

# PPOC Merits & Awards Rules

## Requirements for Craftsman, Master and Service of Photographic Arts

Craftsman, Master and Service of Photographic Arts are honours bestowed upon its members by the Professional Photographers of Canada and denote proven photographic ability and commitment to the Association and its Regions. Merit points toward these awards are earned by participating in the PPOC National Image Competition, by working for the Association and/or its Regions, and by promoting professional photography to the public at large. Returning something to the profession which provides one's livelihood is part of the badge of distinction which denotes the holder of MPA, CPA, and SPA titles.

The titles of MPA, CPA and SPA and F/PPOC are trademarked and property of the Professional Photographers of Canada (1970) Inc, and as such may only be used by members so long as their memberships are in good-standing. All designations bestowed by PPOC are revoked during any lapse in membership. All members receiving said designations are required to agree to this stipulation in writing before the designations are approved by the PPOC Board of Directors.

### **A. Designations & Requirements**

1. The designations are known as: Craftsman of Photographic Arts, Master of Photographic Arts, and Service of Photographic Arts.
2. In addition to the above designations, the following honorary designations may be presented to any person who, in the opinion of the PPOC Board of Directors, has contributed outstanding service to the profession of photography and our association:

#### **Honorary Master of Photographic Arts Honorary Service of Photographic Arts**

3. The titles for these designations are:  
Craftsman of Photographic Arts - CPA  
Master of Photographic Arts - MPA  
Service of Photographic Arts - SPA  
Hon. Master of Photographic Arts - Hon.MPA  
Hon. Service of Photographic Arts - Hon.SPA
4. A Bar may be added to the Master ribbon for every additional 750 merits earned. A minimum of 250 of the merits must be Print merits. This is to be known as a "Master's Bar".
5. A Bar may be added to the Service ribbon for every additional 750 service merits earned. This is to be known as a "Service's Bar"
6. A plaque and a personal medal on a neck ribbon will be presented to the CPA, MPA,

SPA, Hon.MPA and Hon.SPA designation recipient. A gold bar and certificate will be presented for the Master's Bar and the Service's Bar. This bar is to be attached to the MPA or the SPA ribbon.

7. In order to qualify for the honour of Craftsman, Master and Service of Photographic Arts, the following Merits are required:

<b>Designation:</b>	<b>CPA</b>	<b>MPA</b>	<b>SPA</b>	<b>MPA Bar</b>	<b>SPA Bar</b>
<b>Salon Merits</b>	<b>250</b>	<b>250</b>	--		--
<b>Accreditation Merits</b>	<b>30</b>	<b>60</b>			
<b>Combination Salon/Accreditation</b>	<b>220</b>	<b>440</b>		<b>250</b>	
<b>Service Merits</b>	<b>250</b>	<b>500</b>	<b>1250</b>	--	<b>750</b>
<b>Combination</b>	--	<b>250</b>	--	<b>500</b>	
<b>Total</b>	<b>750</b>	<b>1500</b>	<b>1250</b>	<b>750</b>	<b>750</b>
A minimum of one Accreditation is required to qualify for a Craftsman and two for a Masters designation					

**Note:** Merits used for CPA shall be included in those required to qualify for MPA. However, once 1500 merits have been utilized (claimed) for the MPA award, they cannot be used for any other award. Similarly, the 1250 merits used for the SPA and the 750 merits for each Master's and/or Service's Bar cannot be used for any other designation. All merits will, however, remain part of the member's total merit accumulation. Upon receipt of the Master of Photographic Arts designation, the member shall cease to use the CPA designation after his/ her name or in any published form.

In addition to these Merits a minimum of one Accreditation is required to qualify for a CPA and two for an MPA.

8. Three years of continuous membership in the Association, directly prior to making application, is required to receive these designations.

