

Certification FAQs

How do I know if I'm ready to write the tests?

- You have at least five years of editing experience.
- You are familiar with the knowledge and skills described in EAC's Professional Editorial Standards (PES).
- You are prepared to write a timed test in an invigilated setting using hard-copy markup as described on the EAC website (www.editors.ca/certification/index.html) and in the EAC certification study guides.

How should I prepare for the tests?

- Start studying at least four months before the test, using the study guides and editorial references such as *Editing Canadian English* and *Chicago Manual of Style*.
- Study every week for a set period of time—make it a habit.
- Form a study group or work with a partner.
- Practice hard copy markup if you do not usually do this type of editing.

How should I study for the tests?

- Review PES until you know the Fundamentals and the standards for the test you are taking.
- Write and score the Practice Test provided in the study guide.
- Compare your answers and markup with the Answer Key to identify your weaknesses.
- Note the standards you had difficulty with

and work on improving your performance using self-directed learning materials such as EAC's Meeting Editorial Standards (first edition) or Meeting Professional Editorial Standards (second edition).

What materials and resources can I bring into the tests?

- One dictionary and up to three style guides (see the study guides and the EAC website for more information about what you can bring to the tests).

What are the costs?

- Study guides cost \$75 for a printed version and \$55 for a PDF download.

When and where are the tests being held in 2010?

Proofreading and Copy Editing tests will be administered on November 20, 2010, at various locations across Canada as demand and resources allow (in the past, tests have been offered in Vancouver, Calgary, Edmonton, Saskatoon, Winnipeg, Toronto, Ottawa, Montreal, and Halifax).

For answers to more certification FAQs, visit www.editors.ca/certification/faq.html.

- Fees to write the test are \$350/test for EAC members and \$450/test for non-members.

When will the new study guides be available?

- The new Copy Editing Study Guide and Proofreading Study Guide are now available.
- In addition, two volumes of the old study guide are still available—Volume 1: Introduction and Elementary Knowledge of the Publishing Process and Volume 3: Structural and Stylistic Editing. You can use these guides for additional practice or to prepare for the Stylistic Editing test that will be offered in 2011.
- Contact the National Office or go to www.editors.ca for more information.

If I fail, will I get any feedback?

- Yes. You will receive a list of “weaknesses demonstrated” in your completed test (e.g., did not follow instructions in test scenario, did not structure document as instructed).

How many times can I write a test?

- You are allowed to write each test as many times as you wish.