Canadian Association for Photographic Art

Judge Certification Guidelines

Implementation and Review

This document has been reviewed and supported by the Board of Directors. These guidelines take effect on the date stated below and supersede all previous Judge Certification Guidelines. They will be reviewed annually and updated as required.

Effective: March 17, 2025

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Judge Certification Guidelines

INTRODUCTION

This guide explains how the Judge Certification Program in managed and outlines the steps and procedures needed to become a CAPA Certified Judge.

The Director of the Judging Program is responsible for the Judge Certification Program. Any time you have questions about the program or need help, don't hesitate to contact the Director of the Judging Program at judgingdirector@capacanada.ca.

The purpose of the Judge Certification Program is to provide training and experience for new judges.

The goal is to:

a) create consistency in the judging process,
b) ensure judges are familiar with and meet the CAPA Judging Standards,
c) facilitate candidates achieving the distinction of CAPA Certified Judge, and
d) create a pool of judges experienced in several genres of photography and trained in good judging techniques.

CAPA awards a distinction of "*CAPA Certified Judge*" to individuals who meet and maintain a high standard for judging. With this designation, you will be permitted to identify yourself as a *CAPA Certified Judge* when judging photography competitions at local camera clubs or for other organizations. It also allows you to judge CAPA competitions at the Zone, National and International level.

The *CAPA Certified Judge* designation is valid for 5 years from the date of issue under the conditions as outlined in the CAPA Judging Standards Policy.

REQUIREMENTS

To enter the Judge Certification Program, you must:

1. be a current CAPA member in good standing.
2. have successfully completed the Basic Training for New Judges Course within the past two years.
3. commit to being pro-active in meeting the requirements to become a Certified Judge within two years of entering the program.
4. have an intermediate to advanced level of knowledge in several genre of photography.
5. agree to abide by the CAPA Judging Standards Policy and other guiding documents related to the CAPA Judging Program.

PROCESS FOR BECOMING A CAPA CERTIFIED JUDGE

To be accepted into the program, submit the following documentation to the Director of the Judging Program at judgingdirector@capacanada.ca.

1. Judge Certification Program Application Form.
2. Judge Information Form – this form is used to populate the National Judges List which is distributed to CAPA member clubs.
3. Portfolio of your work as outlined in the application form.

The Director of the Judging Program will review your application to ensure you meet the basic requirement to enter the program. When accepted into the program, you will be provided with additional information to guide you through the program. While in the program, your name will appear on the National Judges List as a CAPA Apprentice (CA) Judge.

A training file will be set up and maintained by the Director of the Judging Program to document your progress.

This is a two-year program. In exceptional cases, the program may be extended at the sole discretion of the Director of the Judging Program. For applicants with an extensive documented background in judging, some requirements may be waived at the sole discretion of the Director of the Judging Program, provided this does not compromise the integrity of the certification process.

The Director of the Judging Program will discuss with you the options available to you in the Certification Program. Even if initially you only list a few genres that you are comfortable judging, you will be expected to gain some experience judging all genres as listed in the CAPA Judges Reference Manual*.

** This requirement will take effect when the Judges Reference Manual is published later in 2025*

The minimum* requirement to receive accreditation as a CAPA Certified Judge is:

1. Completion of **six** evaluations by an experienced CAPA Certified Judge.
2. These six evaluations can be made up of a combination of Judging Exercises, Club Judging and CAPA competition Judging (See chart below for minimum requirements).
3. After four judging evaluations, you must have two consecutive evaluations indicating that, you are judging fully in accordance with the CAPA Judging Standard.
4. A maximum of two evaluations can be conducted by the same CAPA Certified Judge.

**Additional judging evaluations may be required in order to qualify.*

Type of Judging	Minimum Requirement
Judging Exercise	No minimum
Club Judging	2 (one of which must be live)
CAPA Competition	1 (Zone or National)

OPTIONS FOR GAINING JUDGING EXPERIENCE

CA Judges are encouraged to take every opportunity for judging practice they can get. The more experience you have, the easier and more consistent your judging will become. Not all of your judging opportunities will necessarily count towards your certification.

To support the learning experience, you will not begin your next judging evaluation until you have received the final report for the last judging evaluation completed. This allows you to identify areas where improvement is needed prior to your next evaluation. If you have two judging opportunities close together you must coordinate with the Director of the Judging Program to determine if both can count towards certification.