9. No new designations will be approved for members with unresolved ethics complaints.

## **B. Salon/Accreditation Merits**

1. Each entry (print, wedding album, corporate brochure, Master's competition) which earns an "accepted" rating or higher in the National Image Salon will receive sixty (60)

Salon Merits.

2. Ten (10) additional Salon Merits will be given to the Commercial Photographer of the Year, Portrait Photographer of the Year, Wedding Photographer of the Year and Specialist of the Year.

3. Thirty (30) Accreditation merits are awarded for each successful Accreditation submission.

### **C. Service Merits**

In the event a member leaves their position prior to the end of their term, for any reason, merits will be forfeited.

Service Merits may be earned for service rendered within the Association or Regions, up to an annual maximum (unless otherwise stated), as indicated below.

It is the responsibility of Regional and Branch committee chairs to provide their Regional Merit chairs with a list of their committee members, and the number of merits to be awarded to each (within existing PPOC merit guidelines) by January 15<sup>th</sup> annually.

It is the responsibility of National committee chairs to provide the National Merit Chair with a list of their committee members, and the number of merits to be awarded to each (within existing PPOC merit guidelines) by January 15<sup>th</sup> annually.

#### **1. PPOC Service:**

PPOC Board Chair up to 200 merits  
PPOC Board of Directors up to 140 merits

Note: It is expected that each Director's position is responsible for a number of portfolios without additional merits.

#### **2. PPOC Projects:**

##### **National Convention:\***

Image Salon Chair up to 70 merits

Registration Chair up to 60 merits

Webmaster up to 20 merits

Host Liaison up to 30 merits (to be determined by convention coordinators annually)

Chair other comm. up to 20 merits

• Please note that convention merits may only be claimed for the year of the actual convention.

\* So long as the National Convention is being coordinated by a professional coordinator, no merits will be awarded for the following positions: Convention chair, trade show

chair, program chair, treasurer, publicity, secretary

### **3. Special PPOC Projects:**

Accreditation Chair up to 100 merits  
Accreditation Preview Chair up to 60 merits  
Accreditation Preview Survey Tech up to 30 merits  
Accreditation Preview Publishers up to 30 merits  
Accreditation Preview Consultants up to 40 merits  
By-Laws Chair up to 60 merits  
Communications Chair up to 40 merits  
Copyright Chair up to 30 merits (to include two (2) written articles annually)  
Education Chair up to 40 merits  
Estimating Manual Chair up to 30 merits  
Ethics Chair up to 40 merits  
Gallerie Magazine Editor up to 60 merits  
Internet Webmaster up to 100 merits  
Mentorship Chair up to 40 merits  
National Exhibition Chair up to 100 merits  
Regional Merit Chair up to 30 merits  
Student Program Chair up to 40 merits  
\*Translations Chair up to 30 merits  
Webinar Chair up to 80 merits  
Welcome Committee Chair up to 30 merits

Other merits may be approved from time to time by the Board of Directors and should be listed in the minutes of the Association meetings.

\*If the Translation Chair is an active member of the Translation Committee, providing translation in addition to coordinating the translation committee, he or she may claim up to an additional 50 merits.

### **4. Regional Service: \*\*\***

Regional Chair up to 120 merits  
Regional Executive up to 60 merits  
Regional Director up to 60 merits \*  
Branch/Region/Zone Chair up to 60 merits \*\*  
Branch/Region/Zone Executive up to 40 merits  
Branch/Region/Zone assistants up to 5 merits

\* It is expected that each member of the Regional Board will be responsible for one portfolio without additional merits. Any additional position or portfolio may be eligible for further merits.

\*\*Merits are allowed for this position providing this is not part of job as Regional

Director.

\*\*\* An individual receiving merits for the performance of their regional service portfolio may not claim additional merits relating to those duties.” Ie: the portfolio responsible for new members may not claim sponsorship merits or merits for hosting membership drives.

## **5. Regional Projects:**

### **Regional Conventions/ Seminars:**

To be defined as a Regional Convention, the event must be a minimum of three (3) days in length.

