

Lapsed ACRs Reinstatement Policy



THE INSTITUTE OF CONSERVATION

1. It is a requirement of Accredited status that ACRs maintain membership of their professional body, the Institute of Conservation. Failure to do so will result in lapsed membership, and therefore revocation of Accredited status.
2. Lapsed ACRs are notified of their lapsed status via posted notification sent by recorded, signed-for delivery. Icon retains records of the receipt of these notices.
3. Newly-lapsed ACRs can renew their memberships and revive their Accredited status up until the end of the membership year in question.
4. Lapsed ACRs in arrears by a full membership year or more must re-apply for Accreditation if they wish to regain their status.
5. If a lapsed ACR in arrears by a full membership year or more feels they have a case to do so, they may appeal in writing against the revocation of their Accreditation to Icon's ACR Reinstatement Panel. The appellant must explain in writing how they came to allow their Icon membership to lapse, in a document signed and posted to the Icon office.
6. The ACR Reinstatement Panel consists of:
 - Chief Executive
 - Membership Manager
 - Professional Development Manager
 - Chair of Icon's PSD Board
7. The Reinstatement Panel will carefully consider the explanations given and examine any related evidence (for example recorded delivery or bank records). The Panel will then decide if the case presented in the appeal constitutes valid grounds for the reinstatement of lapsed Accredited status.
8. Valid grounds for the reinstatement of lapsed Accredited status might be:
 - Serious illness
 - Bereavement
 - Housefire
9. The decision of the Reinstatement Panel is final, and appellant will be advised of the outcome within twenty working days of the receipt of their appeal by the Icon office.
10. Those approved for reinstatement of Accredited status must pay membership fees for the current and the previous membership year. To complete their reinstatement, the former ACR will then need to complete a full CPD review as outlined in section 3 of Icon's 'Time Out' policy (appendix 1).

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August 2015

Appendix 1

PACR Time Out Policy - 2016

for the Institute of Conservation Professional Accreditation of Conservator Restorers (PACR)

An accredited conservator-restorer (ACR) may apply for Time Out if they are to be professionally inactive for a period longer than one calendar year.

Time Out means that you may not practise conservation during the agreed period. Your ACR status is suspended for the agreed duration. During a 'Time Out' period your membership type will revert from 'Accredited' to 'Associate' and will remain as such until accredited status is re-instated. As an 'Associate' member you will not be required to participate in the cpd review recall.

Time Out is not an automatic entitlement and it must be agreed with Icon.

Duration of Time Out and reinstatement of ACR status

The minimum period a Time Out can run is 12 months (1 calendar year). There is no maximum period for Time Out, however the process of reinstatement will depend on how long you have been away from work (see below under Applying for Reinstatement).

How to apply for Time Out

1. Contact the Training and Development Manager (Patrick White pwhife@icon.org.uk or telephone: 0203 142 6788) to
 - Discuss your reason(s) for the temporary suspension.
Reasons to apply for Time Out may include, career break, illness, or similar.
 - Check that Time Out is appropriate for your circumstances.
For example, you do not have to apply for Time Out if you are on maternity leave although if your maternity leave is longer than 12 months, you could apply for Time Out.
 - Agree how long Time Out is likely to last.
It is not required to apply for periods of suspension of less than one calendar year. If at the end of the agreed period you still need to take Time Out, a further application needs to be made. Icon reserve the right at their own discretion to bring Time Out to an end and request that you either comply with the reinstatement procedures, or you forfeit your accreditation.
2. Complete the Time Out Agreement form by email.
By returning the form you are declaring that:
 - You will not undertake any conservation work or give conservation advice during the period designated for the suspension. For practitioners signed up to the Conservation Register, please note you would have to suspend your membership of that as well.
 - You will not use the PACR collective trade mark or the designation of 'ACR' after your name, or use stationery, websites or any other promotional material that indicates accredited membership of Icon.
 - You accept that it is up to you to contact Icon to begin the reinstatement process.
 - You accept that if it comes to Icon's attention that you have undertaken any conservation work or given conservation advice during 'Time Out' your behavior will be a breach of Icon's Code of Conduct and Professional Standards (J&E x) and a complaint would be brought. In such a circumstance, if the complaint is upheld you will not be eligible for reinstatement and your ACR status will be removed. You will be eligible to appeal the decision under 5.0 of

Icon's Complaint's Procedure. Please refer to Icon's code of conduct and complaints procedure.

