



Board of Editors in the Life Sciences

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## Certification Checklist

Below is a checklist we have provided for your use. Please be sure to update and record each step as you complete it.

I have completed or assembled these items for my application:

- Application form
- 3 letters of reference
- Check or MO for \$US25 (\$US50 after October 1, 2009)
- Copy of transcript or diploma  Resume or CV
- I mailed my application to BELS on (date) \_\_\_\_\_.
- On (date) \_\_\_\_\_ I received my acceptance into candidacy; I am eligible to register for any examination until (month & year) \_\_\_\_\_.
- On (date) \_\_\_\_\_ I mailed my registration to BELS. I included in the packet:  my completed registration form,  a check or MO for \$US100 (\$US200 after October 1, 2009).
- I have asked to be registered for the examination to be held in (city) \_\_\_\_\_ on (date) \_\_\_\_\_ at \_\_\_\_\_ p.m. On (date) \_\_\_\_\_
- I received my ticket of admission and receipt.

If last-minute items need to be submitted to the Registrar, please send them by fax, 706-494-3348.

If you do not receive an admission ticket to the examination for which you have submitted a registration form and fee by 5 days before the examination, call the Registrar, 706-494-3322.

**YOU WILL NOT BE ADMITTED TO AN EXAMINATION WITHOUT A TICKET.**