

## BCSLA ASSOCIATE APPLICATION

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

An individual may apply for recognition as an Associate of the Society who,

- i. has completed a degree in Landscape Architecture that is approved by the Board; or
- ii. has been employed for 6 (six) years in the field of Landscape Architecture to the approval of the Board; or
- iii. has an equivalent combination of degree and employment in an allied discipline.

Upon acceptance by the Board and payment of all fees when due, such individuals are entitled to use the designation “**BCSLA Associate**” and receive all general communications of the Society, attend general meetings as a non-voting Associate, attend continuing education programs and sessions at BCSLA rates, and benefit from the information resources of the Society. BCSLA Associates are bound by the Principles and Standards of the Society, and the Bylaws as applicable, which can be viewed at [www.bcsla.org/profession/bylaws-standards](http://www.bcsla.org/profession/bylaws-standards). Please read The Road to Registration at [www.bcsla.org/education/education-0](http://www.bcsla.org/education/education-0) 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).
4. **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/licensure](http://www.bcsla.org/licensure/licensure).
5. Attach a current resume in chronological order starting with your most recent employer.
6. Submit your completed application form and all required documentation by email to [office@bcsla.org](mailto:office@bcsla.org), or by regular mail to the BCSLA office.
7. Applicants who are not accepted for BCSLA Associate 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 Associate status will be notified in writing and will be advised to begin the Admission Program.

## BCSLA ASSOCIATE APPLICATION

Name

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**RESIDENTIAL ADDRESS**  Preferred Correspondence

Address City Province/State Postal/Zip Code

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Phone Fax Email

**BUSINESS ADDRESS**  Preferred Correspondence

Firm

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Address City Province/State Postal/Zip Code

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Phone Fax Email

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

Educational Institution Degree/Diploma Received Year

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Educational Institution Degree/Diploma Received Year

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*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. Volunteer or Community Service**

Name of Organization

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Address City Province/State Postal/Zip Code

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Activities

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## PART C. Reasons for Application

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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/profession/policies-and-procedures](http://www.bcsla.org/profession/policies-and-procedures). 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.**

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

Signature of Applicant

Date: MM/DD/YYYY

### BCSLA ASSOCIATE 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.
- Cheque payable to "BCSLA" for \$52.50 Processing Fee (\$50 + \$2.50 GST).
- 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. Associate 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**  
**#450, 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](mailto:admin@bcsla.org) /  
[office@bcsla.org](mailto:office@bcsla.org)