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## AEA2 APS HONOURS INFORMATION AND GUIDELINES FOR SKILL HONOURS

**PLEASE NOTE THIS DOCUMENT IS IN TWO SECTIONS. PLEASE READ BOTH.**

### SECTION ONE

#### APS HONOURS INFORMATION FOR SKILL HONOURS APPLICANTS

##### 1. Introduction

The Australian Photographic Society (APS) has made provision for the awarding of Honours to reward those who achieve appropriate levels in either photography or service to photography. In either area there are varying levels of Honours but even the lower levels require effort and are not given lightly. Recipients of any APS Honour can feel proud of their achievement.

##### 2. Applications

Applications must be on the correct forms obtained from the APS website and these, together with supporting evidence where applicable is to be submitted to your Verifying Officer.

##### 3. Fees

Each applicant (both Australian and Overseas) shall be required to pay the appropriate fee PLUS POSTAGE for return of submissions, if applicable. Complete the ONLINE payment form and make payment by direct deposit, Credit Card or PayPal. **There is no application fee for Service Honours**

##### 4. Own Work

All photographs, and all components of composite images, must have been taken by the applicant. Trade processing is acceptable for both prints and digital images.

##### 5. Official Announcement

All Skill Honours and Awards may be used from the date the successful applicant is notified. All successful applicants each year will be recognised at the APS Convention.

##### 6. Responsibility

All possible care will be observed in handling all prints, documentation and computer discs, but no responsibility for loss or damage will be assumed by Australian Photographic Society Inc. or its representatives.

##### 7. Preferred Use of Honours When Competing in International and National Salons

When competing in International Salons or APS approved Nationals, members with any Skill Honours may include them on the entry form. Members may show Honours from FIAP, RPS, PSA, APS and PSNZ. It is to be noted that overseas Salons may not recognise APS Honours and the order of acknowledgment of Honours in the catalogue will depend on the body running the exhibition. With APS approved Internationals and Nationals, the Salons are advised to show the above recognised Skill Honours after the names of each exhibitor.

## **8. Recording of Honours**

- All APS Skill and Service Honours will be recorded by the Secretary of the Society in the database. All APS members who receive FIAP Honours will also be recorded. Members who receive other International Honours from RPS, PSA and PSNZ and wish to have them recorded in the Directory, are to provide proof to the Secretary of the Society; (photocopy of the Certificate awarded). Because of available space it may not be possible to print all of the Honours each member holds in the Directory and on mailing labels. Those members who have more than four sets of Honours are requested to notify the Society's Secretary which Honours they wish to be displayed. For official APS purposes, any APS Honours held shall be amongst the four shown. Any member with more than one Honour may notify the Society's Secretary of their preferred display order for their Honours.
- For both Skill and Service Honours, when a member receives a higher Honour it will supersede the lower Honour of that type. The higher Honour will replace the lower on the APS database. The APS Membership Directory will show a complete list of Honours awarded each year. The individual member is to show the higher Honour only.

## **9. Personal Use**

Members may choose to display whichever Skill and Service Honours they hold, in whichever order they choose, on their personal letterheads and business cards, and on exhibition entry forms.

## SECTION TWO

### GUIDELINES TO ASSIST YOU IN COMPLETING REQUIREMENTS FOR HONOURS APPLICATIONS

Steps to be followed when applying for APS Honours. Go to the APS website <https://www.a-p-s.org.au/index.php/member-services/honours/aps-honours>

- Select your honours level and click “Show me my Files”
- Read **AGA5 – Table of Requirements for APS Honours**. This table will give you an indication of whether you have met the requirements for a particular honour. If you think that you meet the requirements, then

#### 1. Registering for APS Honours - APS Honours Registration Form

Please register for APS Honours on the website. When you submit your application to the Verifying Officer he/she will confirm that you have registered and will accept your application. If you have already registered please read the second email you receive as it contains important information.

The information in the second email does NOT mean that you should not read any more documents.

#### IF YOU HAVE NOT REGISTERED YOUR APPLICATION WILL NOT BE VERIFIED

- Read document **AEA1 Exhibition Honours System**
- Once you have completed registration, download **AED1 for LAPS. AAPS, FAPS; AED2 (if applying via panel) AED3 for MAPS and GMAPS; or AED4 for APSEM and APSEM LEVELS**. If applying for MAPS or above, download **AED5 Retired Titles List**. Do not use documents that you downloaded prior to registering. Changes may have occurred in the form. You can always copy and paste your results to the latest form.
- If you have any questions contact the Coordinator – [aps.skill.honours@a-p-s.org.au](mailto:aps.skill.honours@a-p-s.org.au)
- Read **GGA1 Verification Information** and **AGA2 - Lodgement Instructions**.
- A list of **Verifying Officers** can be found online under the **Link – Verifying Officers**

#### 2. Acceptances

##### Commencing with the year 2000 submissions and thereafter:

All acceptances gained prior to the end of 1999 are eligible. Acceptances gained in 2000 and thereafter must be gained from Salons that have been given approval by any one of the following bodies; APS, FIAP, RPS, PSA, UPI, GPU and PSNZ.

Each level of honours has specific requirements for acceptances and in most cases awards. Please refer to Document AEA1 for exact details. From 2000 onwards, acceptances and awards in sections of National Exhibitions which are not available to all entrants (e.g. novice or local) may not be counted.

Different titles for the same image capture are not acceptable. If there is an obvious typographical error, or missing punctuation mark, these will generally be accepted. **See AEA1** for additional information on titles.

