



Application Checklist:

- Request official or unofficial transcripts from your academic institutions
- Provide your three referrers with the Reference Letter Guidelines and let them know that they will be receiving an upload link from Submittable
- Complete the e-learning course. You can sign up at <https://sertraining.litmos.com/self-signup/> to get a login using the code "2019CERPWindow"
- Pay your application fee. Make sure to log in to get the correct rate:
CERP: <https://ser.site-ym.com/store/ViewProduct.aspx?id=7474917>
CERPIT: <https://ser.site-ym.com/store/ViewProduct.aspx?id=7910331>
- Submit your application for CERP/CERPIT (www.ser.org/page/certification)
 - Detailed list of which courses meet the educational credit requirements
 - Transcripts from all schools (submitted as PDFs)
 - If using the Prior Learning Assessment Recognition provision, provide a written statement explaining how the equivalency of the missing academic credit(s) has been gained through other means
 - Explanation of amount of experience (e.g., 5 year of full time equivalent)
 - 3 project descriptions highlighting your relevant restoration work. The project summary will include name, location, project objectives, project description, and summary of your role in the project
 - Optional: Supporting documentation to provide insight into your highlighted restoration projects
 - 3 reference letters. References will be sent an email as part of the application, but the applicant should follow up with referrers to make sure that they receive the email and that they submit their letters before the application window closes.
 - Acknowledgement of Code of Ethics and Disciplinary Policy