

**Editors' Association of Canada/Association canadienne des réviseurs
Certification Procedures**

Effective date: December 2014; last revised November 2014

These are the procedures to implement the Editors' Association of Canada *Certification Policy*.

1. Application

These procedures apply to the *Certification Policy* for English-language editing.

2. Terminology

The terminology for these procedures is found in the "Definitions" section of the Editors' Association of Canada's (Editors Canada) *Certification Policy*.

3. Credentials awarded

3.1 Credentials are awarded to candidates who pass the relevant test or tests.

3.1.1 Credentials awarded for tests taken before December 31, 2009, are

(a) Certified Proofreader (Elementary Knowledge of the Publishing Process + Proofreading)

(b) Certified Copy Editor (Elementary Knowledge of the Publishing Process + Copy Editing)

(c) Certified Structural and Stylistic Editor (Elementary Knowledge of the Publishing Process + Structural and Stylistic Editing)

(d) Certified Professional Editor (Elementary Knowledge of the Publishing Process + Proofreading + Copy Editing + Structural and Stylistic Editing)

3.1.2 Credentials awarded for tests taken before December 31, 2009, will continue to be recognized as valid Editors Canada credentials after December 31, 2009.

3.1.3 Credentials awarded for tests taken after January 1, 2010, are:

(a) Certified Proofreader (Proofreading)

(b) Certified Copy Editor (Copy Editing)

(c) Certified Stylistic Editor (Stylistic Editing)

(d) Certified Structural Editor (Structural Editing)

(e) Certified Professional Editor (Proofreading + Copy Editing + Stylistic Editing + Structural Editing)

3.2 The Certified Professional Editor (CPE) credential is awarded to candidates who pass all the tests required for the credential.

4. Eligibility criteria

4.1 There are no prerequisites for any certification test. However, it is recommended that candidates have at least five years of full-time editing experience before attempting any test.

4.2 Anyone involved in developing and/or administering a test may not register as a candidate until his or her involvement no longer confers an unfair advantage.

4.2.1 Certification steering committee members, test setters, external reviewers, marking analysts, or markers may not register as candidates for the test in which they are involved until that test is administered and one additional administration of a test in that editorial skill group has occurred.

4.2.2 Pilot testers and test invigilators may not register as candidates until after the test in which they are involved has been administered.

4.3 No one can be exempted (“grandfathered”) from the testing requirements if he or she wishes to use the CPE designation or any of the specific credentials.

4.4 Candidates who fail tests may continue to pursue certification by taking the appropriate tests.

5. Registration and fees

5.1 Candidates must register and pay fees for each certification test.

5.1.1 Candidates may register for one or more tests offered in an administration.

5.1.2 Registration normally closes 30 calendar days before the date of the test administration.

5.1.3 Fees are set annually. Members of the association pay lower fees than non-members.

5.2 No candidate may take a test without having paid for the test in full.

5.3 Registration materials state a cancellation and refund policy.

6. Exam administration

6.1 Budget and demand permitting, one or more tests will be offered annually and simultaneously in at least one city in each branch of the association.

6.1.2 Budget and demand permitting, reasonable efforts will be made to accommodate potential candidates who live in geographically remote areas or who for some other reason cannot travel to a test site.

6.2 Candidates may be permitted or required to bring to the test site resources and tools authorized by the certification steering committee. Candidates will receive from the national office a list of authorized resources and tools. Candidates are not permitted access to CD-ROM references, the Internet, electronic spell checkers or computers.

6.2.1 A candidate who wishes to use a resource or tool that is not included in the list of authorized materials must obtain written permission from the national office.

6.2.2 The national office must receive any such written request at least 15 business days before the date of the test administration, and will consult with the certification steering committee. The decision of the certification steering committee on the use of any additional resource or tool is final.

6.2.3 Where this consultation results in any amendment to the list of authorized materials, the national office will notify all candidates in writing.

6.2.4 Where candidates have not sought prior authorization from the national office for the use of a resource or tool that is not included in the list of authorized materials, the decision of the site supervisor on the use of that resource or tool is final.

6.3 Candidates with special needs may request in writing that reasonable accommodation be made for those needs. Supporting documentation may be required.

