PROFESSIONAL MEMBER APPLICATION AND EVALUATION PROCESS
(full diagram)

Pre-Application Process

1. Decide to apply to be Professional Member
2. Read the Essential Competencies document

Application Process (Section 2.3.)

1. Decide which category – conservation, preservation, or scientific analysis – under which to apply
2. Read the rubrics document

Prepare application

1. Identify two Sponsors (Section 2.3.6.)
2. Work examples documentation (Section 2.3.3.)
3. Narrative (Section 2.3.4.)
4. Education and training path documentation (Section 2.3.1.)
5. Work experience documentation (Section 2.3.2.)
6. Ethics statement (Section 2.3.5.)

Sponsors read the application and support the applicant through the process

Submit application

AIC Staff

Confirms application is in order; sponsor names removed from statements for anonymity (Section 2.3.6.5.)

Membership Committee

Evaluate application

1. Reviewer 1
2. Reviewer 2

No consensus between Reviewers

- Membership Committee asks external reviewers to evaluate — AND / OR —
- All members of Membership Committee evaluate application

Application approved

Congratulations to the new Professional Member!
Begin tracking your CPD activities on the AIC Elevate platform.

Application denied

Membership Committee prepares a narrative outlining the applicant’s strengths and areas for growth

Application denied

Membership Committee prepares a narrative outlining the applicant’s strengths and areas for growth
### PROFESSIONAL MEMBER PRE-APPLICATION PROCESS

<table>
<thead>
<tr>
<th>Applicant</th>
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<tbody>
<tr>
<td>Education and training with qualifications listed in Section 2.2.1.</td>
</tr>
<tr>
<td>Work Experience with qualifications listed in Section 2.2.2.</td>
</tr>
<tr>
<td>Professional Involvement with qualifications listed in Section 2.2.3.</td>
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</tbody>
</table>

- Decide to apply to be Professional Member

Read the **Essential Competencies** document

- Decide which category – conservation, preservation, or scientific analysis – under which to apply

Read the **rubrics** document
PROFESSIONAL MEMBER APPLICATION PROCESS

Application Process (Section 2.3.)

Identify two Sponsors (Section 2.3.6.)
Work examples documentation (Section 2.3.3.)
Narrative (Section 2.3.4.)
Education and training path documentation (Section 2.3.1.)
Work experience documentation (Section 2.3.2.)
Ethics statement (Section 2.3.5.)

Sponsor 1  Sponsor 2

Write statements attesting to the applicant’s competencies, professionalism, and independent thinking in support of decision-making. Submit with application.

Submit Application
AIC Staff
Confirms application is in order; sponsor names removed from statements for anonymity (Section 2.3.6.5.)

Sponsors read the application and support the applicant through the process
Membership Committee asks external reviewers to evaluate — AND / OR — All members of Membership Committee evaluate application.

- Application approved
- No consensus between Reviewers

Reviewers evaluate application:

- Education and training path documentation
- Work experience documentation
- Work examples documentation
- Narrative
- Ethics statement
- Two Sponsor statements

Membership Committee prepares a narrative outlining the applicant’s strengths and areas for growth.

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Application approved
Application denied