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Accredited Conservator-Restorer



THE INSTITUTE OF CONSERVATION

# Icon Professional Accreditation of Conservator-Restorers (PACR)

## Time Out Policy

7 December 2016

# PACR Time Out Policy

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 a maximum period of 3 years 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).

Actions suspended during a Time Out period:

- Use of ACR
- Paid work as a conservator
- Unpaid official work as a conservator
- Presenting at conferences / seminars
- Teaching / mentoring
- Publication as a conservator

Actions allowed during a Time Out period:

- Attending conferences / seminars/ other CPD activities
- Personal research in conservation
- Informal verbal advice & discussion of conservation
- Answering questions from employer/clients pertaining to previous conservation work carried out.

\*Exceptions-It is at the discretion of Icon to accept exception to the above in discussion with individuals at point of application for Time Out– for example where a conference presentation / publication had already been pre-arranged before Time Out is agreed. \*

## How to apply for Time Out

1. Contact the Training and Development Manager (Patrick White [pwhite@icon.org.uk](mailto:pwhite@icon.org.uk) or telephone: 0203 142 6788) to
  - i. Discuss your reason(s) for the temporary suspension.  
Reasons to apply for Time Out may include, career break, illness, or similar.
  - ii. 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.

- iii. 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 'Time Out' period and it is less than 3 years – you can extend it by re-applying for 'Time Out' up to a maximum of 3 years including the original time out period.

If you need to exceed the maximum 3-year limit, or you break the agreements for the Time Out policy and your ACR status is removed, and you wish to become an accredited member again, you would need to reapply to become an ACR in the normal way as per new candidates,

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

1. 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.
2. 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).
3. 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.
4. 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

1. 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.
2. 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).
3. 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.
4. 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 of PSD 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.

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