



BC Association of Professional Archaeologists  
367 Roslyn Boulevard, North Vancouver, BC, V7G 1P1  
Tel: 604-924-3155 | Fax: 604-929-1313 | [www.bcapa.ca](http://www.bcapa.ca)

## Application for Associate Membership

### APPLICANT INFORMATION

**Applicant's Full Name:** \_\_\_\_\_

**Residential Address:**

Street/PO Box: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

*NOTE regarding residential address:* It is a requirement of the Society Act that the BCAPA obtain and enter your residential address into the Registrar of Members maintained at the Association's legal address (our lawyer's office), but your residential address is not otherwise released. We will contact you at your business address, telephone, fax, and e-mail unless otherwise instructed by you. It is your responsibility to keep the Association informed of any changes to the above information.

**E-mail Address:** \_\_\_\_\_

*NOTE regarding email address:* enter here the email address to be used for BCAPA correspondence.

**Business Affiliation:** \_\_\_\_\_

**Business Address:**

Street/PO Box: \_\_\_\_\_

City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

**Business Telephone:** \_\_\_\_\_

**Business Email:** \_\_\_\_\_

*NOTE regarding business affiliation:* enter here what business you work for. Enter N/A if you are a single proprietor or part of a partnership with no corporate name.

### ELIGIBILITY CRITERIA

To be eligible for Associate membership, a person must meet the following criteria:

- 1) Is sponsored by one (1) professional BCAPA member in good standing;
- 2) Is engaged either part-time or full-time in archaeology;
- 3) Has one of:
  - a) a Bachelors degree in archaeology or anthropology with a specialty in archaeology, or
  - b) an equivalent combination of training, research and writing experience which meets the qualities and standards of the society;
- 4) Has archaeological experience that meets the following:
  - a) 18 months (360 working days) of archaeological experience. Days of experience must be acquired within the past 10 years and include field work, lab work, data analysis, site forms, reporting, and other archaeological research activities. Up to 15% of the time needed to meet this criterion (54 days) can be volunteer time;
  - b) At least one year (240 working days) of the above 360 days must be archaeological experience in British Columbia. Up to 15% of the time needed to meet this criterion (36 days) can be volunteer time;
- 5) Has contributed to an archaeological overview, investigation or impact assessment report which meets the qualities and standards of the society;
- 6) Has a demonstrable understanding of all relevant legislation;

## APPLICANT QUALIFICATIONS

The qualifications of the applicant to meet the above criteria are assessed by filling out this form, supplying references, supplying a detailed Curriculum Vitae (CV) and supplying any requested additional information under each heading.

### 1) Sponsorship

The applicant must provide the name of one (1) Professional BCAPA member in good standing who have agreed to sponsor the applicant for membership. Please list the sponsors here:

Sponsor #1      Name: \_\_\_\_\_  
                         Phone: \_\_\_\_\_  
                         Email: \_\_\_\_\_

### 2) Archaeological Engagement

Are you engaged as an archaeologist, either full-time or part-time?       Yes       No

Please provide details in your CV.

### 3) Education

#### a) Bachelors Degree

Do you have a Bachelors degree in archaeology or anthropology?       Yes       No

If yes, please provide details in your CV and move to 4). If no, move to 3) b).

#### b) Equivalent Experience

Do you have an equivalent combination of training, research and writing experience?       Yes       No

Please provide details in your CV.

### 4) Days of Experience

#### a) Total Days of Experience

Do you have 18 months (360 working days) of archaeological experience?       Yes       No

Please indicate the total number of days of archaeological experience: \_\_\_\_\_ days

Please provide details in the experience table and in your CV. Number of days must be broken down by project and/or permit number.

#### b) Days of British Columbia Experience

Do you have 1 year (240 working days) of archaeological experience in BC?       Yes       No

Please indicate the total number of days of archaeological experience in BC: \_\_\_\_\_ days

Please provide details in the experience table and in your CV. Number of days must be broken down by project and/or permit number.



**5) Report Writing**

Have you made a contribution to an archaeological overview, investigation or impact assessment report which meets the qualities and standards of the society?  Yes  No

Please provide:

a) Reference information for the report.

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Permit Number: \_\_\_\_\_

b) A pdf copy of the report or the location where it can be found on PARL.

Pdf copy attached?  Yes  No

PARL Location: \_\_\_\_\_

c) A copy of the acceptance letter, if the report has been reviewed and accepted by the Archaeology Branch.

Pdf copy attached?  Yes  No

**6) Understanding of Relevant Legislation**

Do you have a demonstrable understanding of relevant legislation?  Yes  No

Please provide a reference who can confirm that you have such an understanding. The reference must have reviewed work you have done that relates to the legislation, such as an Archaeology Branch Project Officer, an OGC Heritage Conservation Officer, or a Senior Permitting Holding Archaeologist.

