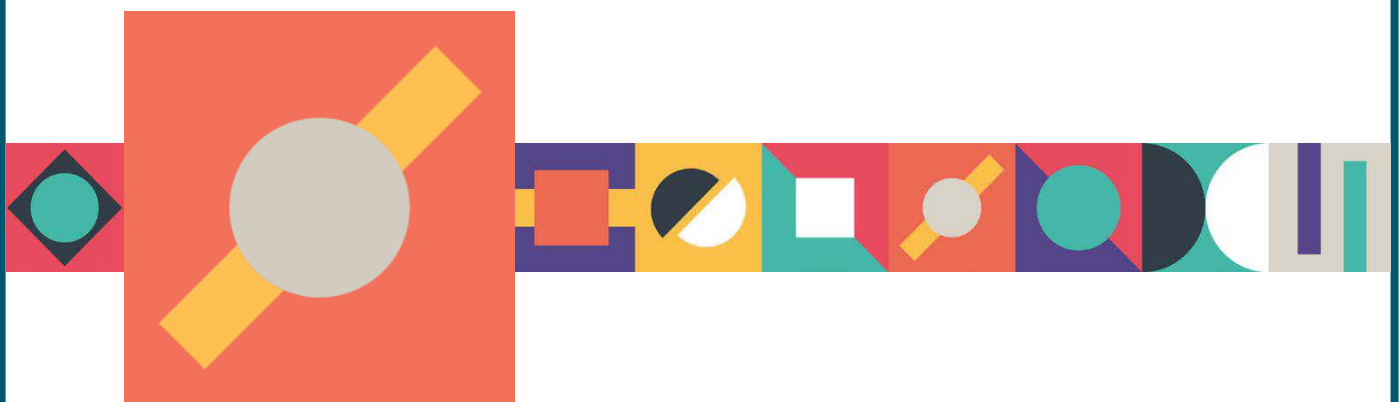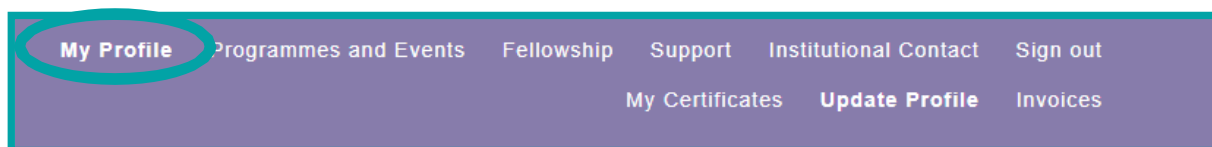# MyAdvanceHE Guidance:
UKPSF 2011 Fellowship application submissions

Contents

Section 1: Checking your profile details

Before you apply for your Fellowship please check that your personal details are correct within your profile. In particular, please ensure the following fields are up to date:

- Email address.
- Employer relationship (used to determine whether you are eligible for a discounted application fee).

Please see our [Log in and account creation guide](#) for more on setting up your account profile.

Section 2: Creating your application
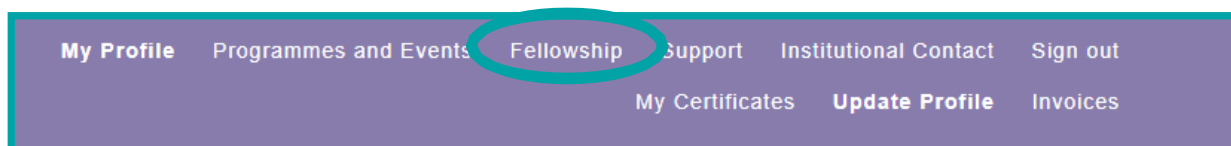
Once you have logged into your account, select **"Fellowship"** from the menu at the top of the screen.

- Select **"Fellowship"**.

- Select **"Fellowship Applications"**.

Choose your application route

Which Professional Standards Framework (PSF) are you using to prepare your application?

The Professional Standards Framework (PSF) has become a globally-recognised framework for benchmarking success within HE teaching and learning. In 2022 Advance HE worked with the sector to review the PSF, and the new PSF 2023 was launched in January 2023.
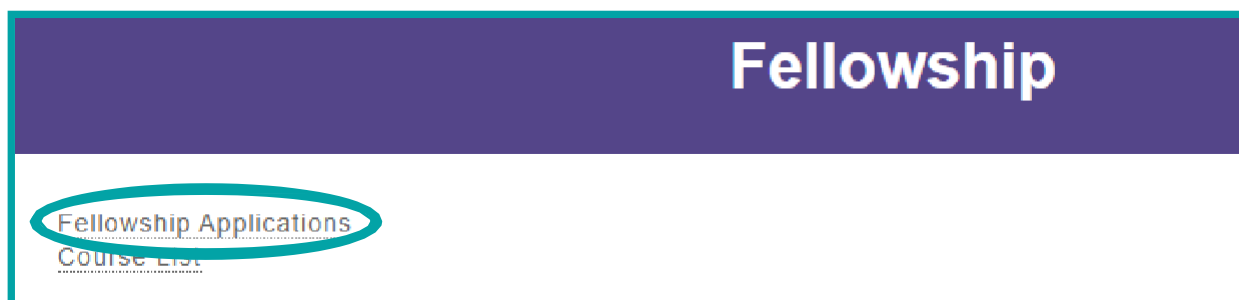**Both frameworks are equally valid.** However, it is important that you check carefully which PSF you wish to apply under, as making your application using the wrong framework and templates will result in your application being returned to you.

UKPSF 2011

Applications under this framework will be accepted until 31 December 2023. Choose this option if you have prepared an application with reference to the UKPSF 2011.

