Preparation Checklist

The following checklist will help you decide whether you're ready to take an EAC certification test. Print and use it to keep track of your progress.

The more check marks you have in the "Yes" column, the better prepared you are for an EAC certification test.

Criterion	Yes	No	Action Required
Do I have at least five years of full-time experience as an editor or proofreader?			
Is my experience reasonably broad?			
Have I mastered the fundamentals of editing, in addition to the specific skills for the type of editing I'm doing?			
Do employers, clients and other editors think my skills are excellent?			
Have I studied *Professional Editorial Standards (2009)* in detail?			
Have I worked through the *EAC Certification Study Guide* for the test I want to take?			
Have I worked through *Meeting Professional Editorial Standards*?			
Have I taken courses and/or workshops that may help me pass the test I want to take?			
Have I read books that may help me pass the test I want to take?			
Do I have a study plan?			
Have I allocated enough time for preparation?			
Have I found a study partner or joined a study group?			
Have I reviewed all of the style guides I'm allowed to take to the test site?			
Have I reviewed *Editing Canadian English*?			
Do I regularly use a variety of style guides?			

Do I understand the differences between Canadian, British, and American English and editing practices?			
Do I know how to mark up text with standard copy editors' and/or proofreaders' marks?			
Have I looked on the Internet and in reference books for editing and proofreading quizzes that may help me evaluate and improve my skills?			
Have I practised editing and proofreading all kinds of documents, working on both my editing/proofreading skills and my speed?			
Have I upgraded my test-taking skills?			
Have I prepared myself mentally and physically for exam day?			