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**EMMA Registration**

**https://www.slcc.co.uk/qualification/cilca/**

* You will need a log in to the SLCC website, you do not need to be a member to have this
* You can apply at anytime
* SLCC registers learners in bi-monthly intakes starting 1 April (1 Oct or 1 Dec)
* **IMPORTANT:** You **MUST** have paid your fee to SLCC before they will register you.
* Once registered, you will get an email to log in to EMMA
* This is where you submit your work
* Submit your personal statement first and wait for assessor’s comments
* Then submit unit one and wait for assessor’s comment
* Work can be uploaded in any order but can only be submitted once each unit is complete

**EMMA Video** <https://www.youtube.com/watch?v=TIqatBTMJFk&ab_channel=SocietyofLocalCouncilClerks>

**EMMA Permission**

Form to give trainer access to your EMMA portfolio <https://forms.office.com/r/Qq623NZscH>