The options for judging opportunities that will be evaluated and count towards your certification are as follows:

Option A – CAPA Judging Exercises
You will be given access to a series of images from previous CAPA competitions in one or more photographic genre. You will be evaluated by an experienced CAPA Certified judge chosen by the Director of the Judging Program.

This option is a self-paced process to be complete over a two-week period:

1. You will be sent the images and scoring sheet*
2. Assess each image and record your score and comments (for all images).
3. Forward your completed score sheet to the Director of the Judging Program.
4. A CAPA Certified Judge will be assigned to evaluate your judging exercise.
5. The Director of the Judging Program will notify you with the results and provide a finalized copy of the Evaluation Report for your records.

**Alternately you may be given access to judge online.*

With this option, you are able to be assessed on photographic genres you may not encounter in Options B & C. As part of certification training, you are required to have judged each genre as identified in the CAPA Judges Reference Manual at least once*.
** This requirement will take effect when the Judges Reference Manual is published later in 2025*

Option B – Volunteer to Judge at Local Camera Clubs.

For a competition to be considered towards the requirements to become certified, you must have used a point scoring judging system similar to the one CAPA outlines in the Judges Reference Manual. Club competitions often have multiple themes (e.g. Nature, Open, Abstract). Each theme is not counted as a separate evaluation, but rather the entire competition counts as one evaluation. The local club may undertake their competition judging in-person or remotely on-line.

You can serve as one of the three primary judges or as a 4th judge*. Two of the three primary judges *MUST* be *CAPA Certified Judges*. One of the two CAPA Certified judges must have been asked ahead of time to evaluate you during the competition and will be willing to provide CAPA with an evaluation of your judging abilities using the Judge Evaluation Report Form.
**A 4th Judge is one whose scores are not tabulated in determining the winners of a competition.*

You may ask the club to assist in contacting one of the CAPA Certified Judges to request if one of them can evaluate you. When you have been chosen to judge a club competition, notify the Director of the Judging Program of the club's name and date of the competition.

For each competition, you must record your scores and comments. If you were not asked to provide comments, the evaluating judge will identify 10 images for you to comment on. Shortly after the competition you will forward to the Director of the Judging Program the following:

1. A copy of the scoring sheet that includes scores and comments from all judges. It is your responsibility to obtain this from the club's competition coordinator.
2. A copy of your scores and comments for each image, if not part of the score sheet in the previous bullet.
3. The names of the primary judges and whether or not they are CAPA Certified judges.
4. The name and email of the CAPA Certified judge doing your evaluation.
5. The Director of the Judging Program will notify you with the results and provide a finalized copy of the Evaluation Report for your records.

To get the best experience, you are strongly encouraged to use a different club for each evaluation. As part of certification training, you are required to be evaluated in a minimum of two club competitions, one of which must be live judging. If live judging is not available to you, contact the Director of the Judging Program to discuss options.

Option C – Act as a 4th judge for a CAPA Competition.
With this option:

1. You must have completed a minimum of two evaluations in Options A and/or B.
2. Your name will be placed on a waiting list for an upcoming competition.
3. You will be contacted by the Director of Competitions (competitions@capacanada.ca) and asked to be a 4th judge in a forthcoming CAPA National or Zone Competition.
4. When you have completed the online judging, your scores and comments will be evaluated by a CAPA Certified Judge.
5. The Director of the Judging Program will coordinate the assignment of the evaluating judge and distribution of the material required to complete the evaluation.
6. The Director of the Judging Program will notify you with the results and provide a finalized copy of the Evaluation Report for your records.

As part of certification training, you are required to be evaluated in a minimum of one CAPA Regional or National Competition.

PROGRESSION

To assist you in your progress toward becoming a CAPA Certified Judge, after each evaluation, you will receive feedback from the evaluating judge and/or the Director of the Judging Program.

The evaluating judge will indicate on the Judge Evaluation Form their observations and recommendations. The Director of the Judging Program will take into account all of the evaluations to date in determining the appropriate action of Certify, Continue Training, or Cease Training.

The Director of the Judging Program may adjust the program as needed to accommodate an individual's special needs provided it does not compromise the integrity of the certification process.

Only when the Director of the Judging Program is satisfied that you meet the requirements of the Certification Program and are judging in accordance with the CAPA Judging Standard, will you be designated a ***CAPA Certified Judge***.

Direct all enquiries to the Director of the Judging Program at judgingdirector@capacanada.ca.