

STEP BY STEP GUIDE TO APPLY FOR

UCC-ACE CONTINUED PROFESSIONAL DEVELOPMENT



1



You have landed on the UCC Website Page

Make your UCC application. You will be contacted about applying for CCIS Membership Support.

Or

Or



You have landed on the CCIS page and have found the appropriate course.

- 1) Once you have read the criteria, scroll to the bottom of the page and complete the **MS Special Category Data** mandatory MS Form (QR code or Link).
- 2) Once you have completed this, return to the CCIS site page and 'Apply' for support.

02



CCIS Application

Your membership application will be assessed. If you qualify for support, you will be asked to submit a **UCC application** if you have not already done so.

03



UCC-ACE Application

Once your course application has been assessed by UCC and if it is successful, you will be offered a place by UCC. **Accept or Reject**

04



Congratulations, You're Almost There!

If you accept the **UCC-ACE** offer, Cultural & Creative Industries Skillnet will send you a **Registration/Payment Link**

05



Make Your Payment

All payments must be made to Cultural & Creative Industries Skillnet **before** a course commences. Refunds cannot be issued after the course commencement date.

06



Feedback

A condition of ESF+ funding is that you agree to complete short surveys (Immediate & Long Term indicators) post certification and again 6 months later, so watch out for the forms!