



**Canadian Association of Professional Conservators
Association canadienne des restaurateurs professionnels**



CONFIDENTIAL

APPLICATION FOR MEMBERSHIP

The Canadian Association of Professional Conservators

Name:		
Address:	Residence	Business
Telephone:		
Email:		

I have read and understood the By-laws and Rules and Regulations of The Canadian Association of Professional Conservators (CAPC) 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** _____

* See the CAPC website for a list of the most common CAPC areas of specialization. While not exhaustive or exclusive, it is recommended that applicants choose a specialization from the list that most reflects their practice. Please print out and sign the first page of the application form, to be submitted with your application fee to the CAPC Membership Chairperson (please consult the CAPC website). A \$50.00 fee is required for each specialization for which you are applying.

The following information must be included with your application. A detailed Curriculum Vitae and job description may suffice, as long as they provide all the required information.

1. PRESENT STATUS

1. EMPLOYMENT

- Name and address of employer.
- Your position and title.
- Date of assuming this position.
- This position is full-time or part-time and the number of hours per week.
- Position and title of your immediate supervisor.
- Outline of duties and responsibilities.
- List major projects.

2. PRIVATE PRACTICE

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

3. CANADIAN CITIZENSHIP

- If not self evident, please show proof of Canadian citizenship or landed immigrant status, or documentation that shows you work principally in Canada.

2. PREVIOUS WORK EXPERIENCE

List previous conservation or related work experience.

1. Name and address of employer.
2. Your position and title.
3. Date of assuming this position.
4. The position was full-time or part-time and the number of hours per week.
5. Describe the type of work undertaken.
6. Position and title of your immediate supervisor, if applicable.
7. Outline of duties and responsibilities.

3. EDUCATIONAL PROFILE

1. High School Diploma and year received.
2. College Diploma(s): for every diploma earned please identify the institution, the year received, the diploma and the subject.

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.

1. FORMAL CONSERVATION TRAINING PROGRAMME:

- 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.
- 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.
- Describe briefly the curriculum you followed or append an official transcript that lists the courses followed. Please also submit a copy of your degree or proof of graduation.

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.

- 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).

3. OTHER TRAINING (including self training) Describe in detail the type of training undertaken in this category and include the following information:

- A representative reading list of conservation literature studied.
- The type and extent of practical training.
- 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.

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 the CAPC Membership Chairperson. 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 application package a portfolio of five (5) to ten (10) dossiers for works examined/treated or projects undertaken/supervised. A treatment portfolio should include projects for which you have been fully responsible, and should represent of the range of your conservation experience. They 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 full, original documentation, reports, surveys, etc. They should thoroughly illustrate the level of written and photographic documentation you maintain. Please ensure that you include ample, high resolution photographic documentation for each project. 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). Please include a cover page that indexes and summarizes the projects, for greater ease of reference by the Board of Examiners.

11. SUBMITTING A DIGITAL PORTFOLIO

A portfolio may be submitted digitally on a CD or a DVD, or by uploading files to a file-sharing space, such as Dropbox.

The digital application package should contain the following folders :

- i. The CAPC application form (with questions and answers not covered in your CV);
- ii. Your CV;
- iii. Copies of diplomas, transcripts, or training attestations, if applicable;
- iv. Offprints of any articles published, if applicable;
- v. A portfolio contents summary page, which briefly describes the nature of the problems and the treatments for each of the projects submitted;
- vi. The portfolio itself should be subdivided into at least 5 file folders, each containing *complete* written and photographic documentation. Please ensure that you include ample, high resolution photographic documentation for each project.
- vii. Proof of permission to work in Canada, if not self-evident;
- viii. A few photos of your current workspace and lab set-up.

Please print out and sign the first page of the application form, to be submitted by mail with your application fee to the CAPC Membership Chairperson (please consult the CAPC website). A \$50.00 fee is required for each specialization for which you are applying.

Upon successful completion of the examination, a \$100 registration fee is required for the first year, which includes the annual membership fee.

For subsequent years, the annual fee is currently \$85.00.