

BCSLA PRE-INTERN 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 a Pre-Intern Associate of the Society who,

- i. has been employed for less than six (6) years in the field of Landscape Architecture; or
- ii. has a degree in an allied discipline; or
- iii. has work experience in a related field.

Upon acceptance by the Board and payment of all fees when due, such individuals are entitled to use the designation “**BCSLA Pre-Intern**” 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. All 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. Please read The Road to Registration at 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.

For candidates with degrees and/or work experience outside the field of Landscape Architecture, a reduction to the six-year requirement may be applied as listed below:

| | In an Unrelated Program or Field | In a Related Program or Field |
|------------------------|----------------------------------|---|
| Degree | One Year | Two Years |
| Diploma | 6 months | One year (for a 2-year program) |
| Masters | 6 months | One year |
| Work Experience | | Up to 1 year (at a rate of 1 year for every 4 years worked) |

Note #1: The amount of the reduction can be combined accordingly.

Note #2: It is up to the discretion of the Credentials Committee to determine the quality and relevancy of the degrees and experience earned in their recommendation of the amount of the reduction applied.

APPLICATION PROCEDURES:

1. Please review this material carefully. BCSLA Application deadlines are **January 31st** and **June 30th** 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, or other degree in an allied discipline 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) or World Evaluation Service (WES) and have your evaluation report sent directly from ICES or WES to the BCSLA office. For more information, please visit 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, or by regular mail to the BCSLA office.
7. Submit application of \$52.50 to the BCSLA. Electronic Funds Transfers (EFT) can be sent to admin@bcsla.org and cheques can be addressed to "BCSLA."
8. Applicants who are not accepted for BCSLA Pre-intern status will be advised in writing of reasons for deferment and the next step in the Admission Process.
9. Applicants who are accepted for BCSLA Pre-intern Associate status will be notified in writing and will be advised to begin the Admission Program.

BCSLA PRE-INTERN APPLICATION

Name _____ Last five digits of your Social Insurance Number (SIN)
(Required for logging experience hours online)

RESIDENTIAL ADDRESS Preferred Correspondence

Address _____ City _____ Province/State _____ Postal/Zip Code _____

Phone _____ Email _____

BUSINESS ADDRESS Preferred Correspondence

Firm _____

Address _____ City _____ Province/State _____ Postal/Zip Code _____

Phone _____ Email _____

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

Educational Institution _____ Degree/Diploma Received _____ Year _____

Educational Institution _____ Degree/Diploma Received _____ Year _____

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 or WES Report sent directly to the BCSLA from ICES or WES.

PART B. Volunteer or Community Service

Name of Organization _____

Address _____ City _____ Province/State _____ Postal/Zip Code _____

Activities _____

PART C. Internship in Other Jurisdictions *(if applicable)*

| Province or State | Membership Type | Registration Start Date | Registration End Date |
|-------------------|-----------------|-------------------------|-----------------------|
|-------------------|-----------------|-------------------------|-----------------------|

PART D. Reasons for Application

To safeguard and protect your personal information, the BCSLA will only use this information for the purpose(s) specified. It will not be re-used or distributed in any form other than for its specified purpose in compliance with [BCSLA Privacy Protection Policy](#), [PIPEDA](#), [PIPA](#), [EU-GDPR](#) and [Federal ANTI-Spam Legislation](#).

Your application will be processed upon receipt of your signature on the application form. **Contact 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 Pre-intern Associate. I have read and understand the BCSLA Privacy Protection Policy.

Signature of Applicant

Date: MM/DD/YYYY

BCSLA PRE-INTERN 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.
- EFT or cheque payable to "BCSLA" for \$52.50 Processing Fee (\$50 + \$2.50 GST).
- ICES or WES Report sent directly from ICES or WES to BCSLA *(For internationally trained candidates only)*.

NOTE: Annual dues will be prorated upon acceptance of your application. Please visit 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 | E: admin@bcsla.org / office@bcsla.org

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