

# Guidelines for Applicants

The membership application process is split into five stages:

1. The Applicant submits application with certificates of academic success, case studies, CV and payment to EACTP.
2. Internal checks for compliance by the EACTP Executive to check that application paperwork is complete and that the case studies conform with requirements before arranging interview.
3. Pre interview review of case studies by Lead Accreditor to consider the level and nature of your involvement in the case studies and set criteria for Support Accreditor such as the jurisdiction.
4. An interview with two experienced trained Accreditors both of whom will be also EACTP members and at least one will be a member of the SAC or the EACTP Board.
5. Post interview, the Accreditors follow up Sponsors and case study Referees as appropriate.

## Stage one – Application and supply of information by Applicant

**Please collate and send the following information to Mandy Caruana, of the EACTP Secretariat. If you have any questions then please email [secretariat@eactp.eu](mailto:secretariat@eactp.eu), or alternatively call Mandy on +44 (0)20 8286 3025 or +44 (0)7970 175 606.**

### Complete EACTP application form

- Complete EACTP application form (available on EACTP website)
- Sponsors
  - The form requires details of two Sponsors who are supporting your application for membership.
  - Sponsors should be professionally qualified and know you in a broader professional context.
  - They should have an understanding of the turnaround environment and preferably of EACTP.
  - They should have some standing in their own profession and credibility in the eyes of EACTP.
  - They must know you well (usually over a number of years) but must also be in a position to be objective.
- Education and Professional Qualifications
  - Subject to exemptions attach a Certificate of academic success for each of the three EACTP certification programme modules: Leadership, Finance & Accounting and Legal Concepts.
  - Qualified accounting professionals holding a qualification from an exam based and recognised professional institute may apply for exemption from the Finance & Accounting module by providing a details of their qualification and professional body.

- Qualified legal professionals holding a qualification from an exam based and recognised professional institute may apply for exemption from the Legal Concepts module by providing a details of their qualification and professional body.
- Attach copies of your degree, or equivalent, educational qualifications and membership of professional bodies.
- Provide your CTA membership number.

#### **Prepare a CV**

This should be:

- Up to date.
- Chronologically complete with no unexplained gaps.

#### **Prepare case studies in standardised format (template form available on EACTP website with an example provided for your guidance)**

- A detailed case study in the standardised format of two to three pages for each case which you need to prepare and which will eventually be sent to your Referee for their agreement on its content and your role in the turnaround.
- The most recent case study should be no more than three years old and, in the case of Member Applicants, the other two cases must have been completed within the last ten years.
- Cases should have lasted at least six months, and should also be complete so there is a clear outcome.
- Case studies should demonstrate that your contribution was significant and substantial
- Each case study should be counter-signed by a Referee and include the Referee's contact details, so that Accreditors can follow up if they have further queries about the case.

#### **Note:**

1. If appropriate, case study Referees may also act as Sponsors providing they conform to the above criteria for Sponsors.
2. Sponsors will be approached after your interview by the Accreditors.
3. Referees may, but will not necessarily, be approached after the interview, if the Accreditors wish to follow up on any aspect of the relevant case study.
4. The Sponsor or Referee cannot be an Accreditor.
5. All information provided by you will be treated in the strictest confidence.

#### **Stage two – Internal checks for compliance by Executive**

**Executive will check paperwork is completed, a CTA membership number and, certificates of academic success or exemption details covering the three modules have been provided, case studies are relevant, Sponsor criteria is met, Sponsor and Referee details have been provided and payment has been made.**

#### **Stage three – Pre interview checks and Accreditor selection by Lead Accreditor**

**Lead Accreditor will check case studies to review the level and nature of your involvement before the interview is arranged and may request that they be resubmitted. The Lead Accreditor will also consider whether specific knowledge is required before selection of the Support Accreditor such as the jurisdiction of the case studies.**

#### **Stage four – Interview by Accreditors**

- The EACTP Executive will arrange for you to meet two EACTP Accreditors to discuss your application either in person or by telephone.
- At least one Accreditor will be a member of the SAC or the EACTP board, the other will be an EACTP member.
- You will need to set aside about 90 minutes.

#### **Your responsibilities**

- To talk about your career as a whole, your turnaround activities and, in particular, discuss your case studies to demonstrate your suitability for membership of EACTP.
- To demonstrate your personal integrity now and in the past and your willingness to abide by the Code of Ethics.
- To explain your interest and commitment to turnaround and state why you wish to become a member of EACTP.

#### **The Accreditors' responsibilities**

- Discuss the case studies submitted to satisfy themselves that you have significant knowledge and experience of turnaround and that you made a substantial contribution to achieving the outcomes in each of the turnaround assignments.
- Assess the range of skills and qualities appropriate to a turnaround environment.
- Assess your specific experience:
  - The ability to take command and manage any **immediate crisis** while assessing the situation.
  - The ability to develop a **viable and workable plan** that can be implemented swiftly.
  - Experience in **negotiating key changes** to the financial and/or operational structure of the business with a range of stakeholders.
  - The skill **to take a lead** in any given situation and to **drive or promote** the changes required.

#### **Stage five - Completing the process by Accreditors and the Executive**

- Accreditors will speak to your Sponsors.
- Other checks, such as contacting case study Referees, may be made.
- Following recommendation by Accreditors, your application will be submitted to the Standards and Admissions Committee for approval.