

CAPA CLUB COMPLIANCE CHECKLIST

AI Authentication Standards – Effective January 1, 2026

This checklist helps camera clubs ensure their competition entries comply with CAPA's AI Authentication Standards. Your club is responsible for member education and basic metadata verification BEFORE submission. Detailed forensic verification of potential winners is handled by CAPA's Director of Competitions.

☐ STEP 1: MEMBER EDUCATION (Before Editing Begins)

Ensure all club members understand these requirements:

a. The Golden Rule: Do NOT activate any post-processing feature that contains the word "GENERATIVE" in its name.

b. Examples of PROHIBITED features:

- Generative Fill
- Generative Expand
- Generative Remove
- Any tool with "Generative" in the name

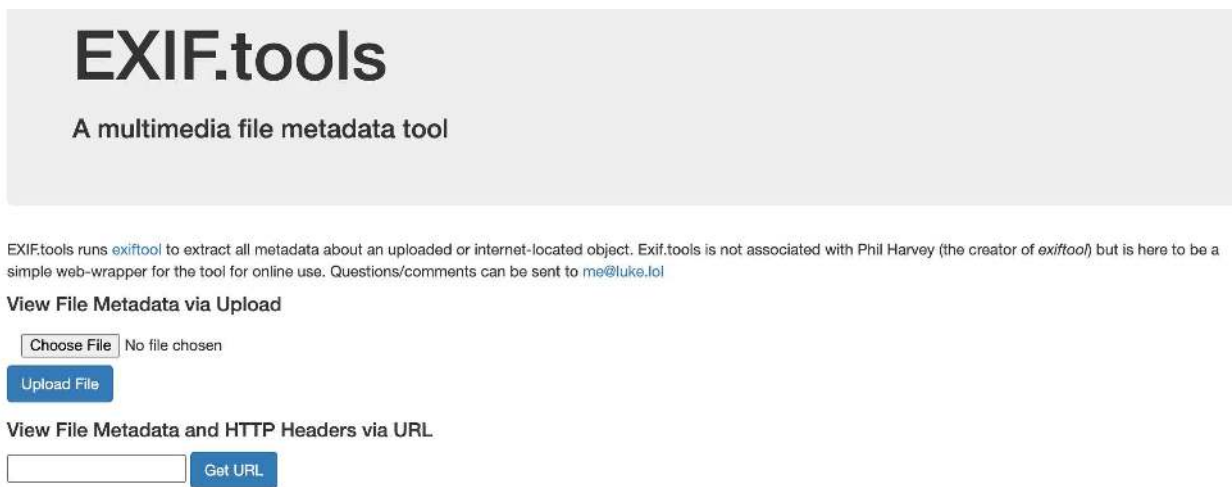
c. Keep originals: Always retain original unretouched JPEG or RAW files. Perform all editing on a COPY of the original.

d. Enable Content Credentials: Adobe Photoshop/Lightroom users (2024 or later) should enable Content Credentials in their application preferences.

☐ STEP 2: PRE-SUBMISSION METADATA VERIFICATION

Before uploading entries to CAPA competitions, verify each image contains complete metadata:

- Go to **EXIF.tools** (free, no installation required)
- Drag and drop the image file into the browser window



EXIF.tools
A multimedia file metadata tool

EXIF.tools runs [exiftool](#) to extract all metadata about an uploaded or internet-located object. Exif.tools is not associated with Phil Harvey (the creator of [exiftool](#)) but is here to be a simple web-wrapper for the tool for online use. Questions/comments can be sent to me@luke.io

View File Metadata via Upload

No file chosen

View File Metadata and HTTP Headers via URL

c. Verify the following information is present:

- Camera settings (ISO, aperture, shutter speed, focal length)

- Software and version used (e.g., Lightroom 13.1, Photoshop 2024)
- Editing history/operations
- Date and time information
- If metadata is missing or incomplete: **REJECT the entry** – it will not be accepted by CAPA

NOTE: *This verification takes approximately 30 seconds per image and requires no technical expertise.*

WHAT CLUBS DO NOT NEED TO DO:

- X Review Content Credentials for AI tool usage (this is verified by CAPA for winners)
- X Check Photoshop layers or editing history (this is verified by CAPA for winners)
- X Perform forensic analysis of images
- X Become AI technology experts

□ STEP 3: IF A CLUB MEMBER WINS

The Director of Competitions will contact the winning entrant (club or individual CAPA member) directly to request verification files. The entrant (camera club or individual CAPA member) must provide:

- Original unretouched JPEG or RAW files
- Working files with intact editing layers (Photoshop: PSD files / Lightroom: DNG & XMP files)
- For composites/multi-image techniques: all source images

NEED HELP?

If your club needs assistance with metadata verification or member education:

- Contact the Director of Competitions for training support (competitions@capacanada.ca)
- Request a brief online walkthrough of the metadata2go.com process
- Partner with a nearby camera club that can provide guidance
- Visit CAPA's "List of Approved AI Tools" webpage for detailed information