

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

Please use this checklist before uploading or 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	
5	APC renewal application online 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 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 20 hours of CPD requirements over the last 3 years, 5 hours of which **MUST** be SASC approved training. Include the **SASC course reference number** on the log.

#### 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, including the SASC approved courses. A list of suitable CPD is included in our downloadable log.

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

One full diagnostic assessment report, written within the last 3 years, should be included and made anonymous. The report should contain a table of results reporting confidence intervals, if you have calculated confidence intervals yourself, include a statement or footnote about how you did this i.e. "confidence intervals calculated using SEMs from Table X in Manual Y". This report 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 online. 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, Education and Training, Dyslexia Action House, 10 High Street, EGHAM. TW20 9EA**. Please make sure you have **current Guild membership**.