

Application for Professional Membership

APPLICANT INFORMATION

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 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 Professional membership, a person must meet the following criteria:

- 1) Is sponsored by two (2) professional BCAPA members in good standing;
- 2) Is engaged either part-time or full-time in archaeology;
- 3) Has one of:
 - a) a Masters degree in archaeology or anthropology with a specialty in archaeology, or
 - b) a Bachelors degree with an equivalent combination of post-graduate training, research and writing experience;
- 4) Has archaeological experience that meets the following:
 - a) Three years (720 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 (108 days) can be volunteer time;
 - b) At least two years (480 working days) of the above 720 days must be archaeological experience in British Columbia. Up to 15% of the time needed to meet this criterion (72 days) can be volunteer time;
 - c) 20 days of archaeological excavation excluding experience as a field school student. Experience as a teaching assistant at an accredited field school can be used to satisfy this criterion. Excavation experience is exclusive of experience acquired within the past 10 years.
- 5) Is the senior author of an archaeological investigation or impact assessment final report which meets the qualities and standards of the Society;
- 6) Has a demonstrable understanding of all relevant legislation;
- 7) Has held in his/her own name and successfully completed the requirements of a permit issued pursuant to the Heritage Conservation Act within the last 10 years. The completion of a jointly held permit is not sufficient to meet this criterion;
- 8) Has a demonstrable ability to direct and supervise in the field an archaeological survey or excavation;
- 9) Has a demonstrable ability to meet and liaise with clients, First Nations, and government agencies.

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 names of two (2) Professional BCAPA members in good standing who have agreed to sponsor the applicant for membership. Please list the sponsors here:

Sponsor #1 Name: _____
 Phone: _____
 Email: _____

Sponsor #2 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) Masters Degree

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

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

b) Bachelors Degree

Do you have a Bachelors degree with an equivalent combination of post-graduate 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 3 years (720 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 2 years (480 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) Days of Excavation Experience

Do you have 20 days of excavation experience exclusive of field school as a student? Yes No

Please indicate the total number of days of excavation 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.

d) 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.

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				
TOTALS												

5) Senior Author

Are you the senior author of an archaeological investigation or impact assessment report which meets the qualities and standards of the Society and the Archaeology Branch? 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 and Liaising with Government Agencies

Do you have a demonstrable understanding of relevant legislation and ability to meet and liaise with government agencies? Yes No

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

Reference Name: _____

Affiliation: _____

Phone: _____

Email: _____

7) Permit Holder

In your name, have you held and successfully completed the requirements of a permit issued under the Heritage Conservation Act? Yes No

Please provide:

a) one permit number that has been held in your name: _____

b) a pdf copy of the report for this permit, or the PARL location.

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 or OGC.

Pdf copy attached? Yes No

Do we have permission to contact the Archaeology Branch or OGC about your completion of the requirements of this permit? Yes No

Are you **currently** able to hold permits in BC? Yes No

If no, please provide an explanation:

8) Field Direction and Supervision

Do you have a demonstrable ability to direct and supervise archaeological survey or excavation in the field? Yes No

Please provide the name of one survey or excavation project that you directed and supervised in the field:

Please provide a reference who can confirm that you have such an understanding on the project cited. The reference must be a peer or supervisor.

Reference Name: _____
Affiliation: _____
Phone: _____
Email: _____

9) Meeting and Liaising

a) Clients

Do you have a demonstrable ability to meet and liaise with clients? Yes No

Please provide an example:

Please provide a reference who can confirm that you have such an understanding specifically related to the example cited. The reference must be a client.

Reference Name: _____
Affiliation: _____
Phone: _____
Email: _____

b) First Nations

Do you have a demonstrable ability to meet and liaise with First Nations? Yes No

Please provide an example:

Please provide a reference who can confirm that you have such an understanding specifically related to the example cited. The reference must be a First Nations representative in an administrative, lands management or referral position.

Reference Name: _____
Affiliation: _____
Phone: _____
Email: _____

COMPLETION

I hereby apply for Professional 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 \$250.00 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