

Application to submit Practical Training Logbook (not ELP) for assessment on demand

Please complete this form and attach a cheque for the appropriate fee (see overleaf), made payable to CIEH or complete credit card details. This should be placed in the box containing your logbook which can be delivered or couriered to Chadwick Court at anytime.

Please pack your logbook in a strong BOX with a lid. No other packaging (i.e. suitcase or holdall) can be accepted, as your logbook will be forwarded to the assessor via courier.

On completion of the assessment, you will be contacted and asked to collect your logbook within 5 working days. This can be done in person or you can arrange your own courier. If **your logbook is not collected on time**, you will be invoiced for **£30.00** per box and your logbook will be posted to you.

Please note that the whole process of assessment will not take **less** than 6 weeks.

If you wish to take advantage of our courier service for the return of your logbook, the fee of **£20.00** per box should be added to the cost of the assessment. If you would like to use this option, please tick this box ☐

Please Note:

1. This form will not be accepted without the correct fee and a valid EHRB registration number.
2. We will acknowledge receipt of your application and all correspondence, except for results letter, will be sent to you via email.

Name:			
Address: (For correspondence)			
		Postcode:	
Email:	Daytime contact telephone/Mobile No:		
Student Registration No: (Not your CIEH membership number)			
Are you a Member of the CIEH? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Membership No:			

	Blue	Burgundy	Green		Yes	No
Is your logbook?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is this a reassessment?	<input type="checkbox"/>	<input type="checkbox"/>
Are you a member of the Armed Forces?					<input type="checkbox"/>	<input type="checkbox"/>

Please note that CIEH accepts no responsibility for the safe posting or receipt of logbooks. You are advised to keep a photocopy of your Logbook.

Please tick if your Logbook includes material in Welsh ☐ (If your portfolio contains material in a language other than English and Welsh, an English translation must be provided.)

I wish to apply for PT Logbook assessment as detailed above and I agree to be bound by the regulations governing the assessment of the practical training logbook.

Signature:		Date:	
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FEES		
CURRENT FEE	FEE FOR APPLICATIONS RECEIVED ON OR AFTER 01 JULY 2009	
	MEMBERS	NON MEMBERS
£90.00	£95.00	£225.00

If you wish to apply to become a member of CIEH, which is free for students, please download the application form from our website
<http://www.cieh.org/library/Members/Grades/memappform.pdf>

You can pay by Cheque (payable to CIEH), Maestro, Solo, Visa or Mastercard

Paying Method, please tick:

<input type="checkbox"/> Cheque		<input type="checkbox"/> Credit/ debit card (please complete details below):			
<input type="checkbox"/> Maestro	<input type="checkbox"/> Solo	<input type="checkbox"/> Electron	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> Visa Debit

Card number:	<input type="text"/>															
Valid from date:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	Expiry Date:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>					
Issue number:	<input type="text"/>	<input type="text"/>	Card security number:	(last 3 digits on signature strip)			<input type="text"/>	<input type="text"/>	<input type="text"/>							

I authorise you to debit the above card by £

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Signature: _____ Date: _____

Cardholder's name _____

Cardholder's billing address if different to above:

Postcode

PLEASE USE THE BOX BELOW IF YOU REQUIRE YOUR LOGBOOK TO BE RETURNED TO AN ADDRESS DIFFERENT TO THE ONE GIVEN OVERLEAF

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Please return this form to:

Dee Jones, Education Unit, CIEH, Chadwick Court, 15 Hatfields, London SE1 8DJ

or Fax to 020 7928 6953