

Application for Professional Designation

Name (print or type): _____

Email address (print or type): _____ Tel: _____

*You can apply for professional designation if you meet specific criteria, including being paid for your work. Details for eligibility are outlined in this application form. Please review them closely. Remember to include **all** indicated documentation to support your application. Incomplete applications will not be forwarded to the Membership Committee.*

PART 1: SELECT THE CATEGORY YOU ARE APPLYING UNDER

I am applying for professional designation as a (*please select one*):

- Traditionally published book author or poet (minimum 25,000 words ; criteria apply - see details on page 2)
- Traditionally published children's book author (criteria apply - details on page 2)
- Self-published book author or poet (minimum 25,000 words; criteria apply - see details on page 2)
- Poet with some publishing credits rather than a book (minimum 500 lines)
- Freelance writer (i.e., earn income writing for magazines, journals, newspaper, companies; minimum of 20,000 words)
- Short story writer with publishing credits (minimum of 25,000 words total)
- Script writer or playwright (radio, television or theatre scripts totaling a minimum of three hours' playing time)
- Technical writer (minimum of 20,000 words)
- Translator with publishing credits (minimum of 20,000 words)
- Employed in-house writer or editor (full-time position)
- Combination of the above (you may combine categories to qualify if you otherwise don't meet stated minimums; please provide details in your cover letter)
- Photographer, artist, cartoonist, or writing instructor in combination with one or more of the above categories (minimums apply, such as 50 hours of teaching time, 50 published cartoons, etc.; provide details in your cover letter).

PART 2: INDICATE WHETHER YOU ARE TRADITIONALLY OR SELF PUBLISHED (FOR BOOK AUTHORS ONLY)

If you are applying as a book author, please note that the requirements and criteria for traditional versus self-published are different. Please base your selection on the guidelines outlined on page two, then go to Part 3.

If you're applying under any of the other categories, go directly to Part 3. (For example, freelance writers would skip to Part 3.)

[] I am applying as a traditionally or commercially published book author and I meet the following criteria:

Authors of traditionally published works applying for professional designation must meet all of the following criteria:

- The publisher provides a written contract to the author
- The publisher pays the author a minimum of \$200 and/or provides royalty payments to the author
- The publisher does not require any payment from the author
- The publisher allows the author to retain copyright of his or her work
- The publisher provides editing of the work without an additional fee

**If your publisher does not meet all these criteria, please apply as a self-published author (criteria follow)*

[] I am applying as a self-published author and I meet the following criteria:

To be eligible for professional designation, authors of self-published works (including print, ebook, and audiobook) must have made a minimum net income of \$500 from the work within the last two years. (Net income is the income after deducting costs for printing, distribution, editing, design, publicity, and promotion; income and/or royalty statements must be included with the application package.)

In addition, the work must meet at least 3 of the following 5 criteria — please indicate which criteria apply to your work:

- Edited by an editor qualified by experience or professional credentials (provide name, contact, and qualifications of editor)
- Minimum of 250 units sold within the past two years (provide statement of units sold)
- Registered (ISBN, ASIN, or other)
- Cover was designed by a designer qualified by experience or professional credentials (provide the name, contact, and qualifications of designer)
- The interior of the work was designed by a designer qualified by experience or professional credentials (provide the name, contact, and qualifications of the designer)

PART 3. PROVIDE THE APPROPRIATE SUPPORT FOR YOUR APPLICATION

Applications may be sent to the membership committee by mail or email c/o the national office (see address at top of page 1). Please include enough information to demonstrate that you meet the above-stated criteria. (Note that it is not necessary to include all past credits.)

The application package must respond to the above-stated criteria, and should include the following, as applicable:

- A cover letter that includes a brief bio and a list of paid publication or production credits, including publisher or producer, date, word length, and
 - For print works: a photocopy of the copyright information or ISBN page of your published work
 - For print works: a photocopy of the title page of your published work
 - For freelance writers: photocopies/excerpts of magazine or journal articles
 - For e-publications: a website address for each publication you are listing
 - For self-published works: an itemized account of money spent and revenue earned in addition to the items listed for print works
- In the case of full-time employment as a writer and/or editor, include company name and contact information in your cover letter.