



## CMALT Portfolio Review: FAQs

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### 1 I haven't updated my portfolio before. What do I need to do?

The best place to get started is to read the guidelines. Simply put, to update your portfolio you'll be asked to add new sections to your portfolio and then submit it for review.

### 2 Does it cost anything to update my portfolio and submit it for review?

No, there are no fees to pay if you are in good standing as a CMALT Holder, i.e. if your Certified Membership of ALT is up to date. The cost of having your portfolio reviewed is included in your annual membership fee.

### 3 Can I get my CMALT accreditation extended without updating my portfolio?

Your certificate remains valid for a period of 3 years. After that, if you don't update your portfolio and submit it for review your accreditation is no longer valid.

### 4 How often does my portfolio need to be reviewed?

In order for your accreditation to remain valid you will need to update and submit your portfolio for review every 3 years.

### 5 What happens if I don't update my portfolio?

If you don't update your portfolio and submit it for review, your accreditation will no longer be valid and you will not receive an extended certificate.

### 6 Can I fail a portfolio review?

No. If not all updated sections of the portfolio meet the required standard you will be asked to revise those sections before the portfolio is accepted and your accreditation extended.

## 7 Can I update all sections of my portfolio?

You can update any sections of your portfolio - it's your portfolio. However, when submitting it for review you need to include the original sections, too and clearly mark them as original.

## 8 Can I update my portfolio in order to receive an updated certificate if my Certified Membership has lapsed?

You can only submit your updated portfolio if you are in good standing as a Certified Member of ALT. You can renew your membership by following these instructions:

1. Go to <http://www.alt.ac.uk> and sign in to your account.

You will have received an e-mail with your account details previously from systems@alt.ac.uk. You can

sign in to your account using your e-mail address. If you have forgotten your password, you can also request a new one at: <http://www.alt.ac.uk/user/password>

2. Once signed-in, please go to

Certified Members: <https://www.alt.ac.uk/civCRM/contribute/transact?reset=1&id=8>

This will open up a renewal form. Once you have renewed your membership online once, a "renew" button will appear next to your membership on your dashboard in future.

When you have renewed your membership you will receive an e-mail receipt and you can also check that your membership has been updated via your dashboard.

Once your updated portfolio has been received and processed you will be issued with an extended CMALT Certificate.

## 9 My certificate has expired. What can I do?

If your CMALT certificate has expired and you are in good standing as a Certified Member, you can update your portfolio and submit it for review in order to receive an extended certificate.

If your CMALT certificate has expired and your membership has lapsed, you need to renew your membership before you can submit your updated portfolio for review.

## 10 My certificate is from 2013 or before - does this apply to me?

Yes. All CMALT Holders are required to update their portfolio and submit it for review every 3 years.