

BCSLA Change of Membership Status Request Form – Current RLAs and LAs

Requests for changes of membership are due by November 15 for the following year. Please review the BCSLA Bylaw excerpts on the second page before filling out this form.

Name: _____ **Registration Number:** _____

What change in membership would you like to request?

- I would like to become inactive.
- I would like to retire.
- I would like to resign from the BCSLA.

Please state your reason(s) for requesting this change:

If applying for inactive or retired status, please provide updated contact information:

Street Address: _____ **City:** _____

Prov/State: _____ **Country:** _____ **Postal/Zip Code:** _____

Email: _____ **Phone:** _____

Please read and agree to the following:

- I confirm that my continuing education credits are up to date, I have no outstanding BCSLA payments, and I will promptly return my stamp upon my change in membership status.
- I understand that if I resign, my records will be removed from the BCSLA online system. I will keep hard copies of my continuing education credits and work experience on hand.
- I have read and understand the bylaws in this document.

Signature: _____ **Date:** _____

Please email completed form to admin@bcsla.org.

BCSLA Bylaws

Inactive Landscape Architect Members

In keeping with BCSLA Bylaws and Policies as excerpted below you would be required to abide by the [BCSLA Inactive Policy](#).

If a Member wishes to become Inactive and will do so for a period longer than six months the Registrar will consider the request provided the Member is a Member in good standing having paid all dues and fees and provides written notification to the Registrar along with their professional stamp.

When the Inactive Member applies for reinstatement as a full Member the following fees will be due:

- a) The current year's pro-rated dues (quarterly)*
- b) A \$25 administration fee*

A Member approved for Inactive status will represent himself or herself as an Inactive Landscape Architect. An Inactive Landscape Architect will not use a stamp or seal of the profession.

Members in the Inactive Landscape Architect category are required to participate in the Continuing Education (CE) Program and have to meet a minimum standard of 15 credits over a three-year period. Credits will be pro-rated.

Alternatively you may wish to change your status to [BCSLA Retired Member](#). You will not have to claim CE credits going forward. The fees for Retired and Inactive are the same.

The Bylaws state:

Retired Landscape Architects

2.16 A Retired Member is a Landscape Architect who retires from practice, and who satisfies one of the following criteria:

- a) maintained Membership in good standing with the Society for twenty-five (25) years, or*
- b) engaged in the full-time practice of landscape architecture for twenty-five (25) years.*

2.17 Any Landscape Architect who satisfies one of the above conditions may apply to the Registrar for Retired Member status, and must include an undertaking to the Society not to engage in the practice of Landscape Architecture except in limited consulting under the direction of a practicing Member, and applicable fees as the Board may establish from time to time. [Amended: May 3, 2008]

Reinstatement

A Registered Landscape Architect who has been granted a change in status may be reinstated to their previous status on application to the Registrar, if

- a. within three (3) years of the date of the application the Member pays his or her current dues and administration fees; or*
- b. after three (3) years of the date of the application the Member pays his or her current dues and administration fees and provides a declaration of character and work history, and fulfils such other requirements as may be determined by the Board of Examiners.*

Requalification

A Landscape Architect, Retired Landscape Architect, or former Registered Landscape Architect may apply to the Registrar for re-qualification to practicing Landscape Architect status, under the following circumstances:

- a. If less than five (5) years has elapsed since the applicant has not engaged in the practice of landscape architecture or equivalent practice, or passed the Admission Program, the Registrar must not approve the application for requalification unless the applicant passes a re-qualification examination; or*
- b. If less than seven (7) years but more than five (5) years has elapsed since the applicant has not engaged in the practice of landscape architecture or equivalent practice, or passed the Admission Program, the Registrar must refer the application to the Credentials Committee*

A complete copy of our Bylaws is available at <https://www.bcsla.org/profession/bylaws-standards>. The Bylaws of the day will apply.