Reference Name: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**COMPLETION**

I hereby apply for Associate Membership with the British Columbia Association of Professional Archaeologists, and by this application agree to uphold the constitution and comply with the bylaws of the Association. I also hereby confirm that all of the information provided above, and on the attached curriculum vitae, is correct and true to the best of my ability.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

To initiate your application, please send the following by e-mail to [admin@bcapa.ca](mailto:admin@bcapa.ca):

- This completed and signed application form
- Your detailed CV
- Requested reporting supporting documentation (see point 5 above)

You must also submit dues in the amount of \$100.00 by one of the following options:

- By credit card through Paypal, accessible on the BCAPA website <http://www.bcapa.ca/members/subscribe/>
- A cheque payable to the BC Association of Professional Archaeologists mailed to BCAPA, 367 Roslyn Boulevard, North Vancouver, BC, V7G 1P1

Once your signed application form and payment have been received, your application will be forwarded to the Membership Committee for review.

*Please note that your membership fee may be deposited in the Association's bank account. A refund will be issued if your application for membership is unsuccessful.*

Example of how to fill in Experience Table

| Employer or Institution        | Project Name  | Permit Number | Date Range          | Number of Days        |        |             |            |     | Total per Project  | Role | In BC? (Yes/No) |
|--------------------------------|---|---------------|---------------------|-----------------------|--------|-------------|------------|-----|--------------------|------|-----------------|
|                                |   |               |                     | Excavation/Monitoring | Survey | Office/ Lab | Instructor |     |                    |      |                 |
| ABC Consulting                 | Tree Huggers Ltd forestry blocks in the PG Forest District              | 2012-0000     | May-Sept, 2012      | 0                     | 62     | 24          | 0          | 88  | Permit Holder      | Yes  |                 |
| ABC Consulting                 | Deep Earth Mineral Exploration near Terrace                             | 2012-1000     | Sept-Oct, 2012      | 5                     | 15     | 22          | 0          | 42  | Supervisor         | Yes  |                 |
| ABC Consulting                 | Ministry of Transportation and Infrastructure, Highway 666 improvements | 2011-1111     | Oct 2011- June 2012 | 24                    | 13     | 48          | 0          | 85  | Supervisor         | Yes  |                 |
| Totally Awesome Consultants    | We Need Houses Subdivision, Surrey                                      | 2010-9999     | Jul 2010- Jul 2011  | 19                    | 5      | 10          | 0          | 34  | Supervisor         | Yes  |                 |
| Totally Awesome Consultants    | Way Up North Resources oil and gas exploration, near Whitehorse         | 10-12 ASR     | Jun-Jul 2010        | 0                     | 22     | 12          | 0          | 34  | Assistant          | No   |                 |
| University of British Columbia | Human Occupation Site (BbBb-0) Field School                             | 2008-1234     | Jul-Aug 2008        | 20                    | 0      | 5           | 5          | 30  | Teaching Assistant | Yes  |                 |
| University of Alberta          | People Lived Here Site (AaAa-0) Field School                            | Unknown       | Jul-Aug 2006        | 20                    | 0      | 5           | 0          | 25  | Student            | No   |                 |
| <b>TOTALS</b>                  |   |               |                     | 88                    | 177    | 106         | 5          | 338 |                    | 257  |                 |

**NOTES AND DEFINITIONS**

**Employer or Institution:** enter the company or educational institution you worked for. If the experience isn't employment, enter the educational institution, society, association who you volunteered for or participated in.

**Project Name:** enter the name of the project and a general location

**Permit Number:** if the project was permitted, enter the permit number. If you don't know what the permit number is, enter "unknown". If the project was not permitted, enter "non-permitted".

**Excavation/Monitoring:** enter number of days on controlled excavation at archaeological sites by evaluative unit, academic excavation or mitigative excavation. Also enter any days monitoring at archaeological sites.

**Survey:** enter number of days on pedestrian traverse and subsurface testing for archaeological sites.

**Office/Lab:** enter number of days spent in the office and lab (reporting, data entry, site forms, core counting, communication, artifact cataloguing, etc)

**Instructor:** enter any days instructing archaeological concepts at an educational institution, workshop or other informative situation.

**Total per Project:** enter the total number of days claimed in the 4 cells to the left, giving a total number of days experience per project.

**Role:** enter your role on the project. Examples could be permit holder, supervisor, assistant, instructor, teaching assistant, student, volunteer, etc.

**In BC? (Yes/No):** indicate whether the project was in BC or not. At the bottom of the column, indicate total number of days experience in BC.

**Totals:** enter the total number of days for each of the following columns: Excavation/Monitoring; Survey; Office/Lab; Instruction; Total per Project; and In BC?