



## BCSLA INTERN APPLICATION

**NOTE:** The information below applies to British Columbia only. Entry standards vary from one jurisdiction to another.

A **BCSLA Intern** is BCSLA Associate who has been accepted by the Board into the [Admission Program](#) for Membership in the Society, and on such acceptance the applicant is entitled to use the designation "**BCSLA Intern**". A complete copy of the Bylaws is available at [www.bcsla.org/profession/bylaws.asp](http://www.bcsla.org/profession/bylaws.asp). Please read the Road to Registration and Internship Policy at [www.bcsla.org/education/requirements.asp](http://www.bcsla.org/education/requirements.asp) before applying.

The title, "Landscape Architect" is regulated in BC in order that members of collateral professions, the construction industry, government, and the general public are assured that an individual has completed an accredited professional degree, followed by documented experience in a range of practice areas, and has met the requirements set out in professional exams. In BC, the Use of Title is governed by the Architects (Landscape) Act:

- (1) A person who is a member in good standing of the society is entitled to use the designation "Landscape Architect".
- (2) A person who is not a member in good standing of the society must not assume or use that designation in any manner or represent that the person is entitled to do so.

### APPLICATION PROCEDURES:

- 1) Please review this material carefully. BCSLA Application deadlines are **January 31<sup>st</sup>** and **June 30<sup>th</sup>** of each year. The Credentials Committee reviews all applications and makes their recommendations to the Board of Directors for final approval. If required, the Credentials Committee may meet more frequently to review applications.
- 2) Complete the application in full. Incomplete applications will delay application processing.
- 3) Required documentation. Proof of academic qualifications:
  - a) Academic record transcript (original **or** certified copy sent directly to BCSLA from the learning institution). The transcript will confirm successful completion of a Bachelor or Masters program in Landscape Architecture at an accredited university, **and**
  - b) Academic degree, certificate, or diploma (copy).
  - c) **For internationally trained candidates only:** You must have your credentials evaluated by the International Credentials Evaluation Services (ICES) and have your ICES Report sent directly from ICES to the BCSLA office. For more information, please visit [www.bcsla.org/licensure](http://www.bcsla.org/licensure).
- 4) Attach a current resume in chronological order starting with your most recent employer.
- 5) Provide a **letter** from your Qualified Mentor confirming they have agreed to serve as your mentor. According to 2008 BCSLA Bylaw 3.86 (p):

*"Qualified Mentor" means a Registered Landscape Architect, Landscape Architect, or other allied professional with experience, qualifications, and knowledge in the area they are mentoring. [Amended: May 3, 2008]*
- 6) Submit your completed application form and all required documentation electronically at [www.bcsla.org](http://www.bcsla.org), by email to [admin@bcsla.org](mailto:admin@bcsla.org), or by regular mail to the BCSLA office.
- 7) Applicants who are not accepted for BCSLA Intern status will be advised in writing of reasons for deferment and the next step in the Admission Process.
- 8) Applicants who are accepted for BCSLA Intern status will be notified in writing and will be advised to begin the Admission Program.



Suite 110 - 355 Burrard Street  
Vancouver, British Columbia V6C 2G8  
T 604.682.5610 F 604.681.3394  
E admin@bcsla.org www.bcsla.org

## BCSLA INTERN APPLICATION

NAME: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TEL: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_

Address for Correspondence:  Residence or  Business

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### PART A. Education *(original or certified copy sent directly to BCSLA from the learning institution)*

INSTITUTION DEGREE/DIPLOMA RECEIVED: \_\_\_\_\_ YEAR: \_\_\_\_\_

INSTITUTION DEGREE/DIPLOMA RECEIVED: \_\_\_\_\_ YEAR: \_\_\_\_\_

Bachelor of Landscape Architecture Degree from a CSLA or ASLA Accredited Program or

Master of Landscape Architecture Degree from a CSLA or ASLA Accredited Program

*Please contact the BCSLA office if you have a diploma/degree that is not from a CSLA or ASLA Accredited Program.*

