

2026 Application Process

College of Fellows: Letters of Reference

- The application requires five 1–2 page signed letters of reference in PDF format for the candidate. Recommendations provided in an email format are not reviewed and will not be included as part of a complete submission.
- These letters must include detailed information from each referee about the candidate.
- Two of the letters **MUST** be written by accredited members of CPRS; the other three may be from colleagues, clients or individuals who are familiar with the candidate's work.
- The letters should include information that supports the content of the candidate's application, to provide a full picture of the work examples included in the application.
- The letters should support accomplishments achieved over time, to show the candidate's work over a significant period.
- The letters should reflect, along with the candidate's application package, that the candidate is a long-time member of CPRS, a senior practitioner with considerable experience, and an individual who has made significant contributions to the profession and to the Society.

What Reviewers Look For

Referees are asked to write with the College's scoring approach in mind. Each letter is read and scored independently, out of 3 points, using this guidance:

- Strongest letters (3 points): detailed and specific, credible, clearly support examples described in the application, and reflect first-hand observation of the candidate's work over time.
- Adequate letters (1–2 points): supportive but general, with limited detail, or strong in some areas and light in others.
- Weak letters (0 points): boilerplate, generic, or inconsistent with the candidate's application.

A strong letter names specific projects, timeframes, and outcomes rather than general praise. It should read as though it could only have been written about this candidate.