

## **BML - Application Process**

- [BML Application](#) will be filled out using Memberleap. This application includes a readable/printable link to current [APP Membership Requirements](#) (Personal and Environmental Criteria.)
- The Board of Directors will review and approve the application, if appropriate. If approved the applicant's BML status will begin immediately, and last through December 31.
  - New BML applications - reviewed as applications are filed.
  - Renewals - reviewed in bulk by the BoD during the Q4 meeting in mid-December (submission deadline December 1.)
- BML Onboarding documents - When applying for BML, an applicant will receive a pre-written letter that clarifies the intent of BML (that it is most beneficial for the traveling piercer), as well as the logo agreement, health and safety agreement, and current membership standards.

## **Terms of BML Membership**

- Consistent with all other membership categories, the BML membership term will run January 1 through December 31.
- Existing Business Members at Large will need to have their personal criteria uploaded and their Work Record Form updated before December 1 to be renewed for the following year.
  - If updated paperwork is not submitted by December 1, they will be moved into Pending. A full BML application would need to be resubmitted for BML status to be given again.
- Business Members at Large agree to work ONLY in studios that meet or exceed current [Membership Requirements](#), regardless of the membership status of the piercers employed full time at that studio.
- BMLs will acknowledge (in their Member profile) an updated [APP Member Code of Conduct for BML](#) (previously the Health & Safety/Logo Agreement). This agreement details that:
  - they cannot advertise membership at studios without a current Business Member in good standing on staff.
  - the BML needs to be well versed on the current Membership Requirements to maintain BML status.
- Instead of letter-sized paper certificates, Members who have been reviewed by the Board of Directors and granted annual BML status will be sent a wallet-sized laminated certificate card.

## **Work Record Form**

- BML applicants and renewal BML Members will fill out a [Work Record Form](#) (one entry per guest spot), which collects dates and contact information for the studios worked in during the year. The form also prompts the BML to verify that each studio meets all environmental criteria for membership.
  - The form can be updated by BMLs throughout the year, or en masse no later than December 1.

- At the end of the year, the Board will review entries made to this form as part of the renewal process, to determine ongoing status of existing BML:

**Continuing BML status** - Granted an annual extension by the Board during the bulk review process.

Requirements:

- Existing BML who has satisfactorily maintained their personal criteria and Work Record Form.
- Existing BML who has abided by all outlined Terms of BML membership.

*This can include:*

- Existing Member that does not have a set “home studio”, but travels as a guest piercer in studios that meet or exceed current APP Membership Requirements.
- Existing Member who works in an APP approved studio that has relocated; new location is unapproved.

**Pending Membership** - “Pending” status serves as a temporary hold for Members who are working with the APP in good faith to (re)submit membership requirements.

*This will include:*

- Existing Members that move to a new unapproved studio.
- Existing Members that move to an existing location that is due for EC renewal (older than 2 years.)
- New applicants

**Dropping Membership** - People who are not working with the APP in good faith to maintain membership will be dropped from membership under this system.

*This will include:*

- BML that have exceeded their deadline without responding to contact attempts or maintaining their Work Record and personal criteria.
- BML that have not abided by the Terms of this membership category.