Apply under PSF 2011

PSF 2023

This framework was launched in January 2023. Choose this option **only** if you have prepared your application with reference to the PSF 2023.

Apply under PSF 2023

- Select "**Apply under PSF 2011**"

PSF 2011 applications: before you start

To apply under the UKPSF 2011, please refer to the **UKPSF 2011 resources page** and the **UKPSF 2011 submission Guidance.**

To help you decide which category of Fellowship you should apply for, please use **the PSF 2011 Fellowship Category Tool.**

Once you have identified the right category for you, use the links below to begin your application.

Please note, the deadline for applications under this PSF is **31 December 2023.**

UKPSF 2011 application links

UKPSF 2011 Associate Fellowship Application
UKPSF 2011 Fellowship Application
UKPSF 2011 Senior Fellowship Application
UKPSF 2011 Principal Fellowship Application

- Select the category of fellowship you wish to apply for

As soon as you accept the terms and conditions and click **next,** an application is created and will be displayed in your Fellowship Applications page.

Fellowship Applications

Click here to start a new application

If you have an application in progress, this will appear below.

Application Type	PSF Version	Status	Actions
Associate Fellowship (PR268084) Created: 13/07/2023	2011	Draft	Request Application · Edit · Submit · Delete

The case status will dynamically change as it progresses through the submission and review stages so you can track its progress.

Each category of Fellowship has a dedicated application form which has been designed to meet the specific criteria for that category. Guidance notes have been added throughout the form to assist you complete your application, prompting for information and documents as you progress.

Section 3: Associate Fellowship applications

3.1 The application form

- Click the **"New Associate Fellowship Application"** link.

By submitting my application, I confirm:
- my Account of Professional Practice is an accurate and true representation of my higher education Professional Practice and is my own work
- where I refer to published work I have included the full reference to provide full credit to the author(s)
- that I understand that Advance HE is committed both to safeguarding the standards of its fellowships by detecting and acting upon potential cases of professional misconduct. I therefore accept that my application will be checked and if any professional misconduct is detected, following a formal investigation, my application would be withdrawn from consideration and any fees paid would be forfeit
- that the statements of support/advocate statements submitted have been written by the individuals cited in the documents and are an accurate and true reflection of my professional practice.
- I understand that if Advance HE wish to use my application for training purposes, they will contact me at a later stage to make this request

The personal data you provide in your application will be processed in accordance with data protection legislation and our *Privacy Notice for Fellowship*. Please tick to confirm that you have read and understood the Privacy Notice and that you consent to the use of your personal data as describe

Please indicate that you accept the terms and conditions *
○ No ● Yes

- Please read and confirm that you accept our terms and conditions before you start your application.

- Click **"Next"** to start your application.

How do you wish to pay for your application? *

I'll pay myself   ⌄

I'll pay myself
My organisation is paying
My organisation has paid in advance

- Select how you will pay for the application from the list. If you select either "My organisation is paying" or "My organisation has paid in advance" please contact your organisation to confirm this before you start your application.

- If your organisation has said that they will reimburse your application fee once you have paid it, you should choose "I'll pay myself".

Certificate Name *

Test

Context Statement *

test

1 / 300 Words

- **Certificate Name** – please enter your name (including titles if required) as you would like it to appear on your certificate.

- **Context Statement** – enter your context statement (max 300 words).

- Click **"Next".**

NOTE: Your progress will only be saved when you click on the "Next" button.

☐ A1 Design and plan learning activities and/or programmes of study
☐ A2 Teaching and/or support learning
☐ A3 Assess and give feedback to learners
☐ A4 Develop effective learning environment and approaches to student support and guidance
☐ A5 Engage in continuing professional development in subjects/disciplines and their pedagogy

- Select any **two** of the five Areas of Activity and add your written statements. References and citations are to be listed in a later area of the application.

- To expand the Areas of Activity fields, tick the box next to your desired Areas. If you change your mind, you can untick it and select another. Unticking an Area will hide the field and **will delete** the text. It is only the **two "ticked"** areas which will be put forward for review.

- There is an overall word limit of 1,400 words split across your two chosen Areas of Activity.

- ☑ A1 Design and plan learning activities and/or programmes of study
- ☑ A2 Teaching and/or support learning
- ☐ A3 Assess and give feedback to learners
- ☐ A4 Develop effective learning environment and approaches to student support and guidance
- ☐ A5 Engage in continuing professional development in subjects/disciplines and their pedagogy

A1 Evidence *

test

2 / 1400 Total Words

A2 Evidence *
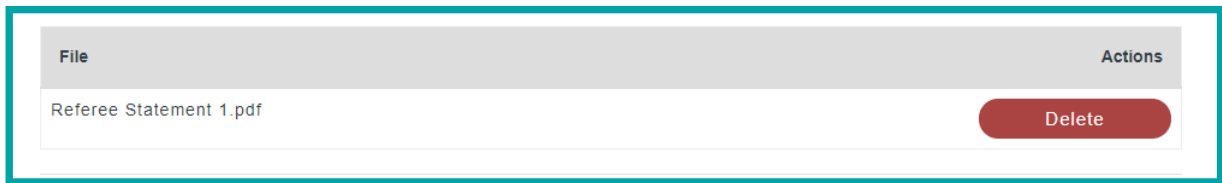
test

2 / 1400 Total Words

- Click **"Next"**.

