Process for applying for PSA recognition

On July 1, 2020, PSA launched its new system to support applications for exhibition recognition, the Exhibition Recognition System (ERS). ERS is quite different from the system PSA has used over the years.

There are 2 parts to the new application process:

1. **Create an Account**: this only has to be created once for each exhibition and will not have to be recreated annually. Click **here** to open an account, but please **first read the Opening an Account Note below**.

2. **Create and submit an Application for Recognition**: the ERS makes it easier in many ways to file an application. Among other benefits, it will enable exhibitions to log on and off to build their applications over time rather than having to build the application at one sitting. This also applies to making required changes to the application - the revised application does not have to be rebuilt entirely, just the changed parts. Click **here** to complete the Application for Recognition, but please **first read the Application for Recognition Note below**.

Exhibitions are urged not to leave the application process to the last minute. It must be **submitted for approval no less than 150 days** in advance of the proposed Closing Date. So please start the application well ahead of this deadline, taking advantage of the above ERS benefits. It makes sense to allow at least a month for the process, so begin at least six months before the proposed closing date.

Before completing an Application, please be sure to read the updated:

- **Exhibition Standards**; and
- **Conditions of Entry Checklists**: there are 2 checklists, one for exhibitions recognized only by PSA and one for exhibitions (salons) recognized/patronized by both PSA and FIAP.

All exhibitions should also read the **Preparation Document**, especially new exhibitions.

NOTES:

Opening an Account:

As stated above each exhibition contact will initially have to create an account using the tools provided (click **here**). An account only has to be created once for each exhibition and will not need to be recreated each year. For security reasons, as part of creating an account an existing exhibition will need to provide 2 out of the 3 following pieces of information:

- A PSA Recognition Number (e.g., 2018-xxx) from one of the past 4 years (including 2020);
- The most recent email address provided to PSA of the person to whom medals were sent;
- The most recent phone number provided to PSA of the person to whom medals were sent.

Once the account application is approved, the Exhibition Contact will receive the credentials that the exhibition can use each year to log in to create and submit an application for PSA Recognition. **The Exhibition Contact must start the first application for recognition within 180 days of being notified** that account application has been approved or the account will be cancelled and the name made available to others!

Submitting an Application for Recognition:

As is now the case, the **completed application must be submitted at least 150 days before the proposed Closing Date**. However now a **PDF of the proposed Conditions of Entry** must be uploaded into the Application **as part of the submission**. Also, PSA now requires that **all judges for all sections** must be named in the Application - although we recognize that some judges may necessarily change before the judging takes place. Furthermore, judges' email addresses are now also required.

After undergoing checks for accuracy and completeness, the Application, including the proposed Conditions of Entry, is submitted to the Regional Exhibition Standards Director (RESD) responsible for your region. The RESD will check the Conditions of Entry and may then have queries to raise with the Exhibition. The RESD will, among other details, check that the Conditions of Entry conform to PSA Exhibition Standards and that they also conform with the details on the rest of the Application Form.

Once the RESD is satisfied a link will be sent to the Chair requesting payment. **If this payment is not made in full within 2 weeks, the application will fail.**

On receipt of payment, a Recognition Document will be sent to the Exhibition, and the Exhibition's details will be published on the PSA website.

The RESD will periodically check that the Exhibition Website conforms to the agreed Conditions of Entry and the Application Form. If they do not, the RESD will ask the Exhibition to correct the Website or the Application.

[Link to PSA Exhibition Recognition System (ERS)](#)