



Licentiate (LIPF) – Applicant Timeline and Checklist

This checklist summarises the key stages in preparing and submitting a Licentiate (LIPF) panel. It is intended as a practical planning aid and should be read alongside the Licentiate Handbook.

1. Understand the process (early planning)

- Read the Licentiate Handbook in full
- Understand that Licentiate assesses competence, control, and consistency
- Note that assessments are live and anonymous
- Attend at least one distinction assessment sitting before applying

2. Plan and produce your work (several months)

- Begin shooting with a Licentiate panel in mind
- Aim for consistent technical quality rather than ambitious concepts
- Demonstrate camera control, composition, use of light, and sound finishing
- Keep potential panel images under review over time rather than rushing selection

3. Initial selection and advice

- Select approximately 20 candidate images for review
- Seek advice from experienced photographers, distinction holders, or IPF advisors
- Refine your selection to a provisional panel of 10 images

4. Panel planning

- Arrange the panel as two rows of five images
- Check balance of orientation, tone, colour, and visual flow
- Remove near-duplicates or weaker images
- Seek final advice before committing to printing

5. Printing and mounting

- Print at an appropriate size (avoid excessively large prints)
- Use good-quality, general-purpose photographic paper

- Mount all prints cleanly and consistently (maximum mount size 40 × 50 cm)
- Ensure prints are secure, flat, and free from marks, with no lifting or bubbling
- Number mounts clearly 1–10 and mark orientation where needed

6. Hanging plan and digital files

- Prepare a panel layout / hanging plan showing the final arrangement
- Ensure numbering matches the backs of the mounts
- Prepare digital JPEG files (sRGB) that accurately represent the prints

7. Application

- Complete the online application form during the application window
- Submit digital images and hanging plan as instructed
- Pay the application fee (application is not complete until payment is received)

8. Assessment day

- Present your mounted panel and hanging plan to the Distinctions Secretary
- Observe the assessment process
- Names are announced only if successful
- Assessors do not discuss individual results on the day

9. Outcome

- If successful, receive your certificate and pin and may use the letters LIPF
- If unsuccessful, written feedback is provided. Reflect on feedback, seek advice, and reapply when ready

10. Next steps

- Decide whether to hold Licentiate as a stand-alone achievement
- Or begin planning progression toward Associate (AIPF)