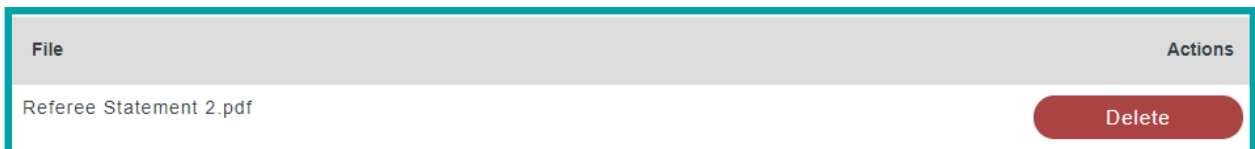**References / Citations**

- test reference

1. test citation

4 / 300 Words

- On this screen please list in full your application references and citations.
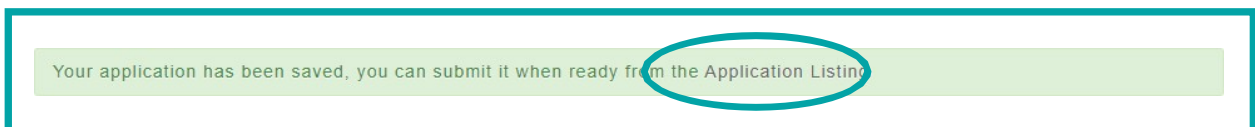
- Click **"Next"**.

File	Actions
Referee Statement 1.pdf	Delete

- Please attach your first supporting statement as a pdf file.

  - Click **"Choose file"**.

  - Select the file you wish to attach.

  - Click **"Upload"**.

- If you wish to remove/replace the file click the **"delete"** button to the right of the file and repeat the steps above.

- You will note that the form has automatically renamed your file **"Referee Statement 1"** in order to make it easily identifiable.

- Click **"Next"**.

File	Actions
Referee Statement 2.pdf	Delete

- Attach your second supporting statement on this screen. Repeat the steps above.

- Click **"Submit"**.

Your application has been saved, you can submit it when ready from the Application Listing

- You will receive confirmation that your draft application has been completed.

Note: the application has not yet been submitted at this point.

- Click the **"Application Listing"** link to return to your Application List page.

3.2 Submitting your application

Application Type	Status	Actions
Associate Fellowship (PR260861) Created: 03/04/2023	Draft	**Request Application** **Edit** **Submit** **Delete**

- The application is now completed and saved as a **"Draft"** and displays the unique application reference number (PRXXXXXX) and the Fellowship category.

- If you wish to review/edit the application, click the **"Edit"** button.

- If you wish to delete the application from our database click **"Delete"**. Once confirmed this cannot be reversed or recovered.

- Click **"Submit"** when ready. Once submitted no further edits can be made.

Associate Fellowship (PR260861) Created: 03/04/2023	**Submitted (Awaiting Payment) - Fellowship**	**Request Application** **Pay Invoice**

- The application has now been submitted. Note the status has changed to reflect this.

- If you would like a copy of your submitted application, click **"Request Application"**. A copy of the application will be emailed to you at the email address you log-in to My Advance HE with.

Please see Section 7 for next steps including payment of your application.

Section 4: Fellowship applications

4.1 The application form

- Click the **"New Fellowship Application"** link.

By submitting my application, I confirm:
- my Account of Professional Practice is an accurate and true representation of my higher education Professional Practice and is my own work
- where I refer to published work I have included the full reference to provide full credit to the author(s)
- that I understand that Advance HE is committed both to safeguarding the standards of its fellowships by detecting and acting upon potential cases of professional misconduct. I therefore accept that my application will be checked and if any professional misconduct is detected, following a formal investigation, my application would be withdrawn from consideration and any fees paid would be forfeit
- that the statements of support/advocate statements submitted have been written by the individuals cited in the documents and are an accurate and true reflection of my professional practice.
- I understand that if Advance HE wish to use my application for training purposes, they will contact me at a later stage to make this request

The personal data you provide in your application will be processed in accordance with data protection legislation and our Privacy Notice for Fellowship. Please tick to confirm that you have read and understood the Privacy Notice and that you consent to the use of your personal data as describe

Please indicate that you accept the terms and conditions *
○ No ● Yes

- Please read and confirm you accept our terms and conditions before you start your application.

- Click **"Next"** to start your application.

How do you wish to pay for your application? *

I'll pay myself	⌄

I'll pay myself
My organisation is paying
My organisation has paid in advance

- Select how you will pay for the application from the list. If you select either "My organisation is paying" or "My organisation has paid in advance" please contact your organisation to confirm this before you start your application.

- If your organisation has said that they will reimburse your application fee once you have paid it, you should choose "I'll pay myself".

- **Certificate Name** – please enter your name (including titles if required) as you would like it to appear on your certificate.

- **Context Statement** – enter your context statement here (max 300 words).

- Click **"Next"**.

NOTE: Your progress will only be saved when you click on the "Next" button.

You must now complete **all five** Areas of Activity. There is an overall word count of 3,000 words across all areas with no individual word limit per section.

- Complete each area and click **"Next"**.

References / Citations

0 / 500 Words

- On this screen please list in full your application references and citations.
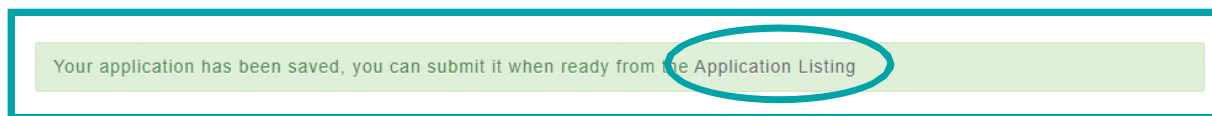
- Click **"Next"**.

File	Actions
Referee Statement 1.pdf	Delete

- Please attach your first supporting statement as a pdf file.

  - Click **"Choose file"**.

