

# Applicant Information FORM

---

## 1 - Applicant Information

Salutation:   ☐ Mr.   ☐ Ms.   ☐ Dr.   ☐ Other (specify:                      )

Name:			
	Last name	First name	Initial

Home Address (street address, city, province, postal code)	
Home Phone Number	
Home Email Address	
Business Address (Organization name, street address, city, province, postal code)	
Business Phone Number	
Business Email Address	
Preferred Contact: (please check one)	<input type="checkbox"/> Business <input type="checkbox"/> Home
Preferred Contact Information for Online PNA Directory	<input type="checkbox"/> Business <input type="checkbox"/> Home  <input type="checkbox"/> None (if none is selected, only your name will appear, without contact information, for credential verification only)

## 2 - Current Professional Work Information

Position Title / Role:

Supervisor Name and Telephone Number:

Please tell us about your current job and responsibilities:

### 3–Post Secondary Education Information

- A. Have you completed an undergraduate degree/diploma from a recognized Canadian postsecondary institution? ☐ **Yes** ☐ **No**

Please provide details in your portfolio.

- B. Have you completed an undergraduate degree/diploma from a recognized Postsecondary Institution outside of Canada ☐ **Yes** ☐ **No**

If yes, please provide copy of transcripts of evidence of your degree/diploma.

### 4 – Appraiser Experience

- ☐ Please provide details of any five independent or internal Appraisal sessions you have undertaken. Please include the date, institution, name of supervisor/client. (Pathway 2)

OR

- ☐ Please list the past five NAAB Appraisal sessions you have participated in. Please include the session number, date, institution and name of session chair. (Pathway 2)

### 5 - Work Experience Summary Information

Please provide a short biography (maximum 125 words unilingual or 275 words for bilingual) that can be used publicly or shared with NAAB clients or officials. Biographies will be published in the language(s) provided to NAAB.

## 6 - Fee Payment

Please see page 6&7 for Application Fee and Annual Membership Fee amounts

Masterclass Registration Fee- Pathway 1 (See Note 1)		
Portfolio Application Fee- Pathway 2 or 3 (See Note 2)		
Associate Fee - If required (See Note 3)		
Other		
Sub-Total		
Tax (if applicable)		
Total Payable		

*Note 1: Payment of registration fee and submission of registration form does not equal automatic acceptance to the Master Class. Official approval of registration by NAAB will be provided upon review of the submitted CV. Registration fees from unaccepted registrations will be refunded, less the non-refundable Associate fee \$125 and a \$50 processing fee. Unsuccessful registrations retain their Associate status with NAAB and will be encouraged to continue professional development to become a Practising NAAB Appraiser (PNA).*

*Note 2: Fee is non-refundable.*

*Note 3: If you are not currently a NAAB Associate, your Associate Fee (\$125) must accompany your application. If your Portfolio Application is approved, the Associate Fee will be pro-rated and credited against the fee owing for the PNA designation. OR If you successfully complete the Masterclass, the Associate Fee will be pro-rated and credited against the fee owing for the PNA designation.*

<b>Method of Payment</b>	<ul style="list-style-type: none"> <li>○ Cheque</li> <li>○ Money Order</li> <li>○ Visa/Mastercard</li> <li>○ Other:</li> </ul>	<p><b>For credit Card Payments:</b> Please pay online via our Square store at <a href="https://squareup.com/store/naab-cnea/">https://squareup.com/store/naab-cnea/</a>, or call us at 1-866-254-1403 x. 108 to provide payment information.</p>
--------------------------	--	--

## Applicant Certification & Signature

I certify that the information provided on this form and in any enclosed portfolio or supporting documentation is accurate and correct. I hereby apply for membership in NAAB as a Practising NAAB Appraiser (PNA). I attest that I have read and agree to abide by the Practising NAAB Appraiser Code of Ethics and Personal Responsibility, by NAAB policies, and its bylaws. I also understand that misrepresentation of the facts on this application may constitute cause for termination of membership, association or affiliation with NAAB.

Further, I agree to my name, biography and contact information appearing in the online PNA Directory for public and client credential verification, unless otherwise noted in the Applicant Information on this form.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please send completed Application Form, Payment and Portfolio or Resumé to:**

**National Archival Appraisal Board (NAAB)**  
**Attention: Portfolio Assessments**  
**130 Albert Street, Suite 1912**  
**Ottawa ON K1P 5G4**

**Questions or Comments:** [PNA-ECE@archivescanada.ca](mailto:PNA-ECE@archivescanada.ca)  
**1-866-254-1403 ext. 108**