**Chartered Linguist – declaration form**

**Registration**

All current CIOL Members and Fellows applying for chartership must apply by email using this form. At this stage **no physical evidence** will be required unless selected for audit – see Auditing Process below.

Applicants from other qualifying organisations should contact the CIOL membership team for an application pack and details of how to apply including evidence required. This declaration form should only be used by CIOL members.

**CIOL members applying for chartership**

Please read the following statements. If you can agree to all of them, please download the document, sign, and return it to [membershipteam@ciol.org.uk](mailto:membershipteam@ciol.org.uk). If you cannot agree to all the statements then you are not eligible to seek chartership at this stage. Please refer to our CL FAQs at [www.ciol.org.uk/cl-faqs](http://www.ciol.org.uk/cl-faqs) for further guidance.

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| --- | --- | --- |
| a. | I am a current full-paying member of CIOL in the grade of either Member (MCIL) or Fellow (FCIL). |  |
| b. | I have read the Chartered Linguist admissions criteria and I confirm that to the best of my knowledge I meet the criteria in full. |  |
| c. | I am currently a practising linguist and have been in professional practice for the last five years (working for not less than a total of 120 days per year). |  |
| d. | I work in one or more of the following areas (please tick all that apply): |  |
| Translation |  |
| Interpreting |  |
| Teaching and/or lecturing |  |
| Using language skills in business and commerce, industry, the professions (e.g. law, accountancy, engineering etc.) or government |  |
| e. | I have undertaken relevant CPD, over the last two years and will continue to do so during the next 12 months in order to maintain my registration. |  |
| f. | I wish to use one or more of the following designations, tick all that apply. Please note if you select more than two designations you will automatically be selected for audit: |  |
| CL (Translator) |  |
| CL (Interpreter) |  |
| CL (Education) |  |
| CL (Language Specialist) |  |
| g. | If selected for audit, I agree to submit the requisite evidence to CIOL, in the format requested and within the stipulated timeframe (60 days), to prove that I meet the eligibility criteria to be chartered. |  |
| h. | I consent to my details being published in the public register of Chartered Linguists on the CIOL website. |  |
| i. | I confirm my understanding and continued consent to abide by the CIOL’s Code of Professional Conduct. |  |
| j. | I confirm that I have no disciplinary complaints outstanding  or  I agree to notify CIOL of the following, on the basis that my chartership may be affected depending on the nature of the complaint, the type of sanction (as applicable) and when the complaint was upheld:   * disciplinary procedures which may be outstanding (please include details) * disciplinary complaints which have been made against me and upheld (please include details) |  |
| or |
|  |
| k. | I confirm that I have no unspent criminal conviction(s), as defined under the Rehabilitation of Offenders Act 1974. |  |
| l. | I agree to notify CIOL should my circumstances change and understand that this may affect my current and ongoing registration. |  |

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| **Name:** | **CIOL Membership number:** |
| **Grade:** | **Date:** |
| **Signed:** | Signature can be typewritten. |

**Auditing process**

CIOL will randomly select for audit, a percentage of all registrations (from CIOL members) received each month. In addition, CL applicants who select more than two designations will be automatically audited. If selected, CLs will be required to provide, within 60 days, the following evidence in order to maintain registration as a Chartered Linguist:

* An up-to-date CV giving details of professional experience
* Evidence of current professional practice
* Evidence of CPD activities, including the number of hours spent, over the previous two years, plus a reflective statement of 500 to 1,000 words on CPD undertaken, and a forward plan for the forthcoming 12 months

CIOL will provide additional guidance on the evidence needed including format and how this should be submitted. Evidence supplied will initially be assessed by the CIOL membership team. Should the evidence submitted not meet the criteria the membership team will provide feedback. At this point, registration may be provisionally suspended until we have resolved the issues. Cases that cannot be resolved will be referred to the CIOL Chartered Linguist Registration Board for a final decision.

Should evidence not be supplied within the stipulated timeframe then chartership will automatically be suspended, unless the CL has contacted the membership team to discuss an extension.

Please email the completed form to [membershipteam@ciol.org.uk](mailto:membershipteam@ciol.org.uk). You will receive an automatic acknowledgement and once your registration has been processed you will receive confirmation of your chartership.