Convention Chair up to 60 merits  
Trade Show Chair up to 40 merits  
Registration Chair up to 20 merits  
Program Chair up to 30 merits  
Image Salon Chair up to 40 merits  
Chair other comm. up to 20 merits

\* No individual member shall receive more than 60 merits in total for work on a three-day Regional convention / Educational event

• Please note that convention merits may only be claimed for the year of the actual convention.

## **6. Special Regional Projects:**

Regional Education Seminar Chair up to 20 merits  
Regional Webmaster up to 20 merits  
Regional Newsletter Editor up to 20 merits  
(Provided this is not part of the job as Director.)

\* No individual member shall receive more than 40 merits in total for work on a two-day Regional convention / Educational event.

\*\* No individual member shall receive more than 20 merits in total for work on a one-day Regional convention / Educational event.

**7. Others**, as specified from time to time by Regional Board and approved by the PPOC Board of Directors.

\*It will be at the discretion of the Chair of a committee how many merits a committee member will be eligible for, from 0 to 20, depending on the amount of work and responsibility that was involved.

## **8. Co-Chairs:**

In all cases where a position is shared by two individuals, each member can only claim for half of the allowed merits.

**9. It must be proven** to the applicant's own Board or superior that the service was

rendered satisfactorily. Merits may be reduced or canceled if the Board or superior is dissatisfied with the service rendered. Attendance at meetings alone does not constitute satisfactory service.

#### **10. Speaking to professional photographers**

National Convention: up to 30 merits

Regional Conventions and Seminars:

1 - 2 hours – 10 merits

3 - 6 hours – 20 merits

Over 6 hours – 30 merits

Speaking to photographic college students: 2 - 6 hours – 10 merits

Note: No Merits are allowed for speaking to non-professionals or non-photographic groups

#### **11. Article in a PPOC or Regional publication** (minimum 1000 words)

Must be BY, not ABOUT, the person and must not be a personal or studio promotion- up to 20 merits

**12. PPOC Blog** 2 merits per blog to a maximum of 20 per year. Eligible blogs must be a minimum of 300 words and must be educational or technical in nature and not biographical, autobiographical or promotional in nature.

**13. Advisory Board:** Photographic College Advisory Board Member – (minimum of 2 meetings per year): Maximum per year – 20 merits

**14. Student Practicum:** Members hosting a student for a practicum of five or more days – 10 merits

#### **15. Judging (unpaid)**

PPOC National image salon – 40 merits

PPOC National image salon audio critique – up to 20 merits

Regional image salon – 30 merits

Accreditation or Fellowship – 20 merits (one day); 30 merits (two days)

Accreditation Preview Judging – one merit per review to a maximum of 30 per year (must be verified by Preview committee chair)

Branch, Zone or Division image salon (minimum two hours) – 10 merits

Student Image Competition (minimum two hours) – 10 merits

Recognized Professional Photography Association other than PPOC or its regions (unpaid) – 10 merits

**NOTE:** You must be a qualified PPOC juror (have completed the PPOC judging clinic) in order to qualify for merits for judging PPOC Branch, Regional or National salons.

**16. There is a limit** of 120 Merits available for speaking or judging to other than PPOC or its Regions.

**17. Attendance:**

PPOC Convention – 30 merits

Annual Regional Convention – 10 merits

PPOC Judging Clinic – 10 merits

PPA Convention – 10 merits

WPPI Convention – 10 merits

Other non-PPOC Photography related conventions – 10 merits

Paid / Purchased Online Seminar – 10 merits

(minimum of 12 hours in length. To a maximum of 1 annually)

One Day Seminar – 5 merits

(minimum of 5 hours in length. To a maximum of 20 merits annually for combined attendance at one and two day seminars)

2 day seminar – 10 merits

(to a maximum of 20 merits annually, combined attendance at one and two day seminars)

