



A. **BCSLA BOARD OF EXAMINERS**

Architects (Landscape) Act [RSBC 1996] Chapter 18 (Section 8) and Section 2.22 and 3.67 of the BCSLA By-Laws (as am. 2005).

Purpose:

- * To clarify the role of the BCSLA Board of Examiners and the procedure by which the Oral Examination of potential members shall be conducted.

Role of BCSLA Board of Examiners

- * To set and administer the examination necessary for the registration of members in the British Columbia Society of Landscape Architects.
- * To review the applicants qualifications and determine acceptability.
(The Board will meet one (1) hour prior to the first oral examination for discussion of the terms of reference.)

Membership of the Board of Examiners

- * As per the Architects (Landscape) Act AThe Lieutenant Governor in Council shall appoint a board of examiners of not less than five (5) persons, among whom shall be:
 - a) A person nominated by the Principal of Kwantlen Polytechnic University;
 - b) A person nominated by the Director of the School of Architecture and Landscape Architecture of the University of British Columbia;
 - c) a person nominated by the Dean of the Faculty of Applied Sciences of the University of British Columbia;
 - d) the President of the Society; and
 - e) a person to represent the public interest in the furtherance and maintenance of proper standards of professional practice in Landscape Architecture in the Province.
- * The Past President of the BCSLA is the Chair of the Board of Examiners.
- * The Registrar of the BCSLA is not a member of the Board of Examiners but is responsible for the presentation to the Board of all Applicants for membership.



Pre-examination Process

- * The Credentials Committee reviews all Applicants for membership. Applicants that meet all of the requirements for membership as outlined in the BCSLA Bylaws and have sufficient practical experience will be recommended to write the pre-examination sections of the LARE examination system.
- * Upon successful completion of the pre-examination process the Credentials Committee will recommend to the Board of Directors that the applicant meet with the Board of Examiners.

Notification to Appear Before Board of Examiners

- * The Board of Directors through the office of the BCSLA will invite all successful Applicants to appear before the Board of Examiners. The correspondence shall clearly state: the location, time of Applicants' interview, and the range of topics that may be covered during the interview process. Applicants will be expected to review experience, provide a small portfolio of two to three varied projects and answer any questions related to the professional practice of landscape architecture. The Applicant must also discuss the reason(s) for registration and involvement with BCSLA.
- * At a minimum the Applicant must be prepared to demonstrate a working knowledge of the following:
 - 1) Builder's Lien Act
 - 2) Contract Administration
 - 3) BCSLA Standards of Professional Conduct and Practice
 - 4) BCSLA Bylaws & Procedures
 - 5) Insurance
 - 6) Reason for Registration and involvement with BCSLA.
(This is not a question, just a general topic for discussion.)

Exam Administration

- * A summary of each Applicant is sent to the Board of Examiners two weeks in advance of the sitting of the Board of Examiners.
- * The Board of Examiners will meet one hour prior to the first scheduled appearance of an applicant to determine the session's specific questions and minimum passing answers based on the broad topics listed above.
- * The Registrar introduces each candidate to the Board.



- * The Chair of the Board welcomes the Applicant and introduces the Board of Examiners.
- * The Chair of the Board reads the prepared statement (word for word) that explains the objectives of the oral exam.
- * The Chair will then ask the Applicant to start with a five minute review of experience followed by a five minute presentation for two-three portfolio objects.
- * The Board will then question the Applicant to determine their knowledge in the areas listed above. Each Board member will keep notes on responses by Applicants. This should be kept to fifteen minutes to allow equal time for all candidates throughout the day. Board members are requested to ask questions and probe but not provide answers or lengthy explanations.
- * The Applicant will then be dismissed and the Board will deliberate for ten to fifteen minutes on the success of the applicant. A tentative decision will be recorded by the Registrar subject to an overall review at the end of the days' proceedings.
- * The Applicant will be notified of the Board decision by phone the following workday by the Registrar. This will be followed by correspondence clearly outlining any concerns that the Board had with the Applicants' evaluation.

Timing

- * A sitting of the Board of Examiners will be held twice per year if the number of applicants warrants this frequency.

Opening Remarks by the Chair

The examination will be as objective as possible and is intended to determine your competence (or weak points) relative to Landscape Architectural practice in British Columbia. Having current knowledge of conditions of practice required to allow an individual to run their own office competently is our basic criterion for deciding whether or not you will be granted registration. We do not require that you be an expert in all facets of Landscape Architecture, but that you have the ability to clearly articulate your beliefs or your knowledge. However, if you are lacking in some of these areas, you must be able to demonstrate a mature and realistic approach to solving the everyday problems of the practising Landscape Architect.