

REGISTRATION FORM

Please ensure that your trainee is registered preferably from day one of employment with your newspaper, by sending this form to the NCTJ with the correct payment (see overleaf).

SECTION A: TO BE COMPLETED BY ALL

First name:..... Surname:.....
 Male Female (*please tick*) Date of birth:...../...../.....
Your work email:.....
Work tel:..... Work fax:.....
Home Address:.....
.....
.....Postcode:.....

Newspaper group:.....
Newspaper name & address:.....
.....
.....Postcode:.....
Editor's name:.....
Editor's email:.....
Date when first employed full time as a journalist with your present company:/...../.....
 Reporter Press Photographer Photo Journalist Sub-editor

Please complete BOTH sides of the form and return it with payment to:

**NCTJ Training Ltd
The New Granary
Station Road
Newport
Saffron Walden
Essex
CB11 3PL**

SECTION B: TO BE COMPLETED BY ALL

SHORTHAND

NCTJ 100 wpm exam passed (we do not need to see a certificate).

Centre:.....Date:/...../.....

IF PRE-ENTRY TRAINEE:

Name of centre where pre-entry course was undertaken:.....

Course dates from:/...../..... until:/...../.....

IF DIRECT ENTRY TRAINEE:

Day release course attended:.....

Block release course to be attended (if known):.....

Course dates from:/...../..... until:/...../.....

Please indicate: graduate non-graduate

Name of assessment centre:Centre no:.....

Previous journalistic experience of trainee/candidate (give dates of any **FULL-TIME PAID** employment and name of publications – not work experience):

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.....
.....

LOGBOOK:

Please tick if the trainee has already received an NCTJ logbook:

DISTANCE LEARNING MATERIALS:

Please tick here if you would like to purchase the distance learning materials for your trainee, ideal for those that have not yet passed their preliminary exams

NOTE: Fee for the National Certificate Examination is payable at the time of enrolment for the exam.

Authorised name: **Authorised signature:**.....

**Editor / Group Editor / Training Officer
(* please delete as appropriate)*

**Editor / Group Editor / Training Officer
(*please delete as appropriate)*

REGISTRATION FEE – reporters, photographers and sub-editors:

N.B registration fees no longer include the distance learning pack for direct entry trainees. This is now charged separately as below.

Trainees with companies paying per capita membership fees - **£56.00 inc. VAT**

Trainees with companies NOT paying per capita membership fees - **£555.00 inc. VAT**

Individual self-employed freelance journalists - **£157.00 inc. VAT**

Distance learning pack for direct entrants - **£182.00 inc. VAT** (reporters only)