  - Select the file you wish to attach.

  - Click **"Upload"**.

- If you wish to remove/replace the file click the **"delete"** button to the right of the file and repeat the steps above.

- You will note that the form has automatically renamed your file **"Referee Statement 1"** in order to make it easily identifiable.

- Click **"Next"**.

File	Actions
Referee Statement 2.pdf	Delete

- Attach your second supporting statement on this screen. Repeat the steps above.

- Click **"Submit"**.

Your application has been saved, you can submit it when ready from the Application Listing

- You will receive confirmation that your draft application has been completed.

Note: the application has not yet been submitted at this point.

- Click the **"Application Listing"** link to return to your Application List page.

4.2 Submitting your application

Application Type	Status	Actions
Fellowship (PR260868) Created: 03/04/2023	**Draft**	Request Application Edit Submit Delete

- The application is now completed and saved as a **"Draft"** and displays the unique application reference number (PRXXXXXX) and the Fellowship category.

- If you wish to review/edit the application, click the **"Edit"** button.

- If you wish to delete the application from our database click **"Delete"**. Once confirmed this cannot be reversed or recovered.

- Click **"Submit"** when ready. Once submitted no further edits can be made.

Fellowship (PR260868) Created: 03/04/2023	**Submitted (Awaiting Payment) - Fellowship**	Request Application Pay Invoice

- The application has now been submitted. Note the status has changed to reflect this.

- If you would like a copy of your submitted application, click **"Request Application"**. A copy of the application will be emailed to you at the email address you log-in to My Advance HE with.

Please see Section 7 for next steps including payment of your application.

Section 5: Senior Fellowship applications

5.1 The application form

- Click the **"New Senior Fellowship Application"** link.

By submitting my application, I confirm:
- my Account of Professional Practice is an accurate and true representation of my higher education Professional Practice and is my own work
- where I refer to published work I have included the full reference to provide full credit to the author(s)
- that I understand that Advance HE is committed both to safeguarding the standards of its fellowships by detecting and acting upon potential cases of professional misconduct. I therefore accept that my application will be checked and if any professional misconduct is detected, following a formal investigation, my application would be withdrawn from consideration and any fees paid would be forfeit
- that the statements of support/advocate statements submitted have been written by the individuals cited in the documents and are an accurate and true reflection of my professional practice.
- I understand that if Advance HE wish to use my application for training purposes, they will contact me at a later stage to make this request

The personal data you provide in your application will be processed in accordance with data protection legislation and our Privacy Notice for Fellowship. Please tick to confirm that you have read and understood the Privacy Notice and that you consent to the use of your personal data as describe

Please indicate that you accept the terms and conditions *
○ No ● Yes

- Please read and confirm you accept our terms and conditions before you start your application.

- Click **"Next"** to start your application.

How do you wish to pay for your application? *

| I'll pay myself | ⌄ |

I'll pay myself
My organisation is paying
My organisation has paid in advance

- Select how you will pay for the application from the list. If you select either "My organisation is paying" or "My organisation has paid in advance" please contact your organisation to confirm this before you start your application.

- If your organisation has said that they will reimburse your application fee once you have paid it, you should choose "I'll pay myself".

- **Certificate Name** – please enter your name (including titles if required) as you would like it to appear on your certificate.

- **Context Statement** – enter your context statement here (max 300 words).
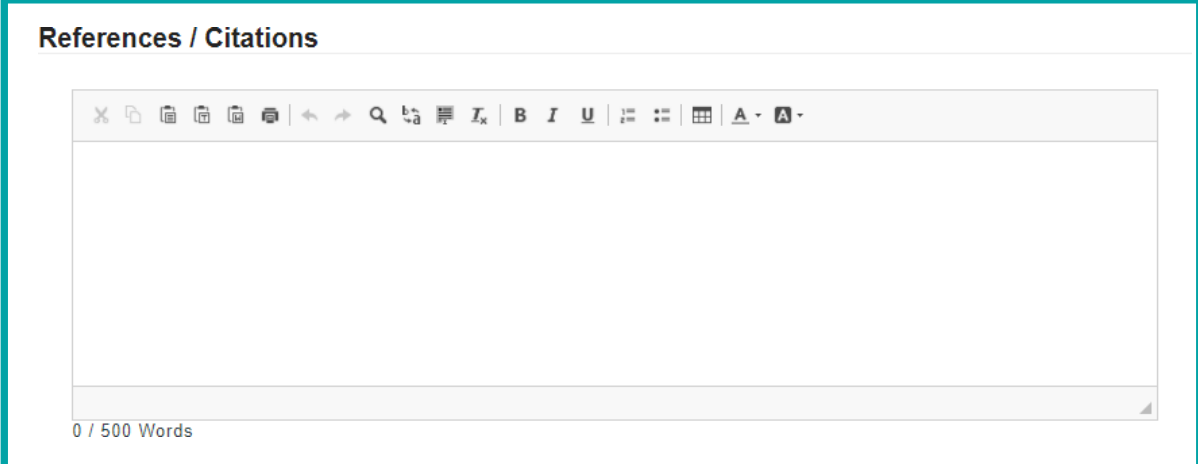
- Click **"Next"** to continue.