### 3. SPECIAL NOTE

It is a privilege for Australia to have access to the FIAP, and on occasions, the PSA database. The work of compiling this information is enormous and both FIAP and PSA have an extremely small number of volunteers to carry out this work. Sometimes it is the work of just one person. Considering the number of exhibitions world-wide, it is inevitable that there are, or will be, delays in this information being available for verification purposes.

For this reason it is important for you to download the **official web catalogue** from the official website of the organizer, or **use the link** that some exhibitions provide by informing you by email that the official catalogue is available. If your results cannot be verified by a **database, paper catalogue, CD, USB or the official web catalogue** you may have to wait until results are available before submitting your application. Report cards cannot be used except in exceptional circumstances.

### 4. Judging Credits

If you are claiming **Judging Credits** – please download form **AED6**

### 5. Notes for Applications via Panel

All application forms, including submission of images, are online on the APS website.

Ensure that your images meet the requirements laid out in **APA3**

### 6. Completing Your Application Form (Exhibition Honours)

Before filling in your application look at the **Sample Application form** relative to your particular level of honours, as it will help you to avoid most errors. In addition to consulting the Sample application form for the relevant honour, please note the following:

- Abbreviate the exhibition name. In most cases salon names can be reduced to one or two words – i.e. Southampton instead of 105th Southampton International Exhibition of Photography.
- **DO NOT** use **1st, 5th 25th XXVI** etc. The Approval No. identifies the year.

- The Approval column should contain only the approval number in the correct format; **APS 2017/00, FIAP 2017/000 or PSA 2017-000 (PSA 2021-0000 for exhibitions after 1/1/2021)**
- **APS numbers are used for Australian Nationals only.** For Australian Internationals, and other Internationals FIAP numbers are used, except for PSA only exhibitions which use PSA numbers. If not approved by FIAP or PSA, then use the other organisation’s approval number. **Australian International exhibitions also require the APS No. in the appropriate column. If no APS No. is listed, the acceptances cannot be counted towards Australian International acceptances, but they can still be used as other acceptances.**
- FIAP circuits show each country recognised with its own FIAP Approval No. (See <http://patronages.fiap.net/salons.html>)
- Because PSA only recognises the country organising a circuit, please record PSA circuits held in more than one country, like the example below. If a circuit is in one country the names of the salons within the circuit should still be shown. In each instance only one PSA number will be shown.

Stampeding Horses	Digitalna Arhiva - Kotor	2017	Montenegro	PSA 2017-109
Men of the Outback	Digitalna Arhiva - Bundoran	2017	Ireland	PSA 2017-109
Birds of Prey	Digitalna Arhiva - Kula	2017	Serbia	PSA 2017-109
City Skyline	Digitalna Arhiva - Vukovar	2017	Croatia	PSA 2017-109

- **Include only 20 additional acceptances** to that required for the honour sought (except when applying for APSEM levels). You may need to cull some acceptances, but they can be used for the next honour, except for MAPS where new titles are required.
- Be sure to delete leading spaces at the beginning of columns. It can affect sorting.
- When sorting rows of data - Data> Sort> - **make sure “My data has headers” is ticked.**
- If you need to delete a row or rows, select the entire row from the far left cell. Hit delete. After doing this the acceptance number column will need to be re-numbered.
- To re-number a column or fill a column with a series of numbers. Select the first cell in the range that you want to fill; type the starting value for the series; type a value in the next cell to establish a pattern, eg. 1,2,3 one value per cell going down. Go back and select the first cell, hover over the bottom right hand corner of that cell until a cross appears, drag the fill handle by holding down the right-click button, choose fill series (or other pattern desired).

## 7. Entering your data

- a) **Enter the personal details as set out in the “Application” section of Document AED1, AED2, AED3 or AED4 as appropriate**

- b) **Please enter the acceptances in the spreadsheet supplied by APS. Do not change the formatting of any part of the spreadsheet.**
- c) List all acceptances and awards in the “Acceptance List” of the AED1(or AED2, 3 or 4) spreadsheet. You can prepare the list in chronological order (the order that the results are received).
- d) When you have completed your application form contact one of the Verifying Officers listed on form GGA2 to see if they are available to verify your completed application. Only one VO should be contacted and if they are not available, contact another. Do not send your application to more than one VO at the same time.
- e) Before sending your application to the VO, **sort your list by Approval No.** Many if not most of your acceptances and awards since 2013 can be verified using the FIAP and/or PSA results databases. Your Verifying Officer will advise you which results cannot be verified using the database and therefore which catalogues you must provide. The VO may request that you supply scanned copies of results that do not appear in the database.
- f) The Verifying Officer will check each entry on your application against the databases; the original catalogues or scans and will then send, by email, the verified application to the Exhibition System Coordinator. Forms AED1, 2, 3 & 4 have been prepared in the form of a spreadsheet to facilitate better verification and archiving. Brief details of the requirements are shown at the head of the Acceptance List to assist with the correct completion of the application.

## 7. Acknowledgement

- The Coordinator will advise you if your application has been processed and meets the requirements. The Chairman HSC will send you an official letter confirming your success and subsequently APS office will issue you with a certificate and badge.
- Make payment only after you have been advised by Co-ordinator that your application has been successful.

**PLEASE REMEMBER ..... Verifying Officers volunteer their time to check applications.**

**The onus is on you, the applicant, to complete the application form accurately. The Verifying Officer will only check that all acceptances and awards that you have listed actually do exist and you have the required number. The Verifying Officer is not there to fix up major errors.**