Here are the details you will need to register for EMMA to upload your portfolio:

<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)