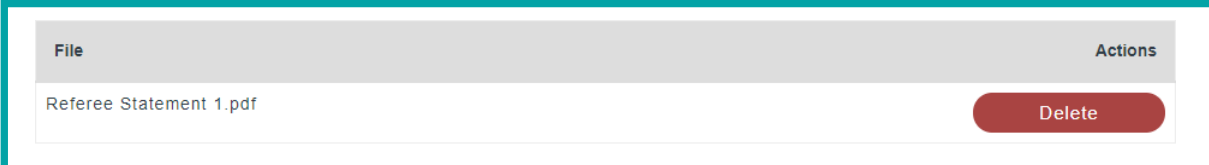**NOTE: Your progress will only be saved when you click on the "Next" button.**

You must now complete your Reflective Account of Practice and two Case Studies. There is an overall word count of 6,000 words across all three areas with no individual word limit per section

- Complete each area and click **"Next"**.

References / Citations

0 / 500 Words

- On this screen please list in full your application references and citations.

- Click **"Next"**.

File	Actions
Referee Statement 1.pdf	Delete

- Please attach your first supporting statement as a pdf file.

  - Click **"Choose file"**.

  - Select the file you wish to attach.

  - Click **"Upload"**.

- If you wish to remove/replace the file click the **"delete"** button to the right of the file and repeat the steps above.

- You will note that the form has automatically renamed your **file "Referee Statement 1"** in order to make it easily identifiable.

- Click **"Next"**.

File	Actions
Referee Statement 2.pdf	Delete

- Attach your second referee statement on this screen. Repeat the steps above.

- Click **"Submit"**.

Your application has been saved, you can submit it when ready from the Application Listing

- You will receive confirmation that your draft application has been completed.

Note: the application has not yet been submitted at this point.

- Click the **"Application Listing"** link to return to your Application List page.

5.2 Submitting your application

Application Type	Status	Actions
Senior Fellowship (PR260870) Created: 03/04/2023	Draft	Request Application Edit Submit Delete

- The application is now completed and saved as a **"Draft"** and displays the unique application reference number (PRXXXXXX) and the Fellowship category.

- If you wish to review/edit the application, click the **"Edit"** button.

- If you wish to delete the application from our database click **"Delete"**. Once confirmed this cannot be reversed or recovered.

- Click **"Submit"** when ready. Once submitted no further edits can be made.

Application Type	Status	Actions
Senior Fellowship (PR260870) Created: 03/04/2023	Submitted (Awaiting Payment) - Fellowship	Request Application Pay Invoice

- The application has now been submitted. Note the status has changed to reflect this.

- If you would like a copy of your submitted application, click **"Request Application"**. A copy of the application will be emailed to you at the email address you log-in to My Advance HE with.

Please see Section 7 for next steps including payment of your application.

Section 6: Principal Fellowship applications

6.1 The application form

- Click the **"New Principal Fellowship Application"** link.

By submitting my application, I confirm:
- my Account of Professional Practice is an accurate and true representation of my higher education Professional Practice and is my own work
- where I refer to published work I have included the full reference to provide full credit to the author(s)
- that I understand that Advance HE is committed both to safeguarding the standards of its fellowships by detecting and acting upon potential cases of professional misconduct. I therefore accept that my application will be checked and if any professional misconduct is detected, following a formal investigation, my application would be withdrawn from consideration and any fees paid would be forfeit
- that the statements of support/advocate statements submitted have been written by the individuals cited in the documents and are an accurate and true reflection of my professional practice.
- I understand that if Advance HE wish to use my application for training purposes, they will contact me at a later stage to make this request

The personal data you provide in your application will be processed in accordance with data protection legislation and our *Privacy Notice for Fellowship*. Please tick to confirm that you have read and understood the Privacy Notice and that you consent to the use of your personal data as describe

Please indicate that you accept the terms and conditions *
○ No ● Yes

- Please read and confirm you accept our terms and conditions before you start your application.

- Click **"Next"** to start your application.

How do you wish to pay for your application? *

I'll pay myself ⌄
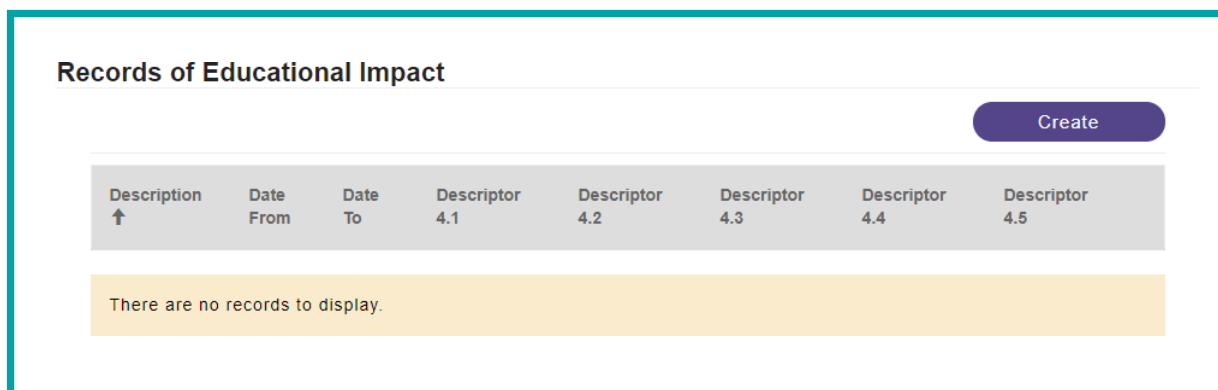
I'll pay myself
My organisation is paying
My organisation has paid in advance

- Select how you will pay for the application from the list. If you select either "My organisation is paying" or "My organisation has paid in advance" please contact your organisation to confirm this before you start your application.

- If your organisation has said that they will reimburse your application fee once you have paid it, you should choose "I'll pay myself".