6.3.1 Provision of reasonable accommodation is intended neither to detract from the responsibility of candidates to achieve individual results nor to confer advantage to these candidates.

6.3.2 The national office must receive any such written request at least 15 business days before the date of the test administration, and will consult with the certification steering committee. The decision of the certification steering committee on the use of any additional resource or tool or any other form of accommodation is final.

6.4 Every administration of a test is followed by a request to candidates to evaluate the effectiveness of that administration.

6.5 Site supervisors and test invigilators receive standardized instructions and honoraria.

7. Exam and study guide preparation

7.1 Every administration requires the preparation of new tests, new marking guides and, if required, updated study guides.

7.2 The texts used in the tests are comprehensible to general readers and require no specialized subject matter knowledge to edit.

7.3 All tests are pilot tested and, if required, externally reviewed before they are offered to candidates.

7.4 The association prepares study guides and makes them available for purchase.

7.5 Test setters receive training and honoraria.

8. Exam marking

8.1 Marking is conducted using a double-blind review, where neither the markers' nor the candidates' identities are known to the other party.

8.1.1 Tests are identified to markers by candidate numbers assigned by the national office.

8.2 Tests are marked using a marking sheet and an answer key that describes expected answers and acceptable variations.

8.3 Each test is marked independently by two markers.

8.4 Markers receive training and honoraria.

8.5 For each test offered in a particular administration, the marking analyst reviews all the marked tests and recommends a pass mark (cutline), which will normally be around 80%.

8.5.1 Where necessary, the marking analyst also indicates that a third marker should mark a particular test.

8.6 The marking analyst receives an honorarium.

8.7 Test results are subject to external audit. The auditor appointed for the association reviews the list of candidate names and candidate numbers to ensure that they are accurately matched and that the appropriate credentials are awarded.

9. Candidate disqualification

9.1 Anyone found using unauthorized materials, copying, helping others cheat or cheating in any other way during a test is automatically disqualified and becomes permanently ineligible for certification. Members of the association may also be subject to sanctions under Editors Canada's Bylaw No. 1 (2014), section 2.05 Discipline of Members.

9.2 Anyone charged with misconduct will receive written notice of any penalty from the association.

9.3 This penalty may be appealed in writing to the national executive council of the association within 90 calendar days of the date of the notification statement.

10. Results and appeals

10.1 Each candidate receives a written notification stating "pass" or "fail" for each test.

10.2 Candidates who fail may appeal their results in writing.

10.2.1 The appeal must be received by the national office within 30 calendar days of the date of the notification statement.

10.2.2 If a candidate appeals, his or her test is marked independently by two new markers.

10.2.3 The decision made by the two new markers is final.

10.3 Editors Canada maintains and may publish a list of the names of candidates who attain the CPE credential or one or more of the specific credentials.

10.3.1 Successful candidates may request in writing that their names not appear in any published list.

11. Credential maintenance

11.1 Anyone holding a credential earned by taking a test administered after January 1, 2011, retains the right to use that credential by fulfilling maintenance requirements.

11.1.1 Credential holders are required to do the following:

- pay an annual administration fee
- submit evidence of participation in professional development activities equivalent to 100 “points” over five years

11.2 Anyone holding a credential earned by taking tests administered before December 31, 2010, retains the right to use that credential without fulfilling maintenance requirements.

12. Security, confidentiality and access to information

12.1 Utmost efforts are made to protect the security of the examinations and to preclude any candidate’s gaining an unfair advantage over others.

12.1.1 Anyone who is involved in setting, preparing, reviewing, administering, piloting, marking or analyzing a test must sign a confidentiality agreement.

12.2 The confidentiality of all information provided by candidates is protected under the association’s *Privacy Policy*.

12.3 Upon receiving a written request from a credential holder or candidate, the association will confirm for a third party (such as an employer or a client) that the credential holder or candidate holds a credential, has passed a certification test or is registered to take a test.

12.4 In response to a request from a third party,

- (a) the national office will divulge no information about the certification history of any individual, or
- (b) if the credential holder or candidate has consented in writing to the release of this information, the national office will confirm the credentials held, tests passed or tests the candidate has registered for.

12.5 No other information will be provided to a third party.

13. Revisions

Substantive revisions to these procedures must be authorized by the certification steering committee and ratified by a vote of the association's national executive council.