*Internationally trained candidates must have an ICES Report sent directly to the BCSLA from ICES.*

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### PART B. Qualified Mentor *(attach confirmation letter)*

*Identify your Qualified Mentor supplying complete mailing address, phone/fax numbers, and email address.*

NAME: \_\_\_\_\_

PROFESSIONAL REGULATORY BOARD: \_\_\_\_\_ MEMBER #: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TEL: (\_\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_\_) \_\_\_\_\_ EMAIL: \_\_\_\_\_



## PART C. Practical Experience

**NOTE:** All employment related to Landscape Architecture should be listed. Please forward **original sealed copy** of this page to the BCSLA office. Use an additional page if required.

Name and Address of Employer: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Contact: \_\_\_\_\_

### WORK PERFORMED

- Client Liaison
- Design
- Construction Documentation
- Specification Writing
- Field Services
- Other. Please explain:  
\_\_\_\_\_

Employer Seal

Name and Address of Employer: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Contact: \_\_\_\_\_

### WORK PERFORMED

- Client Liaison
- Design
- Construction Documentation
- Specification Writing
- Field Services
- Other. Please explain:  
\_\_\_\_\_

Employer Seal

Name and Address of Employer: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Contact: \_\_\_\_\_

### WORK PERFORMED

- Client Liaison
- Design
- Construction Documentation
- Specification Writing
- Field Services
- Other. Please explain:  
\_\_\_\_\_

Employer Seal

Name and Address of Employer: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Hours per Week: \_\_\_\_\_

Dates of Employment: \_\_\_\_\_

Contact: \_\_\_\_\_

### WORK PERFORMED

- Client Liaison
- Design
- Construction Documentation
- Specification Writing
- Field Services
- Other. Please explain:  
\_\_\_\_\_

Employer Seal



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## PART D. Volunteer or Community Service

Name and Address of Organization: \_\_\_\_\_

Activities: \_\_\_\_\_

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## PART E. Reasons for Application

I wish to apply as a BCSLA Intern. I have read and understand the BCSLA Ten Principles of Privacy Protection Policy.

Signature of Applicant \_\_\_\_\_

Date: yy / mm / dd \_\_\_\_\_

To safeguard and protect any personal information provided to us, the BCSLA adheres to 'Ten Principles of Privacy Protection', which addresses the requirements for handling "personal information" as defined in both the federal 'Personal Information Protection and Electronic Documents Act', and the 'BC Personal Information Protection Act'. For a complete copy of the Policy please visit [www.bcsla.org/pdf.htm/privacy.pdf](http://www.bcsla.org/pdf.htm/privacy.pdf). Your application will be processed upon receipt of your signature on the application form. **Information that you have provided above will be used to update the BCSLA websites and in other publications upon acceptance of the application. If you do not wish to be listed please contact our offices.**

### BCSLA INTERN APPLICATION CHECK LIST

- BCSLA Application Form completed in full
- Resume in chronological order starting with most recent employer
- Original transcripts sent directly to BCSLA by educational institution
- Confirmation Letter from Qualified Mentor. Please include name of regulatory body **and** membership number
- Cheque payable to "BCSLA" for \$56.00 Processing Fee (\$50 + \$6.00 HST)
- ICES Report sent directly from ICES to BCSLA (*For internationally trained candidates only*)

**NOTE:** Annual dues will be prorated upon acceptance of your application. Please visit [www.bcsla.org](http://www.bcsla.org) for fee schedule. Intern Applications will only be reviewed if the application is COMPLETE and all of the above information is submitted. Please submit your completed application using the online option or by mail to:

**ATTN: Registrar, BC Society of Landscape Architects**

**#110, 355 Burrard Street**

**Vancouver, BC V6C 2G8**

For further information contact BCSLA:

T: 604.682.5610 | Toll Free (US & Canada): 855.682.5610 | F: 604.681.3394 | E: admin@bcsla.org