APPLICATION FOR MEMBERSHIP

CONFIDENTIAL

Name:		
Address:	**Residence**	**Business**
Telephone:		
Email:		
Website:		
Have you previously held a CAPC membership? **Yes ___ No ___** If ***yes***, provide details:		
Have you previously applied for CAPC Accreditation? **Yes ___ No ___** If ***yes***, provide details:		
Have you previously served on a Board of Examiners for CAPC? Yes ___ No ___		

I have read and understood the By-laws and the Rules and Regulations of the Canadian Association of Professional Conservators (CAPC), and I agree to comply with them throughout the admission process and, if accepted, as a Professional Member. I confirm that the information provided below is accurate and truthful.

I hereby make an 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 most accurately represents your area of expertise and professional practice, whether based on material or type of activity. This may be a broader category—such as Paintings, Paper, Objects, Sculpture, or Preventive Conservation—or a more specific focus, like Archaeological Materials, Industrial Artifacts, or Wall Paintings. Applicants may apply for accreditation in more than one specialization (e.g., Paper and Photographs, or Paintings and Sculpture) and must submit a minimum of five portfolio projects supporting each area.

The following information must be included with your application. For this, a Curriculum Vitae may be used, as long as it provides 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, duties and responsibilities.

f. Position and title of your immediate supervisor, if applicable.

3. EDUCATION PROFILE

a. College Diploma(s) or equivalent: for every diploma earned please identify the institution, the year received, the diploma and the subject.

b. University Degree(s): for every degree earned please identify the institution, the year

earned, the degree and the subject.

Additionally, please list extracurricular activities and details of thesis, dissertation or research project completed for successful graduation.

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. PROFESSIONAL MEMBERSHIPS

List memberships in conservation and related organizations. Include categories of membership and official positions.

6. 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.

7. PUBLICATIONS

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

8. 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.

9. PORTFOLIO OF PROJECTS

Please submit with the application package a portfolio of a minimum of five (5) dossiers of projects undertaken/supervised after the completion of your training. A portfolio should include projects for which you have been primarily responsible for, 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 the full original documents and should 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.

Documents submitted should follow CAPC's Conservation Documentation Guidelines. Information considered sensitive and/or confidential can be redacted out.

DIGITAL APPLICATION

The application can be submitted on 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,;
IV. Copies of articles published;
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.
VII. Proof of permission to work in Canada, if applicable

If you are submitting your application on a USB storage stick, please email them to the Accreditation Director at their preferred address. 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 $100.00 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.

Note: Upon successful completion of the examination, you will be required to pay the registration fee of $125, which covers the annual membership fee. If accepted to the organization after July 1st, the fee also covers the annual membership of the following year.