.ca/certification/index.html>
- Email: certification@editors.ca
- Phone: 416 975-1379 or 1 866 226-3348

If you do not have access to a fax machine or a scanner, please contact Helena Aalto at helena.aalto@editors.ca.