**CORROBORATOR DECLARATION FORM**

To be used for all Assessment of Professional Competence (APC) routes and for candidates applying for Legal Associate and Associate membership

**INSTRUCTIONS FOR COMPLETION**

**All three sections** of this form must be completed accurately by the candidate’s corroborator (e.g. their supervisor or employer) and be **returned to the candidate**.

The corroborator is someone who has first-hand knowledge of the candidate’s work and can confirm, in writing, the accuracy of the candidate’s claims in their application for RTPI membership.

For details on who can act as a corroborator, see the RTPI’s main application guidance and the Corroborating Your Submission Advice Note available at: [www.rtpi.org.uk/apc](http://www.rtpi.org.uk/apc), [www.rtpi.org.uk/associate](http://www.rtpi.org.uk/associate) or [www.rtpi.org.uk/legal-associate](http://www.rtpi.org.uk/legal-associate).

**Important note**

Previously the RTPI has required you to submit corroboration on company letterhead paper or from a work email address. This is no longer required. Instead, the RTPI has streamlined the process and will contact a random sample of corroborators after each submission deadline to verify the authenticity of the corroboration they have provided.

Should a candidate be found to have provided fraudulent or misleading corroboration, the RTPI Membership Team will take appropriate and proportionate action.

Candidates **must** submit the completed Corroborator Declaration Form with their application. All experience referenced in the candidate’s application must be supported by a Corroborator Declaration Form. Your application will be rejected or deferred if you fail to submit this form.

1. **CANDIDATE’S DETAILS**

|  |  |
| --- | --- |
| Name of candidate |  |
| Candidate’s membership number (if applicable) |  |

1. **CORROBORATION DETAILS**

|  |  |
| --- | --- |
| Corroborator’s name |  |
| Corroborator’s email |  |
| Corroborator’s phone number |  |
| Dates of corroboration period |  |
| Candidate’s employer during the corroboration period |  |
| Candidate’s position during the corroboration period |  |
| Corroborator’s position during the corroboration period |  |
| Corroborator’s relationship to the candidate |  |
| Comments: please briefly **describe in your own words** what the candidate did during the corroboration period. | * add responsibilities * add responsibilities * add responsibilities |

**Turn over for section 3 of this form.**

1. **CORROBORATOR’S DECLARATION**

|  |
| --- |
| **DATA PROTECTION**  The information you provide in this form will be held securely on the RTPI’s electronic records and will be processed in accordance with the General Data Protection Regulation and 2018 Data Protection Act. The RTPI and its assessors will neither disclose, nor permit members of its staff to disclose, any confidential and/or personal information you provide unless required to do so by law. Your information will be used to assess the candidate’s application. The RTPI may also contact you with further questions regarding the candidate’s application.  **If you do not consent to us using your data in this way then the candidate’s membership application will not be processed and it will be returned to them.** |

**(Corroborator please tick) I consent to having my data processed as outlined in the above data protection statement and am willing to be contacted to answer further questions regarding the candidate’s application.**

**(Corroborator please tick) I am an RTPI member and I consent to having my membership record updated as outlined in the above data protection statement.**

I confirm that I have read the relevant sections of the named candidate’s:

Practical Experience Statement

Professional Competence Statement

Reflective Journal (If applicable)

I confirm that I corroborate the candidate’s work as described in those documents.

Signature of corroborator:

(typed name is acceptable)

Date:

**Please submit all pages of this form to ensure the application is processed.**