



Institute of Certified Indexers
Promoting Quality in Indexing

www.certifiedindexers.com

Application for Certification
For Indexers with 3–10 Years Experience as of 2010

Personal Information: *This section is required.*

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.*

*1. Training Course & Year Completed: _____
1A. In lieu of Training Course, On-the-job Indexing: Name of Company, Position,
and Years Employed: _____
1B. In lieu of Training Course, Apprenticeship – Name of Indexer who Supervised
Apprentice and Years of Apprenticeship: _____

- * 2. A list of 5 indexes completed in the past year. Please use separate page.
- * 3. Proof of 10 credits of additional education during the previous 7 years. See list on back for credit amounts. Please attach documentation.

I hereby apply for certification from the Institute of Certified Indexers. I understand I must pay a grading fee and pass the qualifying examination to become certified.

Signature Date

Submit this form and the required attachment with the non-refundable application fee of \$60.00 (check made payable to Institute of Certified Indexers) to:

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

Approval of this application form is a prerequisite to taking the qualifying examination.



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Educational Credits

Attending a conference or workshop:

1–2 hours	1 unit
2.5–3.5 hours or 1/2 day session	2 units
4–5 hours	3 units
6–8 hours/full day session	4 units

Teaching a conference or workshop:

1–2 hours	2 units
2.5–3.5 hours or 1/2 day session	3 units
4–5 hours	4 units
6–8 hours/full day session	6 units

Writing (publication required):

750- to 1,000-word article	2 units
Book chapter	6 units
Book editorship or authorship (including co-author)	8 units

Exercises for ASI/ITI books:

Each book read and successful exercise	4 units
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We are open to other methods of gaining credits, so contact us with your questions.

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