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| **Association of Electoral Administrators**  Qualification – Application to Register for the Certificate  **England and Wales – 2024/2025 Intake** | A picture containing drawing, clock  Description automatically generated |

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| This form must be submitted to **AEAQualifications@sunderland.gov.uk** no later than 1 September 2024 |

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| Forename(s) | |  | | | | Title | |  | |
| Surname | |  | | Date of birth | |  | | | |
| Home address | |  | | | | | | | |
| Office email | |  | | | | | | | |
| Home email | |  | | | | | | | |
| Mobile | |  | Office phone | |  | | | | |
| AEA membership number | | |  | | | | | | |
| Employer | |  | | | | | | | |
| Post title | |  | | | | | | | |
| A candidate may only register for the AEA Certificate if they have either completed or are scheduled to complete the AEA Foundation Course **or** can demonstrate a minimum of three years’ practical experience in both electoral registration and elections administration. Please indicate below which of the routes you fulfil: | | | | | | | | | |
| 1. | I attended the AEA Foundation Course in (enter year) | | | | | |  | | |
| 2. | I am currently attending, or are booked to attend, a future AEA Foundation Course | | | | | | | |  |
| 3. | I can demonstrate three years’ practical work experience | | | | | | | |  |
|  | Briefly describe your work experience: | | | | | | | | |
|  | In electoral registration: | | | | | | | | |

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|  | In elections administration: | | | | | | | | | | | | | |
| **DECLARATION –** I apply to register for the AEA Certificate in Electoral Administration. I certify that the information given in this application is true. I confirm that I have read the AEA Qualification Rules. I understand I am responsible for compliance with the Rules, preparing for the Qualification under my own arrangements, undertaking such preparation and study as required and being and remaining a member of the AEA. | | | | | | | | | | | | | | |
| Signature | | |  | | | | | | Date | |  | | | |
| **SUPPORTING STATEMENT –** I confirm that the named-applicant has the support of their employer to undertake the AEA Certificate in Electoral Administration. | | | | | | | | | | | | | | |
| Signature | | |  | | | | | | Date | |  | | | |
| Name and position | | | | |  | | | | | | | | | |
| **FEES TO BE INVOICED** (tick appropriate boxes)[[1]](#footnote-1) | | | | | | | | | | | | | | |
| * Registration | | | | | | | | £563.36 | | | | |  | |
| * Assignments (four @ £163.65 each) | | | | | | | | £654.60 | | | | |  | |
| * Examinations (two @ £216.02 each) | | | | | | | | £432.04 | | | | |  | |
| Enter total | | | | | | | | | | | | |  | |
| Enter purchase order number (if appropriate) | | | | | | | | |  | | | | | |
| **ADMINISTRATIVE ARRANGEMENTS** (tick as appropriate) | | | | | | | | | | | | | | |
| * Preferred assessment day and assessment venue[[2]](#footnote-2) | | | | | | | | | | | | | | |
| 21/01/25 | |  | | 22/07/25 | |  | 20/01/26 | | |  | | 21/07/26 | |  |
| Midland assessment venue | | | | | |  | Northern assessment venue | | | | | | |  |
| Southern assessment venue | | | | | |  |

1. You will be invoiced for the fees you have indicated above. This must include at the least the registration fees. All fees are subject to VAT. [↑](#footnote-ref-1)
2. The midland venue is generally Birmingham; the northern venue is generally Leeds; the southern venue is generally London. [↑](#footnote-ref-2)