3. Icon membership will be notified that you are on 'Time Out' and your Icon membership will revert to 'Associate' level in the following renewal period until you are re-instated as an 'Accredited' member. Concessionary member rate may be applicable.

Applying for re-instatement

Time Out between 1 year and up to 18 months

If you have taken a Time Out of from one year and up to 18 months you will be required to

- Contact the Training and Development Manager (pwhife@icon.org.uk or telephone: 0203 142 6788) **three** months before the agreed end-date of your Time Out to notify Icon that you are ready to begin the process of reinstatement.
- You will need to work with an Icon mentor to help you to identify your professional development needs so that you can plan your return to work and demonstrate that you meet the [professional standards](#) at the required level of 'proficient' (or above) see [Novice to Expert Scale](#). You will be expected to work with your mentor on a regular basis and you will be required to meet them face-to-face at least once (any travel costs will be incurred by the mentee).
- Prepare an action plan for your return to work stating how you intend to update (and continue to update) your knowledge and skills ensuring that you will be working at the 'proficient' level.
- Send your action plan as a pdf document to the Training and Development Manager (pwhife@icon.org.uk)

You should aim to return a completed action plan to Icon no later than one month after you have returned to practice. The mentor will be asked to declare to Icon that they have worked with you to prepare the action plan and it will be read by two cpd readers, who will feedback to the Training and Development Manager whether the action plan demonstrates your ability as a reflective practitioner as a professional conservator. The Training and Development Manager will consult the Chair of the Accreditation Committee for final approval. If there is agreement, you will be reinstated as an Accredited Member (ACR) of Icon.

Time Out over 18 months and up to 3 years

If you have taken a Time Out of between 18 months and up to three years you will be required to

- Contact Training and Development Manager (pwhife@icon.org.uk or telephone: 0203 142 6788) **six** months before the agreed end-date of your Time Out to notify Icon that you are ready to begin the process of reinstatement.
- You will need to work with an Icon mentor to help you to identify your professional development needs so that you can plan your return to work demonstrate that you meet the [professional standards](#) at the required level of 'proficient' (or above) see [Novice to Expert Scale](#). You will be expected to work with your mentor on a regular basis and you will be required to meet them face-to-face at least once (any travel costs will be incurred by the mentee).
- Complete an Icon continuing professional development (cpd) review and action plan form. The cpd review will need to include:
 - A review of your professional experience 6 months prior to the end of your suspension period.
 - A description of what you have learned during that time and where relevant how you

could use that learning in your professional activities. By agreement with Icon you may carry out conservation work, if required as part of your professional development, during this re-entry period.

- A plan of action to state how you intend to continue to update your knowledge and skills.
- Send your cpd review as a pdf document to the Training and Development Manager (pwhife@icon.org.uk)

You should aim to return the cpd review to Icon no later than one month after you have returned to practice. The mentor will be asked to declare to Icon that they have worked with you to prepare the action plan and it will be read by two cpd readers, who will feed back to the Training and Development Manager whether the action plan demonstrates your ability as a reflective practitioner and as a professional conservator. The Training and Development Manager will consult the Chair of the Accreditation Committee for final approval. If there is agreement, you will be reinstated as an Accredited Member (ACR) of Icon.

In all cases you will be notified of the final decision by email.

If your accredited status is not reinstated, you will receive feedback accordingly to help you prepare a further submission. The Accreditation Committee will make the final decision.

Once reinstated, you will be expected to submit a cpd review within three years.

Appeal process

If, after the submission of your CPD review at the end of your time out, and the assessment and deliberation by the Accreditation Committee, that your reinstatement is not approved, there is a right of appeal via Icon if you think the decision was incorrect in the way it applied the professional standards.

The first point of recourse for formal appeal is through the Chair of the Icon Professional Standards and Development Steering Committee. A formal written appeal would be addressed to the Institute of Conservation.

The Chair will convene an appeals committee to include an Icon Mentor in the same specialism of individual but not the mentor involved, and one PSD committee member.