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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)