



## **Canadian Accredited Jewellery Appraiser (CAJA)**

### CAJA Membership Requirements

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**Please read the following requirements carefully to become a CAJA.**

## **Application Fee:**

The applicant must pay a 50.00 + TAX CAD non-refundable application fee when the application is submitted. The application will not be reviewed until the fee is paid.

## **Membership Dues:**

The applicant must pay annual membership dues of \$399.00 CAD + TAX. Membership dues are prorated for the first year.

## **CAJA Seal:**

The CAJA seal is awarded ONLY to CAJAs once ALL qualifying requirements are met. A digital seal valid for one year will be issued upon payment of annual membership dues. Should a CAJA opt in and select to pay an additional fee of \$200.00 + TAX to receive a physical seal valid for one year, it will be ordered and shipped shortly after receipt of payment.

## **Professional Credentials:**

### **Gemological Credentials:**

The applicant must provide proof completion in one of the following Gemmological courses:

- [American Gem Society\\*](#)
- [Canadian Gemmological Association](#)
- [Gemmological Association of Australia](#)
- [Gemmological Association of Great Britain](#)
- [Gemmological Institute of America](#)
- [HRD Antwerp](#)
- [Montreal School of Gemmology](#)
- Other:

*\*The Certified Gemmologist Appraiser (AGS) designation is tied to the AGS member company and not the individual. As long as the applicant is working for an AGS recognized firm, they will be eligible.*

### **Appraisal Credentials:**

The applicant must provide proof of completion of one of the following appraisal courses:

- [American Gem Society](#)
- [American Society of Appraisers](#)
- [International Society of Appraisers](#)
- [Master Valuer Program](#)
- [Montreal School of Gemmology](#)
- [National Association of Jewelry Appraisers](#)
- [Professional Jewellery Appraiser by Sonja Sanders](#)
- Other:

### **Professional Profile:**

The applicant will be asked to outline their jewellery experience including or attach their CV outlining their:

- Work experience
- Industry related membership(s)
- Professional presentations and/or lectures given
- Professional publications and/or articles authored
- Participation in industry events within the last five years

### **Continuing Education:**

CAJAs are required to complete a total of 100 hours of Continuing Education every five years. Continuing Education hours must pertain to gemmology, jewellery, watch, and/or appraisal related topics. Continuing Education can include participating in webinars, workshops, conferences, online or in-person courses, education sessions at trade shows, etc. It is the CAJAs responsibility to track their continuing education hours.

### **Miscellaneous:**

The applicant will be asked the following questions:

- Do you have access to the internet?
- Have you been tested for colour deficiency in the last five year?
- Did the test show any colour vision defects?
- Have you completed the hue discrimination test ([online](#) or in-person)?
  - What was your score?
- Are you covered under errors and omissions insurance?

- Do you have insurance coverage for jewellery that remains in your possession?
- Do you derive a significant income from the trading of items that are tested in your lab?

### **References:**

The applicant will be asked to provide three professional references from gemological colleagues.

### **Appraisals For Review:**

The applicant will be asked to provide a copy of two recent appraisal reports (personal information should be removed before submitting the report for review) for the following intended uses:

- Insurance, Retail Replacement New
- Estate, Fair Market Value

These appraisal reports will be reviewed to ensure that the [CJA Jewellery Appraisal Guidelines](#) are adhered to.

### **CJA Jewellery Appraisal Guidelines:**

The applicant will be asked to read and agree to adhere to the [CJA Jewellery Appraisal Guidelines](#).

### **Code of Ethics:**

The applicant will be asked to read and agree to adhere to the [CAJA Code of Ethics & Standards](#). Failure to adhere to the CAJA Code of Ethics & Standards could result in the CAJA designation being revoked.

### **Required Equipment:**

The applicant is required to possess the following gemmological equipment. Once the CAJA application has been submitted and the application fee has been paid, the applicant will be contacted by the CJA Office to schedule a virtual meeting to review all the equipment requirements.

**Please use the following list of equipment requirements as a checklist:**

- Gemological binocular microscope (min 10-45x) with darkfield/lightfield illumination, overhead light and the following accessories:
  - Polarizer plate
  - Analyzer plate
  - Diffusion filter
  - Immersion cell
  - Doubling lens or high-power eye piece
- Diamond scale (accurate to .001g)
  - Calibration weight
- Penny weight/gram weight scale (accurate to .01g)
- Specific gravity measurement (hydrostatic balance preferred)
- Leveridge gauge/millimeter gauge (analog or digital)
  - Certified gauge blocks (2 minimum)
- Fibre optic light source
- Daylight equivalent light source (6500K)
- Long-wave and short-wave ultraviolet light
  - Viewing box (preferred) or equivalent eye protection
- Refractometer complete with:
  - Eye piece
  - Polarizing filter
  - Monochromatic light source (589 nm)
  - 1.81 RI liquid (minimum)
- Polariscope
  - Optic Condensing Sphere
- Dichroscope
- Spectroscope
- Chelsea filter
- Table gauge
- Precious metal testing equipment (acids or electronic)
- Diamond thermal conductivity tester
- Type IIA diamond tester/lab grown diamond screening device (please refer to list of available devices [HERE](#) published in the September/October 2022 issue of The GemGuide)
- Colour grading system (ex. World of Colour, Colour Codex, Gem Dialogue, etc.)
- Photography equipment

**Master Stones:**

- **Quantity:** 5 stones minimum.
- **Carat Weight:** 0.30ct minimum weigh (all must be of similar weight)
- **Colour:** First stone must be D, E, or F and continue with every other colour until K or I (no split grades).

- **Clarity:** Minimum SI
- **Cut:** All stones should have similar proportions in the Good to Ideal range.
- **Fluorescence:** No visible fluorescence.
- **Girdle:** Polished or faceted girdle with no large variations in thickness.
- **Laboratory Grading:** Graded as a master stone by GIA or AGS with laser inscription (please include GIA or AGS reports).

**NOTE:** The CJA is aware of the supply issues related to diamond Master Stone Sets. The CJA is working with other industry associations and diamond dealers to identify and implement solutions. The CJA has granted the below exceptions while the supply issue is being addressed:

- 1) Individual diamonds graded by GIA that meet the above listed quality requirements.
- 2) CZ Master Stone Set\* \*Strongly recommended to have the CZ Master Stone Set recalibrated annually.

These exceptions will be in effect during a five year grade period, until the supply issue is resolved, or until otherwise stated by the CJA. CAJAs using exception Master Stones must be prepared to comply with the regular Master Stone requirements once the issue is resolved. CAJAs using exception Master Stones should include a statement in their appraisal report outlining the industry wide supply issues and any limitations related to using an exception Master Stone set.

**Other Equipment (NOT REQUIRED but recommended):**

- Diamond grading light box
- Raman spectrometer
- UV-VIS-NIR spectrophotometer
- FT-IR spectrophotometer
- Beryllium detection equipment
- Fluorescence spectrophotometer
- Advanced chemical analysis
- Portable gem lab
- Reflectivity meter
- Radiation monitor

**Reference Library:**

- Current pricing guide (ex. The GemGuide, Rapaport, etc.)
- Other:

**Next Steps:**

If you are ready to apply, please complete the application form [HERE](#).

If you have questions about the CAJA requirements, please contact the CJA Office at [info@canadianjewellers.com](mailto:info@canadianjewellers.com).