

About the upgrade form

The upgrade form is in the Members' area on our website, so we can protect what you enter on it. You must join the Society and register for the Members' area before you can start completing the form. (Registration is simple and done online.) The form asks for:

INTERMEDIATE MEMBERSHIP:

Details of training you've received
Evidence of 100 hours' experience

PROFESSIONAL MEMBERSHIP:

Details of training you've received
Evidence of 500 hours' experience
One reference or more

ADVANCED PROFESSIONAL MEMBERSHIP:

Details of training you've received/CPD you have undertaken in the past three years
Evidence of 1,500 hours' experience
Two or (better) three references

'Training' can include in-house training, training by specialist organisations and other training/CPD that is relevant (please give details). Completing a mentoring programme is taken into account, as is passing our online editorial test(s). If you have worked as an editorial trainer, please give details.

By 'experience' we mean experience in the core skills of proofreading and copy editing. Other experience can be put forward, but might not count. Work in-house or freelance can be included, whether for publishers or other bodies, but please give details (job titles are not enough).

Referees will be sent a simple, 'tick-box' form. Please make sure that they are happy (*and allowed by their employer*) to answer this; you do not need to attach references to your form.

The detail of what we are looking for [is available here](#).

You can complete your membership form in stages and store it securely on our website until it is ready to submit. Please remove identifying detail from any material you attach, collect the evidence you need (e.g. certificates), make sure that everything we ask for is present and polish all supporting material. If you apply to join above Entry Level **you have one month after joining in which to submit your form**, so it might be sensible to delay joining until you are ready to complete it, or even to join as an Entry-Level Member (you don't have to tell anybody!) and take your time over it.