Certificate Name *

Test

- **Certificate Name** – please enter your name (including titles if required) as you would like it to appear on your certificate.
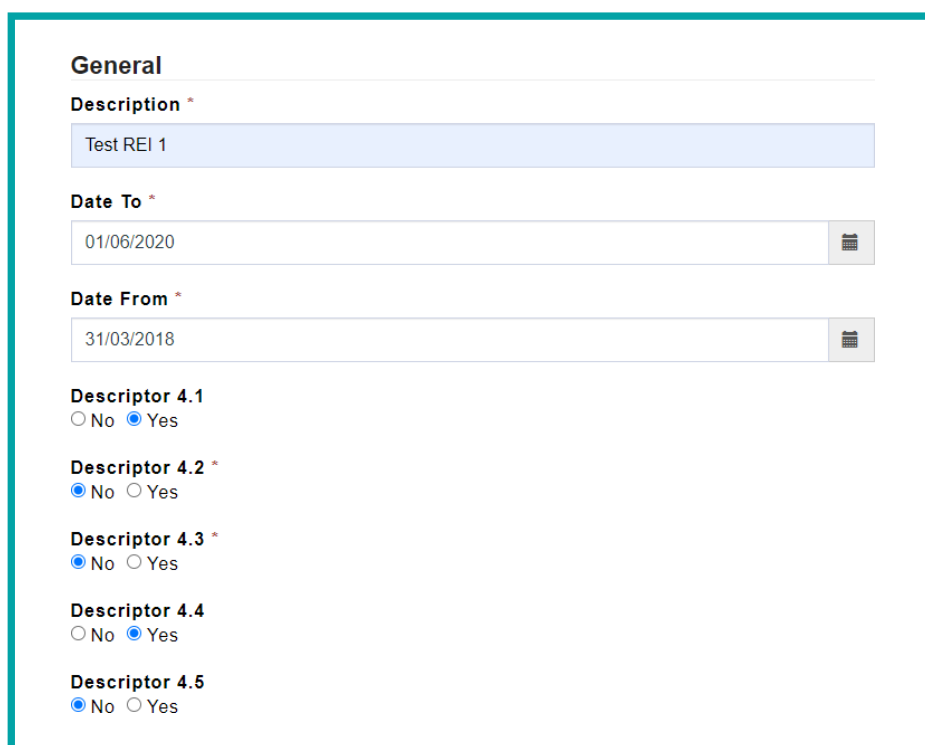
- Click **"Next"**.

NOTE: Your progress will only be saved when you click on the "Next" button.

- Please add in your Records of Educational Impact (REI). For ease of reviewing, please try to add them in chronological order based on the start date.

- Click **"Create"**.

- **Description** – a brief description of your REI example (maximum of 25 words).

- **Date To** – date this example concluded. Leave blank if open-ended or on-going.

- **Date From** – date this example started. If you can't remember the exact date or month as long as the year is correct a nominal date and month will be fine.

- **Descriptors** – With reference to the Professional Standards Framework Descriptors, select which Descriptor(s) this REI example relates to.

- Click **"Submit"**.

Records of Educational Impact

Description ↑	Date From	Date To	Descriptor 4.1	Descriptor 4.2	Descriptor 4.3	Descriptor 4.4	Descriptor 4.5	
Test REI 1	31/03/2018	01/06/2020	Yes	No	No	Yes	No	⌄

Edit
Delete

- The table on the screen will populate your examples as you add them in. You can edit/delete an example at any point by click the down arrow to the right of the screen.

- Repeat this process for all your REI examples.

- Click **"Next"**.

Strategic leadership to enhance student learning *

test test

2 / 2000 Words   10 / 7000 Total Words

Strategic leadership account references *

1. test reference

The next four sections of **Strategic Leadership**, **Policies and strategies**, **Integrated academic practice** and **Continuing Professional Development** each have a word limit of 2,000 per section but have a shared overall word limit of 7,000 which covers all four areas.

Each section also has a references area which does not count towards your final word count. All references and citations should be added into the relevant reference field and written in full.

- Navigate through each section until you reach Step 8: Referee statement 1.

File	Actions
Referee Statement 1.pdf	Delete
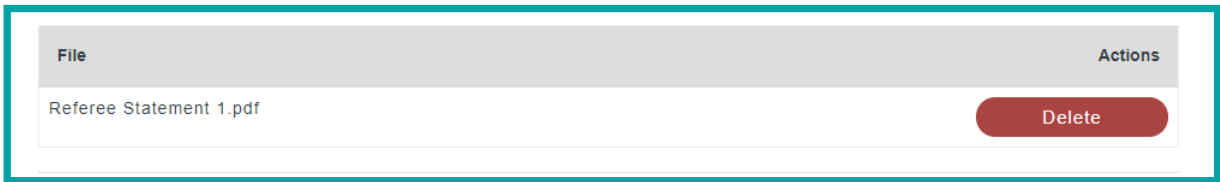
- Please attach your first Advocate Statement as a pdf file.

  - Click **"Choose file"**.

  - Select the file you wish to attach.

  - Click **"Upload"**.

- If you wish to remove/replace the file click the **"delete"** button to the right of the file and repeat the steps above.

- You will note that the form has automatically renamed your file **"Referee Statement 1"** in order to make it easily identifiable.

- Click **"Next"** when ready to continue.

File	Actions
Referee Statement 2.pdf	Delete

- Attach your second Advocate Statement on this screen. Repeat the steps above.

- Click **"Next"** to continue.

