

Application for Associate Membership

APPLICANT INFORMATION

Full Name: _____

Residential Address:

Street/PO Box: _____

City/Town: _____

Postal Code: _____

NOTE regarding residential address: It is a requirement of the Societies Act that the BCAPA obtain and enter your residential address into the Registrar of Members maintained at the Society'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 Society 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;

I can confirm that I meet these eligibility criteria

Yes

No

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 has agreed to sponsor the applicant for membership:

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) Bachelor's Degree

Do you have a Bachelor's degree (or higher) 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.

c) Experience Table

Please provide evidence of your days of experience by filling out the following table. The table must provide the following information: project name, permit number (if permitted), date range that you worked on the project, number of days experience per project, whether the days were in the field or office, your role, and whether the days were in BC. An example of how to fill in the table is appended to this form. Additionally, you may submit a field director matrix in place of this table to demonstrate your experience.

<i>Employer or Institution</i>	<i>Project Name</i>	<i>Permit Number</i>	<i>Date Range</i>	<i>Number of Days</i>					<i>Role</i>	<i>In BC? (Yes/No)</i>
				<i>Excavation</i>	<i>Monitoring</i>	<i>Survey</i>	<i>Office/ Lab</i>	<i>Instructor</i>		
TOTALS										

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) Attach a PDF copy of the report or a copy of the acceptance letter, if the report has been reviewed and accepted by the Archaeology Branch.

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 Permit-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 Society. 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:

- 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 Square, 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. If the reviewer requests additional information, you must provide it within one month of the request.

Please note that your membership application fee will be deposited in the Society's bank account upon receipt. Application fees are nonrefundable.

Example of how to fill in Experience Table

Employer or Institution	Project Name	Permit Number	Date Range	Number of Days						Role	In BC? (Yes/No)
				Excavation	Monitoring	Survey	Office/ Lab	Instructor	Total per Project		
ABC Consulting	Tree Huggers Ltd forestry blocks in the PG Forest District	2012-0000	May-Sept, 2012	0	0	62	24	0	88	Permit Holder	Yes
ABC Consulting	Deep Earth Mineral Exploration near Terrace	2012-1000	Sept-Oct, 2012	0	5	15	22	0	42	Supervisor	Yes
ABC Consulting	Ministry of Transportation and Infrastructure, Highway 666 improvements	2011-1111	Oct 2011- June 2012	20	4	13	48	0	85	Supervisor	Yes
Totally Awesome Consultants	We Need Houses Subdivision, Surrey	2010-9999	Jul 2010- Jul 2011	1	18	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	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	0	5	5	30	Teaching Assistant	Yes
University of Alberta	People Lived Here Site (AaAa-0) Field School	Unknown	Jul-Aug 2006	20	0	0	5	0	25	Student	No
TOTALS				61	37	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 : enter number of days on controlled excavation at archaeological sites by evaluative unit, academic excavation or mitigative excavation.

Monitoring: enter number of days visually monitoring machine activities 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?