

APPLICATION FOR ACCREDITATION

PERSONAL INFORMATION
CONFIDENTIAL

NAME

LAST FIRST INITIAL(S)

ADDRESS

STREET CITY PROVINCE

POSTAL CODE WORK TEL. HOME TEL.

FAX EMAIL

Number of years in public relations practice: _____ Year CPRS membership activated: _____

REFERENCES

Please list three references who can attest to your standards of professional conduct. They should also be able to indicate your standing among professional categories as a representative of the practice of Public Relations. Two references must be accredited members of CPRS in good standing who are acquainted with you. The third reference may be from among present or former employers or clients, or others who have worked closely with you. Immediate supervisors and managers may not give a reference on your behalf. National Council on Accreditation members should not be used for references.

NAME

LAST FIRST TITLE

ADDRESS

COMPANY STREET PROV. P.C.

PHONE EMAIL

NAME

LAST FIRST TITLE

ADDRESS

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PHONE EMAIL

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PHONE EMAIL

GENERAL INFORMATION

Please attach a current resume listing employment history, education, interest and all voluntary public relations activities within the community. Applicants **must** submit a one-page project overview explaining the nature and scope of the proposed work sample and extent of their role in the project. Do you practice or teach public relations, or administer a full-time public relations department for more than half of your working time? Yes No

If you are awarded Accreditation, how do you wish your name to appear on your certificate? _____

If you are awarded Accreditation, would you like your work sample Returned
 Sent to the National Resource Library (hard copy and scanned electronic copy)

- I agree the above facts are correct
 - I agree to abide by the final decision of the National Council on Accreditation and its examiners in the matter of my Accreditation.
 - I agree to allow the National Council on Accreditation to make any inquiries to my references to ascertain my eligibility for Accreditation. CPRS will not contact any other individuals without your consent.
- If you have any questions about how this information will be used please contact Karen Dalton, APR Executive Director.

SIGNATURE _____ DATE _____

- Additionally the Accreditation Chair in your Society may offer a variety of services to candidates including information sessions, coaching, mentoring, etc. Please indicate, by ticking the box, if you agree to allow CPRS to notify the Accreditation Chair in your Society of your application.
- Further, I authorize CPRS to notify the Accreditation Chair in my Society of my progress throughout the accreditation process.

Accreditation fee is \$400 and can be paid by cheque made payable to Canadian Public Relations Society or credit card Visa/AMEX/Mastercard

Applications will not be processed without full application fee

CARD NO. _____ EXPIRY DATE: _____

SIGNATURE _____

National Office: 4195 Dundas Street West, Suite 346, Toronto, Ontario, M8X 1Y4.
Phone: (416) 239-7034 Fax: (416) 239-1076 Email: admin@cprs.ca www.cprs.ca



The Canadian Public
Relations Society, Inc.

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Work Sample Overview – guidelines for preparation

Please describe the project you intend to submit for the work sample component of your accreditation process.

Your one-page description, which may be in point form, must outline the scope of the project and your role in it, and contain at least the following information:

Scope:

- An overview of the project
- The organizational and PR goals the project was intended to serve and how these relate to the evaluation of your project
- The approximate date of project completion*

Your role:

- Your involvement in the decision to launch the project, or the point at which you became the lead PR practitioner for the project
- A discussion of your role in the research, analysis, communication and evaluation related to the project
- Whether you worked alone, as team leader, or as a member of a team
- What staff or consultant support was available for the project

* Please note that your work sample should be as current as possible (e.g., a work sample will be considered if it was initiated, completed and evaluated within two years prior to your application).

For more information on the work sample overview, work sample requirements and the accreditation program in general, please see the Accreditation Handbook.

December 20, 2007