File	Actions
Referee Statement 3.pdf	Delete
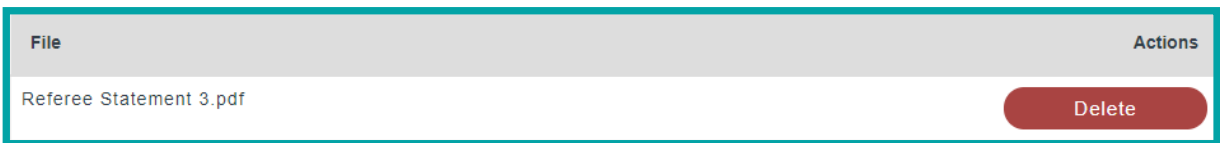
- Attach your third and final Advocate Statement on this screen. Repeat the steps above.
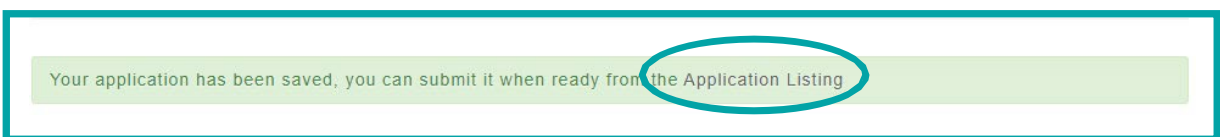
- Click **"Submit"**.

Your application has been saved, you can submit it when ready from the Application Listing

- You will receive confirmation that your draft application has been completed.

Note: the application has not yet been submitted at this point.

- Click the **"Application Listing"** link to return to your Application List page.

6.2 Submitting your application

- The application is now completed and saved as a **"Draft"** and displays the unique application reference number (PRXXXXXX) and the Fellowship category.

- If you wish to review/edit the application, click the **"Edit"** button.

- If you wish to delete the application from our database click **"Delete"**. Once confirmed this cannot be reversed or recovered.

- Click **"Submit"** when ready. Once submitted no further edits can be made.

- The application has now been submitted. Note the status has changed to reflect this.

- If you would like a copy of your submitted application, click **"Request Application"**. A copy of the application will be emailed to you at the email address you log-in to My Advance HE with.

Please see Section 7 for next steps including payment of your application.

Section 7: Settling application fees

7.1 Payment Option 1: I'll pay myself

If, when completing your application, you have selected to pay yourself, you will be prompted to make a credit/debit card payment before the application is put forward for review.

Please note that settlement of the application payment invoice can only be completed by credit or debit card, no other forms of payment are available.

- If you are associated with a current Advance HE member organisation you may be eligible for a discount on your application fee. If you feel the application fee is incorrect please check to make sure your Employer relationship details are up to date in your Profile area before you make payment.

- Input the details of the card you wish to pay with.

- Click **"Pay Securely"**.

Payment Request Received

Payment request received

Thank you for submitting your payment, you will receive a confirmation email shortly. If there is any issue with your payment we will inform you by email.

Back To Invoices

You will be notified on-screen once the payment transaction has completed.

- Click **"Back to invoices"**.

Invoice	Status	Total Amount	Amount Due	Actions
Fellowship - Associate Fellowship - Test Account 0906 - 09/06/2020 11:43 Invoice No: INV-01540-M3Q6N6 Tax Date: June 09, 2020	Complete	£100.00	£0.00	Paid / Send Invoice

- Check that the invoice status is **"Paid"**. If you require a copy of the invoice to be emailed to you, click **"Send Invoice"**.

You can return to review your invoices at any time by selecting **"My Profile"** and then **"Invoices".**

Once you have settled the invoice for your application please return to the **Fellowship** area.

- The status of your application has now changed to **"Applicant"**.

At this point your application will be allocated to a review panel, an email will be sent to you to confirm the exact date once this has been done.

Please see Section 8 for post-review steps.

## 7.2 Payment Option 2: My institution is paying

If you selected that your **"My organisation is paying"**, you should follow the guidance below:

7.2.1 Payment by credit/debit card.

If your organisation is able to pay by this method it is the quickest and easiest option. You will need to send the link to your institution to pay the fee on your behalf. The status of the application will change to **"Submitted (Awaiting Payment)"**.

- Click on the **"Copy Payment Link"** button.
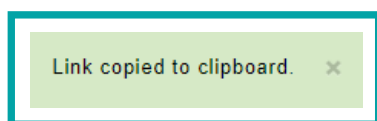
- A notification will appear at the bottom right of the screen to confirm the payment link has been copied to your clipboard.

- Paste your link (right-click and Paste) into an email and send to the individual at your organisation who will make the payment on your behalf.

- Once they click the link they will be taken through two short steps in our secure payment portal to confirm their email (in order to send a copy of the invoice) and the payment details.

- As soon as payment is received, the status of your application will change to **"Applicant"** and we will put it forward for review. It is important to note that until that happens, the application will not be reviewed. Processing time from payment to result is approximately 12 weeks.

7.2.2 Payment by Purchase Order/Invoice.

If your organisation cannot pay by credit/debit card they will need to provide you with a Purchase Order (PO) in an electronic format to upload to your My Advance HE account.

- To upload the PO, navigate to My Profile > Invoices > Unpaid Invoices and click the "Upload Purchase Order" button

- Once you have uploaded your PO our finance team will do some checks and issue an invoice to your organisation for them to pay via bank transfer. Once the invoice has been sent your application status will change to **"Applicant"** and we will progress it to be allocated to a review panel. Our processing time from that point to your result is approximately 12 weeks.

Please see for post-review steps.

7.3 Payment Option 3: My organisation has paid in advance

If you selected **"My organisation has paid in advance"** you will not be prompted to pay an invoice. The status of the application will change to **"Submitted- Awaiting Payment"**.

- Once we have verified that your application is eligible for an institutional pre-paid scheme, the status will change to **"Applicant"** and your application will be allocated to a review panel.

