



GGA1

VERIFICATION INFORMATION FOR APS HONOURS & FIAP DISTINCTION APPLICANTS

1. VERIFICATION OF APPLICATIONS

1.1 General

It is a requirement that all acceptances and awards claimed for Honours and Distinctions are proven and verified as correctly detailed on honours applications. This is done by means of official results databases, such as those from FIAP and PSA, or official salon results lists such as those shown in salon catalogues or on the salon websites.

The entrant's name, image title, any awards, exhibition/salon name and approval from the relevant photographic body that has issued the salon with approval/patronage (e.g. APS and FIAP) must be clearly shown in the FIAP database, or Salon catalogue/website list, or the result cannot be verified.

For APS Honours, international results from all sections of an exhibition can only be claimed if the exhibition has approval/recognition/patronage from one or more of the following organisations: APS, FIAP, RPS, PSA, PSNZ, UPI or GPU. PSA may not always recognise all sections in a salon. In such cases, only the results from "PSA recognised", sections can be used unless the whole salon is approved by one of the other organisations listed here. In rare cases exhibition catalogues, for salons with just PSA approval, may fail to indicate which sections had PSA recognition. In this instance, it is necessary for the applicant to provide **further proof** of recognition for each salon section. The salon entry form or possibly the report card may provide this proof. National results can only be claimed where the exhibition is APS-approved.

For FIAP Distinctions, only results gained in International Salons that have FIAP Patronage may be counted.

The application must be completed digitally on the official excel application forms, and list the results the applicants wish to claim. Applicants contact a Verifying Officer (VO) to check if they are available to do the verification. The digital application document(s) sent to a (VO) via email or provided on a USB. When verification checks are complete, the VO will lodge the form over email with the relevant APS Official.

FIAP Distinctions applications close on 28th Feb. Many applicants seek verification in Feb. Verification of each application usually takes a number of hours or even several days if errors are found. Applicants need to complete their applications and organise verification in good time to avoid disappointment in the final weeks. APS Honours applicants should be aware that Verifying Officers are particularly busy in Jan and Feb.

1.2 Verifying Officer (VO)

APS appoint certain members around Australia to provide a verification service to applicants. These Verifying Officers (VO) will sight the acceptances in the results database, salon website and/or catalogue as provided by the applicant and verify each acceptance and award as correct. They will require your completed application documents in digital format. They initial each result digitally and will lodge this application form via email with the applicable APS Officer responsible for processing those particular applications.

VOs may correct or delete any results as deemed necessary. They may also require you to amend the application if, upon initial inspection, the application has not been completed or has been completed incorrectly. All required details must be in the FIAP database, PSA database (APS honours only) salon catalogue or salon website for the result to be claimable.

As per other roles within the APS, VO's perform this task on a voluntary basis to assist other members of APS and Australian FIAP Distinction applicants. Applicants are asked to be considerate of the VO's time and availability.

For a list of APS Verifying Officers, please go to the following page on the APS website: [Verifying-officers](#)

1.3 Special Appointment of a one-off Verifying Officer (SVO)

APS Honours

Where an application requires physical catalogues for verification of awards, and the applicant is located a significant distance from their nearest APS Verifying Officer, the Honours Sub Committee Chairman may, at his/her discretion, appoint an appropriate APS member, who is located closer to the applicant, to undertake the verification for the applicant on a one-off basis. Scans from the catalogue can be used for acceptances.

Contact should be made well in advance of the closing date for applications should a SVO be required, as it may take time to select and brief a suitable APS member to be an SVO.

It is not always possible for an appropriate SVO to be found but if verification can be undertaken this way it will avoid the considerable expense of posting catalogues.

FIAP Distinctions

For FIAP Distinctions, scans from the catalogue can be used.

2. APPROVED OFFICIAL SALON RESULT RECORDS

2.1 Overview

- Only approved official records of Salon/Exhibition results may be used to verify applications.
- Any results that cannot be verified by one of the below means cannot be included on an application.
- Any results in competitions that are not run with the Patronage/Approval of the relevant organisation(s) for the application cannot be included on the application.

2.2 Verification Using the FIAP and/or PSA Databases

Results gained since 2013, in international salons under FIAP Patronage, are almost all on the FIAP or PSA Databases. If an application only lists such results, a VO can use the databases to completely verify the application. Such applications can be fully verified by communication with a VO over email. Catalogues should still be retained in case they are needed to resolve omissions or other discrepancies in the databases. A report of an applicant's acceptances with AVs in salons under FIAP Patronage can be sourced from the AV FIAP Service Director by the FIAP Liaison Officer.

