

**APPLICATION FOR MEMBERSHIP IN CAPC**

**Name:** \_\_\_\_\_

**Address:**      Residence      \_\_\_\_\_  
\_\_\_\_\_

   Business      \_\_\_\_\_  
\_\_\_\_\_

**Telephone:**      Residence (      ) \_\_\_\_\_ Business (      ) \_\_\_\_\_

\_\_\_\_\_

**I have read and understood the By-laws and Rules and Regulations of The Canadian Association of Professional Conservators and agree to abide by them during this admission procedure and afterward if admitted as a Professional Member. I believe the information given below to be true.**

**I hereby make application to be admitted to Professional Membership in The Canadian Association of Professional Conservators in the Category of:**

**CONSERVATOR \_\_\_\_\_ CONSERVATION SCIENTIST \_\_\_\_\_**  
**with the following area/s of specialization\*:** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\_\_\_\_\_

\*The following is the list of the most common CAPC areas of specialization. While it is not exclusive, it is recommended that applicants choose where appropriate specialization(s) from this list that fits their own situation.  
Conservator specializing in: Paintings; Mural Paintings; Sculpture; Furniture; Mixed Collections; Objects (ethnographic; archaeological; industrial; or gilded); Archival Materials; Works of Art on Paper; Textiles; Management; Preventive Conservation.  
Scientist specializing in: Analysis; Environment; Organic Materials; Physical Chemistry

*Application for Membership in CAPC*

The following represents information which should be covered by your application. A current Curriculum Vitae and job description may also be used as long as all the relevant information is included. Please submit with your application \$50.00 per specialty by cheque or Money Order payable to CAPC.

**1. PRESENT STATUS**

**1.1. EMPLOYMENT**

- 1.1.1 Name and address of employer.
- 1.1.2 Your position and title.
- 1.1.3 Date of assuming this position.
- 1.1.4 This position is full-time or part-time and the number of hours per week.
- 1.1.5 Position and title of your immediate supervisor.
- 1.1.6 Outline of duties and responsibilities.

**1.2. PRIVATE PRACTICE**

- 1.2.1 Name and address of business.
- 1.2.2 Date of beginning private practice.
- 1.2.3 The business is full-time or part-time and the number of hours per week.
- 1.2.4 Describe the type of work undertaken.
- 1.2.5 List major projects.

**2. PREVIOUS WORK EXPERIENCE : List previous conservation or related work experience.**

- 2.1 Name and address of employer.
- 2.2 Your position and title.
- 2.3 Date of assuming this position.
- 2.4 The position was full-time or part-time and the number of hours per week.
- 2.5 Describe the type of work undertaken.
- 2.6 Position and title of your immediate supervisor, if applicable.
- 2.7 Outline of duties and responsibilities.

**3. EDUCATIONAL PROFILE**

- 3.1 High School Diploma and year received.
- 3.2 College Diploma(s): for every diploma earned please identify the institution, the year received, the diploma and the subject.
- 3.3 University Degree(s): for every degree earned please identify the institution, the year earned, the degree and the subject.

**4. TRAINING IN CONSERVATION - CAPC recognizes that conservation professionals can be trained in a variety of different ways. Please supply the following information on your formal conservation training (if applicable) as well as apprenticeship and/or other types of training.**

#### **4.1 FORMAL CONSERVATION TRAINING PROGRAMME:**

- 4.1.1 Educational Institution: please include the name of the institution, the address, the dates attended, the date of graduation, the qualification obtained and the area(s) of specialization.
- 4.1.2 Internships Undertaken: An Internship is defined as a period of work experience, under expert supervision, which must be completed satisfactorily as a requirement in a formal training programme. For every internship undertaken please include the following information: the name and address of the Institution where the internship was done. Include the name of your supervisor as well as a brief description of the projects undertaken.
- 4.1.3 Provide supporting documents such as the programme description, transcripts and proof of graduation..

#### **4.2 APPRENTICESHIP TRAINING** An apprenticeship is defined as an extended period of training, working under the supervision of experienced conservation professional/s, which is not a requirement for the completion of a formal training programme for an educational institution.

- 4.2.1 For every apprenticeship taken please provide the following information: the location, the supervisor(s), the dates and a brief description. Please include letters of reference from the supervisor (this is the applicant's responsibility).

#### **4.3 OTHER TRAINING (including SELF TRAINING)** Describe in detail the type of training undertaken in this category and include the following information:

- 4.3.1 A representative reading list of conservation literature studied.
- 4.3.2 The type and extent of practical training.
- 4.3.3 A list of courses, seminars, and workshops attended, including: dates, duration, institution, and whether or not performance was evaluated. Supporting documents such as letters of reference from instructors, clients and members of the conservation profession should be attached.

### **5. LABORATORY AND EQUIPMENT**

Please document your laboratory discussing the equipment, supplies and layout. Include health, safety and security measures you have taken. Photographs are extremely useful.

*Note: If you do not have a lab, you will nevertheless need to demonstrate knowledge of laboratory related issues that pertain to your specialty during the oral examination.*

### **6. PROFESSIONAL MEMBERSHIPS**

List memberships in conservation and related organizations and dates. Include categories of membership and official positions, if any.

### **7. OTHER PROFESSIONAL INVOLVEMENT**

Indicate any other ways in which you have been involved in professional conservation activities.

### **8. PUBLICATIONS**

List your conservation or conservation-related publications. Provide complete references.

### **9. REFERENCES**

You are responsible for ensuring that CAPC receives three (3) letters of reference. These should be from individuals who are familiar with your work in the conservation field and must be sent directly to CAPC. The letters should include the following:

- how long the person has known you and under what circumstances;
- an overall impression of your competence and conduct;
- specific examples which illustrate your achievements or technical capabilities;
- to what extent you make your own conservation decisions.

Please note that the persons used as references will not be eligible to sit on the Board of Examiners.

#### **10. PORTFOLIO OF PROJECTS OR CASE HISTORIES**

Please submit with the written application a portfolio of five (5) to ten (10) dossiers for works examined/treated or projects undertaken/supervised. The projects should be representative of the range of conservation experience of the applicant and may include treatment reports, scientific research reports, publications, policy documents etc. In particular, recent projects and work in progress should be included. The dossiers should be copies of original documentation, reports, surveys, etc produced by the candidate and should illustrate the level of documentation maintained by the candidate. The actual number of projects included in the portfolio may vary depending on the magnitude and complexity of the projects submitted. For candidates requesting more than one area of specialization, the portfolio must fully support each area of specialization (i.e. at least 5 dossiers per specialization). The portfolio should have a cover page which indexes and summarizes the projects for greater ease of reference by the Board of Examiners.

**Please forward your completed application and supporting documentation along with the \$50.00 application fee for each specialty to:**

**Canadian Association of Professional Conservators  
c/o Canadian Museums Association  
280 Metcalfe Street, Suite 400  
Ottawa, Ontario  
K2P 1R7**

**Note:** Upon successful completion of the examination, you will be required to pay a \$100 Registration Fee. For subsequent years, the Annual Membership Fee is currently \$75.00.