General Tips and Guidance

- You can complete all sections of the online application in any order and can 'save as you go'.
- All attachments must be uploaded as **A4 portrait** documents in **Word** or **PDF** format only.
- The system does not accept the following special characters in <u>any</u> section: **&<>**
- You are not required to upload any attachments in the 'Presentation outline' section. The Education Team will contact you separately about sending your presentation prior to your interview.
- Once all sections have been ticked, you will be invited to review a draft copy of your application (Word). If you need to make any changes, you must make these in the online application system and not the Word document.
- There is no limit for the number of times you can review the draft copy of your application.
- Once you have paid and submitted your application, you **must click** 'Download Portfolio'. This allows the Education Team and yourself to access a PDF copy of your final application.

Sponsors

- You must not submit your application until both of your sponsors have seen and approved the draft copy.
- Both of your sponsors must complete a Sponsor Authentication Form and send this to education@ciht.org.uk. As above, your sponsors should not send these to us until they have approved a copy of your draft application.
- Your sponsors must include a statement of support detailing how they believe you meet the standard outlined in UK-SPEC (4th edition) for the level being sought. If you are a re-sit candidate, your sponsors must clearly indicate how they believe you have addressed the feedback provided from your previous review.

Appendices

- Each UK-SPEC Evidence Form (A-E) has a **maximum of 3** upload file options.
- Appendices **must not exceed 50 pages**.
- All appendices should be given an appropriate file name e.g. '*Appendix A1*' as this will be the reference displayed in the final generated copy of your application.
- If you have more than 3 individual documents to attach, you will need to merge some of these together and include a clearly labelled divider to separate them. **Your dividers will not count towards the 50-page limit.**
- Appendices should be uploaded in **descending** order to appear in ascending order on the final generated copy e.g. A3, A2, A1 to appear as A1, A2, A3
- If some of your documents are illegible in A4 portrait mode, we can accept a **maximum** of 1 URL within each UK-SPEC Evidence Form (A-E) where your reviewers can securely access these.