3 - 5 day seminar – 20 merits (to a maximum of one annually)

**18. Miscellaneous:**

Completing Estimating Manual Survey – 10 merits

Completing a PPOC National online survey – 2 merits (provided member includes identifying information to allow for updating of merit record)

Referring a new member to PPOC – 10 merits

\*Mentoring a member – up to 30 merits (will be allotted based upon evaluation at the end of the mentorship)

Use of PPOC Logo in advertising – up to 20 merits (10 for each of 2 examples of use) (Only one member per studio qualifies – Member must provide proof)

Ten (10) additional service Merits will be given for each image selected for the Loan Collection. To be eligible for these Merits the image must remain with the Collection for the entire year. Members removing their image from the Loan Collection for any reason, even temporarily, will forfeit this Merit.

\*Mentorship program does not come into effect until 2018. No merits available for this activity prior to 2018 merit year

**D. Reporting**

**1. Image merits and Accreditation merits** will be recorded by the PPOC office from the NEC and Accreditation chairperson's reports.

**2. It is the responsibility of each member** to claim (annually) for Service merits.

Members can only claim service merits for one calendar year at a time and no claims for Service Merits older than one year will be accepted.

**3. The “PPOC Merit Request Form”** is available online at [www.ppoc.ca](http://www.ppoc.ca). or linked directly [HERE](#). Supporting documentation must be scanned and included where noted. All claims will be reviewed by the respective Regional Merit Chairperson who shall verify and approve or disapprove each claim following current rules and regulations as stated under the PPOC Policy & Procedures Manual.

**4. The individual must ensure** that their “Merit Request Form” is submitted no later than January 16th 2019. Reports received after January 16th will be retained and applied in the following year. It is strongly recommended that members submit their merit requests as soon as possible in January.

**NOTE:** Members who miss the deadline will not be able to receive any related designations until the following year. e.g.: A member is submitting for the year 2018. If their forms are not submitted before January 16th, 2019 he/she will not qualify to receive any designation until the 2020 National Awards Banquet. Had he/she followed the rules and sent the forms by January 16th, the designation in question would have been presented at the 2019 National Awards Gala.

**5. Once a member has accumulated** a sufficient number of merits to receive a designation, their name will be submitted to the PPOC Board of Directors for approval. Notification will be mailed to the member upon the approval of the Board of Directors.

**6. All designations** are to be considered as very prestigious. They shall be presented during the annual PPOC awards banquet. If the member cannot attend the Annual PPOC Awards Banquet, arrangements will be made for presentation during an important event within his or her association.

**7. The Regional Merit Chairperson** must complete verification of all claims no later than February 1st of each year.

**Retroactive Claims:**

Under special circumstances, members may claim merits for no more than one extra year. e.g.: A member who is claiming service merits for 2017 may also claim merits for 2016.

**The PPOC Merit Request Form:**



The triplicate paper merit claim has been replaced by an electronic merit claim form, which can be accessed [HERE](#)

In order to speed up the process of verifying claims we request that you submit as much documentation as possible to back up your claims. E.g. scans of examples of logo use, Speaking contract, seminar registration receipts, etc.

## **E. Appeals**

In the case of a disagreement between a member and the Regional Merit Chairperson, a member may choose to appeal the decision by writing to the National Merit Chairperson. The letter must include all pertinent documentation and reasons for appeal. The National Merit Chairperson shall contact all parties involved to try to resolve all discrepancies. The National Merit Chairperson will respond to the individual member in writing of his/her decision.

If the member is still not satisfied with the decision of the National Merit Chairperson, he/she may appeal to the PPOC Board of Directors. The member in question must write to the PPOC Board of Directors. The letter must include all pertinent documentation and reasons for appeal. The PPOC Board of Directors shall review all documentation, come to a decision and reply in writing to the member. The decision of the PPOC Board of Directors shall be final.