

**Institute of Certified Indexers**  
[www.certifiedindexers.com](http://www.certifiedindexers.com)

**Application for Certification**  
**For Indexers with 30 Published Indexes – Index Submission for Certification**

**Personal Information: *This section is required.***

Today's Date: \_\_\_\_\_

Mr. \_\_\_ Ms. \_\_\_ Mrs. \_\_\_

Name (Last, First, Middle Initial): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Country, if Outside U.S.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number (Day): ( ) \_\_\_\_\_

Phone Number (Night/Weekend): ( ) \_\_\_\_\_

Company Affiliation, if Relevant: \_\_\_\_\_

**Indexing Experience: *Items with asterisk (\*) are required.***

\*Year Started Indexing: \_\_\_\_\_

\*Proof of Indexing Experience: *Answer all relevant questions.*

Training Course & Year Completed (use separate page for additional explanation):

\_\_\_\_\_

On-the-job Indexing – Name of Company, Position, and Years Employed:

\_\_\_\_\_

\*Provide on a separate page a list of 30 indexes (by title of book or project) you have completed in the past 5 years.

\*Provide the PDF of book and RTF of index for book – The book must be between 150 and 350 indexable pages. This book and index will be evaluated by two separate graders using the Best Practices list on the ICI website and you will receive written feedback. If due to publisher specifications you needed to vary from the Best Practices, you must explain in an addendum.

**Submit this form and the required attachments with the application fee of \$500.00 (check made payable to Institute of Certified Indexers) to:**

**Institute of Certified Indexers**  
**19266 Coastal Hwy., Unit 4 # 52**  
**Rehoboth Beach, DE 19971**