

## The Dyslexia Guild Assessment Practising Certificate (APC) Renewal Checklist

Please complete this checklist before sending your portfolio of evidence to the Dyslexia Guild for renewal of your APC.

No	Item	✓
1	Assessment log	
2	CPD log	
3	Copies of attendance certificates identified in CPD log	
4	One recent full assessment report - made anonymous – with a statement on how you worked out your scores i.e. “calculated using manual pages xx” Keep copies of supporting test papers and score sheets ready to submit later should the APC Panel ask to see them	
5	APC renewal application form	
6	APC renewal fee of £165	

### Notes

#### 1. Assessment Log

It should not be possible to identify individuals from the information given here - other than by yourself. If you carry out a large number you need only document a sample from each year.

#### 2. CPD log

To count towards meeting CPD requirements, the activity should be at an appropriate level and contribute to the assessor's professional skills in **assessment**. Time allocated to each activity should be realistic and exclude breaks. You **MUST** have completed a minimum of 5 hours of SASC approved training, include the SASC course reference number.

#### 3. Copies of attendance certificates identified in CPD log

Where you attend face-to-face training, or if you complete an accredited course, include copies of certificates.

#### 4. One recent full diagnostic assessment report

One full diagnostic assessment report with copies of supporting test papers **and** score sheets, written within the last 3 years, should be included and made anonymous. This will be used to provide evidence of the standard of your assessments and that you meet all of the criteria as set out in the APC list of competences.

Please note that although you do not need to submit them initially, we reserve the right to ask for original test papers and score sheets if required - made anonymous

#### 5. APC Renewal application form

The Dyslexia Guild APC renewal form should be completed online and documents uploaded if possible. If you cannot provide these electronically you should supply your hard copy application documents in triplicate.

#### 6. APC renewal fee

The renewal fee of £165 should be included at application stage. Cheques should be made out to Dyslexia Action. For card payments phone 01784 222342. Please note that the renewal fee is not refundable and applications will not be processed until the fee has been received.

Triplicate paper renewal applications should be sent to: **Practising Certificate Renewal, Training and Education, Dyslexia Action House, 10 High Street, EGHAM. TW20 9EA.** Please make sure you have **current Guild membership.**