



Canadian Association of Professional Conservators
Association canadienne des restaurateurs professionnels

APPLICATION FOR MEMBERSHIP

CONFIDENTIAL

Name:		
Address:	Residence	Business
Telephone:		
Email:		

Website:	
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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 _____

*Please select the specialization that best reflects your expertise and practice. This may be more general, such as Paintings, Paper, Archival Materials, Objects, Sculpture, Mixed Collections, Preventive Conservation or Conservation Management, or it could be more specific such as Lacquer, Furniture, Archaeological Materials, Metals, Industrial Artifacts, Polychrome Sculpture, Wall Paintings, or Works of Art on Paper. Conservation Scientist applicants should indicate their specializations, such as Analysis or Environment. Applicants may seek accreditation in more than one specialization (e.g. Paper and Photographs, or Paintings and Sculpture) and must provide five to seven portfolio projects in support of each.

Application for Membership in CAPC

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

1. PRESENT STATUS

a. Employment

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

b. Private Practice

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

2. PREVIOUS WORK EXPERIENCE

List previous conservation or related work experience.

- a. Name and address of employer.
- b. Your position and title.
- c. Date of assuming this position.
- d. Whether the position was full-time or part-time; the number of hours per week.
- e. Describe the type of work undertaken.
- f. Position and title of your immediate supervisor, if applicable.
- g. Outline of duties and responsibilities.

3. EDUCATION PROFILE

- a. High School Diploma and year received.
- b. College Diploma(s): for every diploma earned please identify the institution, the year received, the diploma and the subject.
- c. 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.

a. 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 name and address of the institution where the internship took place, the name of your supervisor, as well as a brief description of the projects undertaken.
- Provide supporting documents such as the programme description, transcripts and proof of graduation.

b. 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).

c. 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, training provider, and whether or not performance was evaluated. Supporting documents such as letters of reference from instructors, fellow professionals, or clients should be attached.

5. LABORATORY AND EQUIPMENT

Where applicable, 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 your own lab but conduct treatments in other labs,

you will 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. 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. This may include presentations, provision of training, committee work, and outreach activities amongst others.

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 Accreditation Director. 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 Examination.

10. PORTFOLIO OF PROJECTS

Please submit with the application package a portfolio of five (5) to seven (7) dossiers for works examined/treated or projects undertaken/supervised. A portfolio should include projects for which you have been primarily responsible, and should represent the range of your conservation experience. They may include treatment reports, scientific research reports, publications, risk assessments, 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. If applying for a treatment specialization, at least two of the treatment dossiers should include extensive documentation including detailed condition reports, treatment rationale, and treatment reports including product names, and before/during/after treatment photodocumentation. Please include ample, high resolution images 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 DVD or a USB storage stick, 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, which briefly describes the nature of the problems and the treatments for each of the portfolios 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, if applicable.

If you are submitting your application on a DVD or USB storage stick, please include them with your application form and application fee and mail them to the Accreditation Director at the address below. Alternatively, please forward your completed application and supporting documentation via email or a file-sharing site such as Dropbox to accreditation@capc-acrp.ca. A paper copy of the signed application form will be requested for archival files at a later date by the Accreditation Director.

A \$50.00 fee is required for each specialization for which you are applying. The payment options are as follows:

- 1) Interac E-Transfer: Send to treasurer@capc-acrp.ca. Also please notify the treasurer of the transfer's password.**
- 2) Cheque: Please make payable to "Treasurer, CAPC". Mail to CAPC c / o CMA 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, which also covers the Annual Membership fee for the first year. For subsequent years, the Annual Fee is currently \$100.00.