



BRITISH COLUMBIA SOCIETY OF LANDSCAPE ARCHITECTS COMMONLY ASKED QUESTIONS ABOUT THE BOARD OF EXAMINERS

I am providing this “Question and Answer” sheet to clarify the role of the BCSLA Board of Examiners and the procedure by which the Oral Examination of potential Members shall be conducted.

What is the 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.

Who are the Board of Examiners?

As per the Architects (Landscape Act), RSBC 1996, c18, the Lieutenant Governor in Council shall appoint a Board of Examiners of not less than five (5) persons, among who shall be:

- A person nominated by the Principal of Kwantlen Polytechnic University.;
- A person nominated by the Director of the School of Architecture and Landscape Architecture of the University of British Columbia;
- a person nominated by the Dean of the Faculty of Applied Science of the University of British Columbia.
- the President of the Society; and
- 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.

What is expected of me?

Applicants will be expected to review experience, provide a small portfolio of 2-3 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:

- Builders’ Lien Act
- Contract Administration
- BCSLA Code of Ethics
- BCSLA Bylaws & Procedures
- Insurance

You may also be asked about the reason for Registration and involvement with BCSLA. *(This is not a question, just a general topic for discussion.*

When does the Board of Examiners sit?

A sitting of the Board of Examiners will be held twice per year (spring & fall) if the number of applicants warrants this frequency.



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What are the most common areas of candidate weakness?

It is difficult to generalize about a candidate population as diverse as those who come before the Board of Examiners. However, areas of weakness for some of the recent candidates included a working understanding of the Builders' Lien Act, contract administration, insurance (personal and project related) and the preparation of proposals.

How is the Exam Administered?

- A summary of each applicant member 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 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 to 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 15 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 10-15 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 Registrar will be notifying the Applicant by phone of the Board's decision the following business day. This will be followed by correspondence clearly outlining any concerns that the Board had with the Applicants' evaluation.

Is there anything else that you would like to add?

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. I hope that this helped.

Tara Culham, BCSLA Executive Administrator