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

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 in Scotland if they can demonstrate a minimum of three years’ practical experience in either electoral registration or elections administration **or** enclose with their application a letter making a case to be exempted from the above requirement endorsed by their employer that confirms the details in the letter are true and accurate.  Please indicate below which of the routes you fulfil: | | | | | | | | | | | | | | | | | | | | |
| 1 | I can demonstrate three years’ practical work experience | | | | | | | | | | | | | | | | | |  | |
|  | Briefly describe your work experience: | | | | | | | | | | | | | | | | | | | |
|  | In electoral registration: | | | | | | | | | | | | | | | | | | | |
|  | In elections administration: | | | | | | | | | | | | | | | | | | | |
| 2 | I have enclosed a letter claiming exemption | | | | | | | | | | | | | | | | | |  | |
| **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 (generally held in Edinburgh or Glasgow) | | | | | | | | | | | | | | | | | | | | |
| 21/01/25 | |  | | 22/07/25 | |  | | 20/01/26 | | | | |  | | 21/07/26 | | | | |  |

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)