2.3 Verification of Website Catalogues and Results Lists

Many exhibitions/salons around the world do not produce a physical catalogue. Such salons often provide the official results of their salon on their website, either in the form of web pages that can be viewed, documents that can be downloaded or website catalogues.

If these results are still on the web when you seek verification of your application, Verification Officers may be able to access the salon website records directly. If this is the case then please provide them with links to the Salon home page so they can certify they are on the official website and specific directions to locate your results. **If an application only lists such results, a VO can use the salon websites to completely verify the application. Such applications can be fully verified by communication with a VO over email.**

The website results are often only available on the web for a limited period of time, which may be a few months or years so **the catalogue must be downloaded by an applicant as soon as possible.**

To enable verification via web catalogues applicants must be able to provide evidence to a VO of the Exhibition name, approval, country and the applicant's acceptances and awards. Verification of downloaded web catalogues will be carried out at the same time as verification of printed and CD/DVD catalogues.

- a. Where a single pdf catalogue is provided on the website, download the entire catalogue.
- b. Where catalogues are provided for individual sections of an Exhibition, download all sections in which the applicant has acceptances and awards.
- c. Rename the downloaded catalogue file to correspond with the Exhibition name and year shown in the acceptance list e.g. Sydney International 2013.

The Honours Sub Committee (HSC) maintains records of a number of web catalogues which cannot be used for verification purposes, but which may be called upon for review by a VO who has any concerns regarding the veracity of a web catalogue presented for verification by an applicant. Should it be discovered that a web catalogue presented by an applicant does not match the original web catalogue, HSC may refer the matter to APS Ethics.

2.4 Verification Using Salon/Exhibition Printed or CD Catalogues

Depending on the individual VO, they may require you to accompany your catalogues to assist with the verification task, and resolve any issues found on the documents. The completed application is provided to the Australian Photographic Society...GGA 1 2022 VERIFICATION INFORMATION – Updated 10/12/2022

VO via email or on USB. Where significant travel distances are involved, or at the VO's discretion, catalogues and documents may be posted or dropped off and collected once verification is complete. Prepare all printed and CD/DVD catalogues for verification according to Section 3 of this document.

2.6 Salon Report Cards

Report cards will NOT be accepted as proof for gaining an acceptance in any exhibition. Please ensure that all the results you list on your application can be verified by one of the above means.

3. PREPARATION OF EXHIBITION/SALON CATALOGUES FOR VERIFICATION

3.1 General

This section only applies to an application that cannot be fully verified using the FIAP/PSA Databases and/or by Verifying Officers directly accessing salon results via the salon websites.

When catalogues are needed for verification, the catalogues must be prepared in the manner prescribed below. Where possible, catalogues should also be stacked in the same order as the results are shown on the applicant's lists. This may not always be possible, especially when catalogues need to be posted.

Results must be readily accessible in the form of viewable or downloadable lists. Results that can only be seen by watching a slideshow until the relevant image is on screen are unacceptable for verification.

3.2 Preparation of a Printed Catalogue

- a. Bookmark each page containing acceptances and awards to be verified. Do not bookmark pages containing results you have chosen not to claim on your application.
- b. Mark each acceptance and award to be verified. Do not mark results you have chosen not to claim on your application. The use of removable post it arrows, or equivalent, is highly recommended, as they are removable.
- c. Also bookmark the page showing approval number from APS, FIAP or other official Salon approval body as applicable to your application.

3.3 Preparation of a CD/DVD Catalogue

- a. The original official salon CD/DVD is to be used for verification, not a duplicate disc.
- b. Such CD/DVD should display the salon name clearly on the disc.
- c. When submitting a CD/DVD catalogue for use in verification, the applicant must also supply a document, printed or in electronic form, that lists all of the sections in the CD/DVD where the applicant's acceptances and awards, that are being claimed can be found.

3.4 Preparation of a Web Catalogue

- a. All downloaded web catalogue files must be clearly named with salon name and year.
- b. Any catalogues that are too large to email or send by WeTransfer, can be provided on a CD/DVD or USB labelled "Web Catalogues".
- c. Record the Exhibition information, acceptances and awards if required by the VO in a paper or electronic Word document.