**Checklist of what to include**

|  |  |
| --- | --- |
|  | Personal details, grade, reason applied and contact info​ |
|  | Two appropriate referee contact details |
|  | Statement of competence with qualifications, additional information and list of publications (where relevant)​ |
|  | Examples of work - minimum of five at MCIfA |
|  | Application payment type (card or invoice)​ |
|  | Upgrades only - a Professional Development Plan (PDP) and Continuing Professional Development (CPD) log from the last two years |