It is important to note that until the checks are completed, the status of your application will not change. If we find that you are not part of the pre-payment contract we have with your organisation we will inform you of this by email and you will need to make payment yourself or arrange for your organisation to pay.

Please see for post-review steps.

Section 8 Confirmation of decision outcome

Following the review of your application and a decision made, you will be notified by email which will include instructions on next steps.

8.1 Successful applications

- You will receive an email confirming your successful application and will be provided with instructions on how to view and download your certificate.

  - Log into your MyAdvanceHE account.

  - Navigate My Profile and select **"My Certificates"**

Name	Date Awarded	Actions
Certification - Chris Purdham 0107 - Associate Fellowship Certification Type: Associate Fellowship	20/08/2020	**Request Certificate**

- Click on **"Request Certificate".** A copy of your certificate will be emailed to your MyAdvanceHE email account.

8.2 Referred applications

If you have been unsuccessful in your first attempt, you will be given an opportunity to resubmit your application. Our expert advisors will provide you with bespoke feedback on areas they feel need enhancement which will be included in your outcome confirmation email.

Please note that resubmission must be submitted within **four weeks** from the date the outcome email was sent. After this period the ability to "Reapply" will be removed and your application process will be considered at an end. If you have extenuating circumstances and may need an extension to the four week period, please email fellowship@advance-he.ac.uk and we will consider the request.

Please note that you will not be charged for your resubmission.

- Log-in to your MyAdvanceHE account and navigate to the **"Fellowship Applications" page.**

Application Type	Status	Actions
Associate Fellowship (PR260861) Created: 03/04/2023	**Decision Made** **Decision: Fellowship - Referred**	**Request Application** **Reapply**

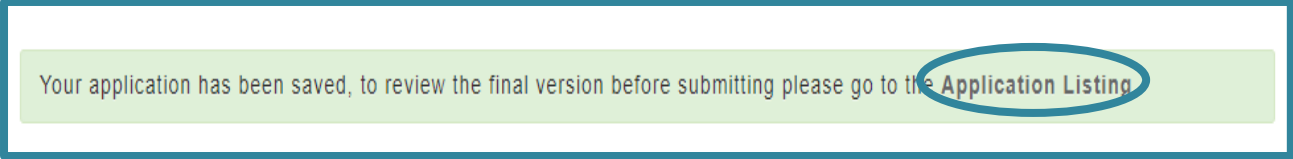- Click **"Reapply"** to generate your resubmission application.

- As this is considered a continuation of your original application the application reference is the same as your original application.

- Click **"Edit"** to begin.

- The information you provided as part of your original application has automatically been copied into your resubmission application form, with the exception of your Supporting/Advocate statements which must be uploaded again. If you have been asked to provide new Supporting/Advocate statements in your feedback, you should upload these.

- Follow the guidance provided in your feedback and please edit your application where necessary.
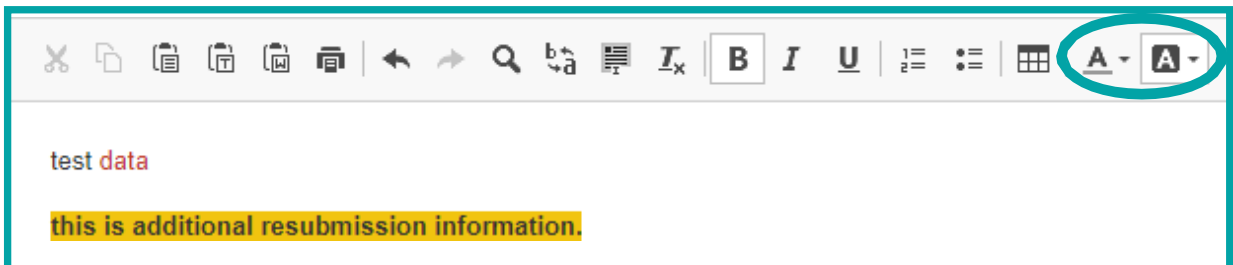
- Any amendments you make must be clearly marked on the form (ideally highlighted in a different colour) which will help our Accreditors see what has been added or amended.

- Resubmission applications do have word limit applied to them, but it is slightly increased from that found in the original application to allow for amendments or additional information requested by the reviewers:

    - Associate Fellowship – the word count for the two areas of activity is increased from 1,400 to 1,600.

- o Fellowship – the word count for the five areas of activity is increased from 3,000 to 3,300.
  - o Senior Fellowship – the word count for the reflective account of practice and two case studies is increased from 6,000 to 6,500.
  - o Principal Fellowship – the word count for the reflective account of practice is increased from 7,000 to 7,500.

- Click **"Submit"** when ready.

Your application has been saved, to review the final version before submitting please go to the **Application Listing**

- You will need to submit your resubmission in the same way as your first application, from the Application Listing page.

- The status of the application will change to **"Submitted (Resubmission)"** and it will then be allocated to the same review panel that assessed your first application. You will not be required to enter any payment details.

- You will receive an email confirming receipt of your resubmission and advising you of the timescale for the outcome.

- Once your resubmission outcome has been reached you will be notified by email.

- If you have been **successful,** you will be able to generate your certificate as described in **Section 8.1**.

- If your resubmission is unsuccessful, you will receive further feedback from the review panel but the application process will conclude and you will not be given the option to generate a certificate or submit a further resubmission. Note that the status has changed to "**Decision: Fellowship – Withdrawn (Resubmission unsuccessful)"**

- If you choose not to resubmit, or the four week period for resubmission has ended and you have not contacted us, your application will be withdrawn from the review process. The status of the application will change to "**Decision: Fellowship – Withdrawn (Resubmission not received)"** as shown below: