

BRITISH COLUMBIA SOCIETY OF LANDSCAPE ARCHITECTS
INTERN HANDBOOK

POLICY ON INTERNSHIP PROGRAM

In 1997 the CSLA component organizations agreed to use a consistent method to document the accumulation of specific skills and knowledge, relative to the profession of Landscape Architecture. Requirements for membership are set by each individual CSLA component organization.

The BCSLA Policy on Internship Program was endorsed by the British Columbia Society of Landscape Architects at its Annual General Meeting on February 28, 1998. To address the concerns of those involved and meet the requirements of the Society's Bylaws and policies an updated policy was approved by the Board of Directors on September 28, 2010. Further revisions will be necessary as the BCSLA's experience with this program continues.

The following process was devised to assist qualified BCSLA Interns who complete their formal education in one area of the country, start work in another area and apply for full membership status in yet another area and is one of the requirements for full membership in the BCSLA.

This document includes the definitions, an explanation of the mandatory experience, the reporting requirements, a discussion of the experience records and summaries and an outline of the minimum experience. Monthly Experience Record and Three-Month Experience Summary forms are available on the BCSLA website at www.bcsla.org.

DEFINITIONS

BCSLA Intern: In accordance with BCSLA Bylaw 2.20 (b):

An Intern is an 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".

Qualified Mentor: A Registered Landscape Architect or a person who is qualified for reciprocity membership or is a Qualified Mentor in the BCSLA, who is committed to providing the BCSLA Intern with:

- a regular review of work experience;
- instruction on technical skills;
- and support in their endeavors.

In accordance with BCSLA Bylaws 3.86:

"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]

"Principal" means a Registered Landscape Architect, Landscape Architect, or other professional approved by the Credentials Committee to supervise the professional experience of an Associate;

Employer: An individual or firm for whom the BCSLA Intern is employed undertaking work related to landscape architecture.

MANDATORY EXPERIENCE

Generally, work experience is obtained in an office under the direct supervision of a qualified mentor. Work experience must be obtained to provide sufficient experience to meet the generally accepted standards of practical skill and an appropriate level of competence required to engage in the practice of the profession of landscape architecture. It is the responsibility of the BCSLA Intern to seek employment that will provide the required scope of experience.

When an Intern is not able to find employment under direct supervision of a qualified mentor, they will require the endorsement signatures from both their employer and an outside qualified mentor on the Monthly Experience Record and Three-Month Experience Summary forms.

Experience is required in a minimum of five of the following eight areas:

1. Design Development (minimum 300 hours)

This shall include Site Inventory / Survey / Base Info, Legislative / Code / By-law Review, Programming and Conceptual Design.

2. Detail Design (minimum 225 hours)

This shall include Preliminary Site Plan, Rendering / Photography / Models, and Client / Public Presentations.

3. Contract Documents (minimum 1275 hours)

This shall include the assembling and preparation of Grading / Drainage Plans, Irrigation Plans, Planting Plans, Plant Lists, Planting Details, Fence / Trellis / Shelter Details, Retaining Wall / Stair / Ramp Details, Specification Writing, Cost Estimating / Control Tender Admin. and Contract Award related to projects for which the Intern is responsible. Edition of National Master Specifications or office masters to comply with project requirements is acceptable.

4. Contract Administration (minimum 5 Projects)

This shall include Site Meetings, Site Inspection / Reports, Site Instruction / Change Orders and Payment / Completion Certificates.

5. Office Practice (minimum 3 Projects)

This shall include participation in the preparation of Proposals / Fee Calculating, Firm Brochure and Proposal Graphics, Correspondence, Meetings, Project Management Coordination, Budgeting / Costing and Office Management.

6. Open Space Planning (minimum 1 Project)

This may include participation in Process Development, Documentary Research, Site Inventory, Public Meetings / Workshops, Analysis / Synthesis, and Report Writing / Editing.

7. Regulatory Review (minimum 5 Projects)

This may include DP Review and Correspondence, BP Review and Correspondence, and / or Landscape Installation Review.

8. Other (minimum 1 Project)

This can include Teaching, Publishing/Writing, Volunteer or other activities approved by the Membership Committee.

REPORTING REQUIREMENTS

The internship period must offer the BCSLA Intern adequate exposure to the various aspects of the practice of landscape architecture to ensure a level of professional competence.

Landscape Architects are encouraged to provide every opportunity possible for Interns to gain a variety of work experiences. This may include having the Interns accompany the Registered Landscape Architect as an observer until the Intern is able to carry out the task on their own. The Intern may be encouraged to prepare "parallel" documents to those being prepared by their supervisor and to submit these to the Employer and Mentor for review.

Qualified Mentor Guidelines

1. Act as the Intern member's professional advisor by conducting regular meetings with the Intern to review experience and performance and offer constructive criticism. Contact with the Intern's employer is also encouraged (if mentor and employer are not one and the same).
2. Advise the Intern with respect to their professional conduct and philosophy.
3. Counsel the Intern with respect to a proper approach to technical problems.
4. Review and assess the Intern's work experience record and advise of any deficiencies, recommending changes of focus if necessary.
5. Certify all aspects of the Intern pre-registration experience under their review.

Experience Record & Experience Summary

The Monthly Experience Record details the Intern's experience gained during the pre-registration period. It provides for recording the time spent within the eight areas of mandatory experience on a weekly occurrence. The record should be used as the basis of discussions between the Mentor and the Intern at their regular meetings. The Three-Month Experience Summary allows the Intern, Mentor, Employer and Society to keep track of the Intern's progress and to provide support when needed.

Specific instructions for the completion and submission of the Monthly Experience Record and Three-Month Summary are as follows:

- The Monthly Work Experience Record forms must be recorded online at <http://bcsla.org/user/login> (please see "Work Experience Online Reporting" for instructions). Although it is not required to send Monthly Work Experience Record forms to the BCSLA, please keep a hard copy of your Records with your Qualified Mentor's stamp and signature as Interns may be asked to provide their Monthly Work Experience Records to the BCSLA upon request. Your employer must initial any alterations to the form after it is signed.
- Some work experience tasks can be completed as "Observer" where there is reluctance on the part of the employer to fully delegate certain work to inexperienced Interns.
- The online system will automatically generate the Three-Month Experience Summaries. Please see "Reviewing Three-Month Summary" for instructions. The Mentor and Intern should all sign off on the applicable reports and summaries.
- For each project completed, Interns use a separate sheet of paper to indicate the name of the project, date completed and experience obtained, along with the stamp and signature of their Mentor.
- It is advised that Interns keep a copy for their own records, as the BCSLA assumes no responsibility for lost Experience Summary sheets.

MINIMUM EXPERIENCE

The Intern is required to document a minimum of two years (3,600 hours) of work experience distributed adequately over a minimum five of the eight different mandatory work experience areas and is encouraged to complete this within five years of the beginning the intern process.

In BC the title "landscape architect" is regulated 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.

BCSLA Qualified Mentor Confirmation Form

BCSLA Intern/Associate

Name

Address

City

Province/State

Postal/Zip Code

Phone

Fax

Email

Professional Affiliation

- BCSLA Registered Landscape Architect BCSLA Landscape Architect
- _____ Registered Landscape Architect
(Out of Province)

Regulatory Agency

Licensure #

Allied Professional

Regulatory Agency

Licensure #

- I have read and understand the BCSLA Internship Policy (attached)
- I agree to serve as "Qualified Mentor" for _____

Signature

Date

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](#), and [Federal ANTI-Spam Legislation](#).

- I authorize the BCSLA to use the contact information listed for the purpose(s) specified.

BCSLA INTERN WORK EXPERIENCE ONLINE REPORTING

All BCSLA Interns are required to complete and submit the Experience Summary Forms to the BCSLA office on a regular basis. Experience must be acquired with the guidance of a qualified mentor. Please keep a copy for your records. Please refer to the BCSLA Intern Experience Policy (September 23, 2010, Updated February 27, 2014).

Work experience must be obtained to provide sufficient experience to meet generally accepted standards of practical skill and an appropriate level of competence required to engage in the practice of the profession of landscape architecture. The experience requirement must be satisfied before Interns are eligible to appear before the Board of Examiners.

Online Reporting

Interns are required to make weekly entries on the Monthly Work Experience Record forms using the online system detailing the hours spent on each item.

- The Monthly Work Experience Record forms must be recorded online (please see “Recording Monthly Experience Online” for instructions). Although it is not required to send Monthly Work Experience Record forms to the BCSLA, please keep a hard copy of your Records with your Qualified Mentor’s stamp and signature as Interns may be asked to provide their Monthly Work Experience Records to the BCSLA upon request. Your employer must initial any alterations to the form after it is signed.
- Some work experience tasks can be completed as “Observer” where there is reluctance on the part of the employer to fully delegate certain work to inexperienced Interns.
- The online system will automatically generate the Three-Month Experience Summaries. Please see “Reviewing Three-Month Summary” for instructions. The Mentor and Intern should all sign off on the applicable reports and summaries.
- For each project completed, Interns use a separate sheet of paper to indicate the name of the project, date completed and experience obtained, along with the stamp and signature of their Mentor.
- It is advised that Interns keep a copy for their own records, as the BCSLA assumes no responsibility for lost Experience Summary sheets.

Recording Monthly Experience

1. Go to <http://bcsla.org/user/login>
2. Enter your Username and Password. If you are unsure of your Username and Password, please follow the prompt to recover your Username and Password.

Adding a new monthly experience record

1. Click on “New Record” tab.
2. Under “Report Period”, select the appropriate month under the “Chose month to report” drop-down menu.

(Warning: be careful not to choose a reporting month that you have already recorded. This will add extra weeks to your already existing record. If you wish to make edits to an existing reporting month, click on “Review/edit Records” tab, and chose the reporting month you wish to edit.)

3. Under “Qualified Mentor”, indicate your mentor under the “Chose your mentor” drop-down menu.
4. Under “Employer Name”, indicate your employer under the “Chose your employer” drop-down menu.
5. Click on “Next Step”.

6. Insert the number of hours worked on for each category, where appropriate. There should only be five (5) "Week" columns available for recording on the form. (If the form indicates more than 5 weeks for recording, then an error has occurred – see above Warning, and the current form will need to be deleted by clicking on "Review/edit Records" and selecting the appropriate recording period.)
7. When finished, click "Submit".
8. A message will show up to indicate that the experience has been successfully added to the database and you may review your newly added report.

Review/editing a monthly experience record

Entries can be reviewed and edited at any time.

1. Click on the "Review/edit Records" tab.
2. Choose the desired recording month using the drop-down menu.
3. (DO NOT create a new record for an existing Monthly Record if you want to make edits. This will create errors in your records – see above Warning.)

Deleting a monthly experience record

Use this option if:

- Your form has more than five "Weeks" columns (which occurs if the same monthly period is reported more than once);
- Your record is not responding to the "Edit this Record" button; or
- You have entered the incorrect information for the reporting period selected and want to start over.

1. Monthly Records can be deleted by selecting the "Review/edit Records" tab.
2. Under "Period", select the reporting period that you want to delete, using the drop-down menu.
3. Select "Delete this Record".

Three-Month Experience Summaries

1. Select the "3-Month Summary" tab.
2. Under "Summary Beginning On", select the month in which you want the three-month summary to begin on using the drop-down menu.
3. The summary will automatically select the subsequent two months as part of the summary, even if the subsequent months have not been reported.
4. Print out the 3-Month Summary directly from your Internet browser.
5. Have your Qualified Mentor stamp and sign your printed 3-Month Summary.
6. Submit your completed, stamped and signed 3-Month Summary to the BCSLA office on a regular basis and keep a copy for your records. Out of respect for the environment please **do no submit your Monthly Experience Records unless requested.**

If you require assistance with the BCSLA Intern Experience reporting process, please contact the BCSLA office by email at office@bcsla.org or by telephone at (604) 682-5610 or toll free (CA and US) at (855) 682-5610.

ARCHITECTS (LANDSCAPE) ACT

[RSBC 1996] CHAPTER 18

Definitions

1 In this Act:

“**board**” means the board of directors of the society;

“**society**” means The British Columbia Society of Landscape Architects.

Society continued

2 (1) The British Columbia Society of Landscape Architects, incorporated under the *Society Act*, and its members, are continued as a corporation under that name.

(2) The society must have a common seal.

(3) The society

(a) has perpetual succession,

(b) has power to acquire property,

(c) may sell, exchange, mortgage, lease, let, improve and develop property, and

(d) may erect and maintain buildings on its property.

(4) The *Societies Act*, other than the following provisions, applies to the society:

(a) section 9 (5) [*registrar may order society to change its name*];

(b) section 10 [*constitution*];

(c) section 11 [*bylaws*];

(d) Division 4 [*Alterations to Constitution and Bylaws*] of Part 2 [*Fundamental Matters in Relation to Societies*];

(e) Division 1 [*Amalgamation*] of Part 7 [*Corporate Reorganizations*];

(f) section 126 [*dissolution by request*];

(g) Part 11 [*Extraprovincial Non-Share Corporations*];

(h) section 213 [*investigation of society*];

(i) section 214 [*involuntary dissolution by registrar*];

(j) section 215 [*dissolution by Lieutenant Governor in Council*].

(5) If there is a conflict or inconsistency between this Act and the *Societies Act*, this Act prevails.

Suits and contracts

3 The society may sue and be sued, and may contract and be contracted with, in its corporate name.

Financial powers

4 The society may, subject to any conditions required by its bylaws,

(a) borrow, raise or secure the payment of money, and

(b) draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, and other negotiable or transferable instruments.

Head office and branch societies

- 5 (1) The head office of the society must be in the City of Vancouver.
- (2)-(6) [Repealed 2015-18-255.]

Membership

- 6 (1) On payment of the specified fee, if any, and written application, the board must register as a member of the society a person who satisfies the board that he or she has passed the examinations set by the board of examiners.
- (2) On payment of the specified fee, if any, and written application, the board may accept as a member of the society a person who satisfies the board that he or she
- (a) has passed examinations outside British Columbia equivalent to those set by the board of examiners for candidates in British Columbia, or
 - (b) is or has been practising landscape architecture outside British Columbia and is a member in good standing of a similar society or other entity or group in the jurisdiction in which the person is or has been practising, the membership qualifications for which are at least equivalent to the qualifications required for candidates for membership within British Columbia.
- (3) The board of directors may also register persons as junior members, student members, honorary members and associate members, in accordance with and subject to the bylaws of the society.

Board of directors

- 7 (1) The affairs of the society must be managed by the board.
- (2) The board must be elected and appointed and holds office in accordance with the bylaws of the society.

Board of examiners

- 8 (1) The board of examiners consists of the following:
- (a) the president or a director of the society designated for the purpose by the president of the society;
 - (b) the past president or a director of the society designated for the purpose by the president of the society;
 - (c) 4 or more persons appointed by the Lieutenant Governor in Council including
 - (i) a person nominated by the President of Kwantlen College,
 - (ii) a person nominated by the Director of the School of Architecture and Landscape Architecture of The University of British Columbia,
 - (iii) the head of the Landscape Architecture program of The University of British Columbia or a person nominated by the Dean of the Faculty of Applied Science of The University of British Columbia, and
 - (iv) a person chosen to represent the public interest in the development and maintenance of proper standards of professional practice in landscape architecture in British Columbia.
- (2) The board of examiners must set and hold regular examinations in British Columbia at least once in each year at the place and the time specified by the board of examiners.
- (3) The board of examiners may set and hold special examinations on the terms and conditions regarding the defraying of the expenses of the examinations as the board of examiners may specify in each instance.

- (4) The board of examiners must prescribe the rules of procedure to be followed and enforced at all examinations.
- (5) The board of examiners may appoint one or more of its members to preside at any regular or special examination or part of an examination.
- (6) As soon as feasible after holding an examination, the board of examiners must notify the board of the results.

Bylaws continue

- 9**
 - (1) So far as not inconsistent with this Act, the bylaws of The British Columbia Society of Landscape Architects are the bylaws of the society.
 - (2) The bylaws of the society must not be altered or added to except by an extraordinary resolution of the society.
 - (3) An extraordinary resolution of the society altering or adding to the bylaws must be filed in duplicate with the Registrar of Companies, who must register one copy and return the other copy, certified as having been registered by the registrar.
 - (4) Nothing that is in conflict with this Act may be included in the bylaws, and the bylaws must not contain anything contrary to law.
 - (5) The bylaws of the society and any amendments to them must be published in one issue of the Gazette.

Bylaws

- 10**
 - (1) Subject to section 9 (2), the board may make bylaws for all purposes relating to the affairs, business, property and objects of the society.
 - (2) Without limiting subsection (1), the power of the board to make bylaws includes all of the following:
 - (a) registration of members, issue of membership certificates, and qualifications for registration of junior members, student members, honorary members and associate members;
 - (b) holding, place and conduct of annual meetings and other meetings of the society, notices and consents prerequisite to the meetings, quorums, voting rights at meetings, and all other matters connected with the meetings;
 - (c) qualifications of directors, their numbers, term of office, and all matters relating to their election and appointment;
 - (d) filling of vacancies in the board;
 - (e) matters relating to meetings of the board;
 - (f) appointment, functions, duties and removal of officers and servants of the society and their remuneration, if any;
 - (g) establishment of executive, membership and other committees of the society, membership in them, and their powers and duties;
 - (h) keeping of records and making of reports for and by the society;
 - (i) making of contracts for and by the society and the signing and issuance of cheques, drafts or other orders for payment of money, notes or other evidences of indebtedness by the society;
 - (j) custody and use of the society seal;

(k) establishing, levying, paying, remitting and collecting of membership and registration fees, their amounts, and requirements regarding payment;

(l) conduct generally of the affairs of the society.

Objects

11 The objects of the society are the following:

(a) to uphold public health, safety and welfare as it relates to the professional practice of landscape architecture in British Columbia;

(b) to nurture and further the professional application of landscape architectural knowledge and technique as it relates to the planning, design, development, preservation, protection, restoration, reclamation, rehabilitation, enhancement and management of the environment;

(c) to advance landscape architectural knowledge and technique;

(d) to further and maintain proper standards of professional landscape architectural practice in British Columbia.

Designation

12 (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.

Dissolution

13 (1) If it appears to the Registrar of Companies that the society has failed for any period of 2 years to make or send or file any return, notice or document required to be made or sent or filed to the Registrar of Companies under the *Societies Act*, or if the Registrar of Companies has reasonable cause to believe that the society is not in operation, the registrar may report that belief to the Attorney General.

(2) Despite anything in this Act, on receipt of the report of the Registrar of Companies, the Lieutenant Governor in Council may revoke and cancel the incorporation of the society and declare the society to be dissolved.

POLICY REGARDING THE USE OF “LANDSCAPE ARCHITECT(S)” OR “LANDSCAPE ARCHITECTURE” IN FIRM OR COMPANY NAMES

I) Use of the designation “Landscape Architect” is governed by the Architects (Landscape) Act, R.S.B.C. 1996, c. 18, and Bylaws of the British Columbia Society of Landscape Architects (the “Society”), as amended from time to time, and written permission of the Society must be sought before the designation “Landscape Architect(s)” or the related designation “Landscape Architecture” is used in any firm or company name in British Columbia.

II) Use of the designation “Landscape Architect(s)” or “Landscape Architecture” in a firm or company name will be consented to where:

- 1) the practice of landscape architecture is a principal activity of the firm or corporation;
- 2) the firm or corporation has a distinct landscape architecture department, having on its active staff at least one registered member in good standing of the Society who directly supervises and assumes responsibility for the practice of landscape architecture within that firm or corporation;
- 3) the Society has no reasonable grounds to believe that the use of the designation “Landscape Architect(s)” or “Landscape Architecture” by the firm or company could pose a risk to public health, safety or welfare or that the firm or corporation fails to follow proper standards of professional landscape architectural practice in British Columbia; and
- 4) the Use of Title administrative fee of \$30 plus applicable taxes has been submitted at the time of the written request.

and where:

- 1) in the case of a corporation, the persons causing the company to be incorporated, provide to the Society in writing:
 - a) a statement certifying that the company will meet the requirements of items II. 1, 2 and 3 above; and
 - b) their agreement to cause the company, immediately upon incorporation, to agree in writing with the Society to:
 - (i) advise the Society forthwith if the corporation ceases to meet any requirement of items II. 1, 2 and 3 above;
 - (ii) change the name of the corporation to remove the designation “Landscape Architect(s)” or “Landscape Architecture” forthwith if the corporation ceases to meet any requirement of items II. 1, 2 and 3 above or if the corporation is directed by the Society to remove such designation; and
 - (iii) reimburse the Society forthwith upon demand for any and all costs (including legal costs, of enforcement or otherwise) that the Society incurs as a result of the corporation using the designation “Landscape Architect(s)” or “Landscape Architecture” in circumstances where the corporation does not meet the requirements of items II. 1, 2, and 3 above or otherwise without the Society’s written permission;
 - (iv) or, in the case of an unincorporated firm, all the proprietors or partners of the firm provide to the Society in writing:
 - c) a statement certifying that the firm will meet the requirements of items II. 1, 2 and 3 above; and

d) an agreement with the Society to:

(i) advise the Society forthwith if the firm ceases to meet any requirement of items II. 1, 2 and 3 above;

(ii) change the name of the firm to remove the designation "Landscape Architect(s)" or "Landscape Architecture" forthwith if the firm ceases to meet any requirement of items II. 1, 2 and 3 above or if the firm is directed by the Society to remove such designation; and

(iii) reimburse the Society forthwith upon demand for any and all costs (including legal costs, of enforcement or otherwise) that the Society incurs as a result of the firm using the designation "Landscape Architect(s)" or "Landscape Architecture" in circumstances where the firm does not meet the requirements of items II. 1, 2, and 3 above or otherwise without the Society's written permission.

III) Use of the designation "Landscape Architect(s)" or "Landscape Architecture" in the name of a firm or corporation which does not meet, or ceases to meet, the requirements of items II. 1, 2 and 3 above will be considered misleading to the public and will not be, or be deemed to be, consented to by the Society.

THE ROAD TO REGISTRATION

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

The British Columbia Society of Landscape Architects (BCSLA) regulates the profession of landscape architecture according to provincial statute. To become a Member of the BCSLA, you must successfully complete an oral exam conducted by the provincially appointed Board of Examiners. There are two methods to qualify for the exam: a) Internship (for those who have applicable education and/or employment related to landscape architecture) or b) Reciprocity (for those who are registered as landscape architects in good standing in another jurisdiction recognized by the Board of Directors and have been so for 10 or more years, or are CLARB certified). The process for Internship starts below at step **1a**, **b**, or **c**, depending upon the Applicant's education and/or experience. Applicants who qualify for Reciprocity can go directly to step **6**.

1a) Applicant has a degree in Landscape Architecture from a university program recognized by the Board of Directors.	1b) Applicant has six years of documented experience related to landscape architecture as approved by the Board of Directors.	1c) Applicant has a degree in an allied field with documented experience related to landscape architecture as approved by the Board of Directors.
2) Applicant applies for BCSLA Intern status to the Credentials Committee stating their educational and/or experiential qualifications.		
3) Credentials Committee forwards accepted application to the Board of Directors.		
4) Board of Directors approves application for BCSLA Intern status and Registrar invites Applicant to begin writing the LARE pre-exams and to begin logging relevant experience.		
5a) Applicant successfully completes all sections of the LARE pre-exams.	5b) Applicant completes and documents minimum two years of employment related to landscape architecture.	
6) Applicant makes an application to the Credentials Committee to become a Member.		
7) Credentials Committee recommends Applicant to the Board of Directors for Oral Exams		
8) Board of Directors accepts application to go before the Board of Examiners.		
9) Applicant completes oral examination by demonstrating a minimum understanding of the legal and ethical requirements of Landscape Architects in order to protect the health, safety, and welfare of the public.		
10) Board of Examiners accepts Applicant as a Member. Registrar notifies the new Member.		

For further information on the registration process please contact the BCSLA Registrar or Executive Director by telephone at (604) 682-5610 or toll free (Canada & US) at (855) 682-5610, or by email at admin@bcsla.org.

2017-2018-2019 MANDATORY CONTINUING EDUCATION POLICY

Introduction

Prior to admission into the British Columbia Society of Landscape Architects, Members and Interns are required to provide evidence of their high standard of education and training. As Members of a professional body, landscape architects accept a responsibility for the continued maintenance of their professional competence:

The Architects (Landscape) Act, Section 11, RSBC 1996
Revised 1996, Section 11, Objects a, b, c and d. –

- a. to uphold public health, safety and welfare as it relates to the professional practice of landscape architecture in British Columbia;
- b. to nurture and further the professional application of landscape architectural knowledge and technique as it relates to the planning, design, development, preservation, protection, restoration, reclamation, rehabilitation, enhancement and management of the environment;
- c. to advance landscape architectural knowledge and technique;
- d. to further and maintain proper standards of professional landscape architectural practice in British Columbia.

Landscape architecture is a broad-based profession requiring many skills and diverse knowledge. The Continuing Education (CE) Program accommodates these diverse needs while promoting excellence in practice, skills, and knowledge. As per the BCSLA Bylaws, the Continuing Education Committee will refer individuals who do not meet the minimum Continuing Education requirements for review by the Board of Directors who will make a recommendation.

It is important for the BCSLA to maintain a cumulative record of these CE initiatives that will support its ongoing public visibility and advocacy campaigns. CE Credits for each year are recommended to be reported on the BCSLA online system as they are acquired or by December 31 of each year.

Requirements

BCSLA Registered Landscape Architects, Landscape Architects, and Interns are required to report a minimum of 30 CE Credits over a three-year reporting period. New Members will be required to submit credits on a pro-rated basis. Inactive Landscape Architects are required to report a minimum 15 CE Credits over a three-year reporting period. Retired Landscape Architects are excused from the CE Program. Special consideration to waive the CE requirement is reviewed on a case by case basis.

Note: Each Member is obligated to exercise their judgment to determine what constitutes as landscape architecture and landscape architecture-related activities. At the end of each three-year reporting period, the Continuing Education Committee will review CE Annual Reporting Forms- to prepare a statistical analysis and review at random, a number of Reporting Forms to verify the CE Credits claimed.

Reporting, Monitoring and Compliance

To maintain the criteria for Membership within the Society, all Members must regularly monitor and report their Continuing Education activities using the CE Annual Reporting Form through the online process; refer to the **CE Input Guide** for instructions. The CE Annual Reporting Form will be reviewed for CE Policy compliance. Refer to **Schedule A** for details of procedure and penalty structure for individuals who are found to be CE Non-Compliant. Special consideration for Members will be reviewed on a case-by-case basis; please contact the BCSLA office.

1. Work Experience Credits

BCSLA Members receive credit for employment in the field of landscape architecture or a closely related field which may include: management; policy; administrative or coordinating roles; consulting; research; or teaching. **A maximum of 1.5 CE Credits can be reported for this category annually.**

<i>Credits</i>	<i>Activity</i>
0.25	Per 300 hours employment ¹ where typically 300 hours = 2 months of full time, or 35 to 40 hours per week. Maximum credit for annual work experience = 1.5 credits

2. Education Courses and Training Programs

Members may claim credits for successful completion of substantive courses in landscape architecture and landscape architecture-related fields and programs which upgrade their skills. Courses and programs offered by any landscape architectural organization (e.g. BCSLA, CSLA, CELA, ASLA, CLARB, IFLA, and/or other relevant professional societies or private sector delivery agencies) are eligible for CE Credits. **A maximum of 20 credits** can be reported for this category.

<i>Credits</i>	<i>Activity</i>
4	Full attendance at the BCSLA Conference and Annual General Meeting (2 per each day of attendance).
1	Attendance at BCSLA Annual General Meeting including preparation and participation.
2	Per summary of presentation or lecture for other BCSLA Members (who were unable to attend) in a comprehensive review, in addition to CE credit claimed for attendance.
0.5	Lectures offered by the BCSLA CE Committee or other allied associations on a landscape architecture-related topic to a maximum of 5 credits based on 0.5 credits per hour of activity
Varies by Contact Hours	Self-directed study (e.g. reading a book/article on landscape architecture, webinars, taking an on-line tutorial, lunch and learns, etc.), to a maximum of 4 credits based on 0.25 credits per hour of activity
Varies by Contact Hours	Visioning projects (e.g. design or planning workshops, charrettes) varying by project. 1 credit per day (4 hours minimum attendance), to a maximum of 6 credits. Please consult with the CE Committee Chair if unsure.
Varies by Contact Hours	University Courses for full credit or audit (including MOOC courses), to a maximum of 6 credits

3. Professional Activities

Credits may be claimed for activities undertaken in **landscape architecture and landscape architecture-related fields** (see Architects (Landscape) Act, Section 11, RSBC 1996, Objects b and c) such as conferences, seminars, workshops, presentations, lectures, literary contributions, and service to the landscape architecture profession provided by BCSLA, CSLA, CELA, ASLA, CLARB, IFLA etc., educational institutions, or private sector delivery agencies. **Maximum of 20 credits can be reported for this category.**

Service

<i>Credits</i>	<i>Activity</i>
5	Per year service on a board such as BCSLA, or CSLA, as a BCSLA representative.
5	Per year service as BCSLA or CSLA committee chair.
2	Per year service as BCSLA or CSLA committee member.
2	Per year service on a working group, task force, panel, committee (e.g. CELA, ASLA, CLARB, IFLA).
4	Per year service on a BCSLA or CSLA Municipal task force, Design Panel, Environmental Group, or similar committee.
0.5	Per event (i.e. Conference, Social Events, CE Events, etc.) as a BCSLA or CSLA volunteer.
0.5	Per meeting attended to a maximum of 4 credits per year as a representative to a government or other association or agency; advisory group or committee; or to another professional association.

Teaching / Writing

These professional activities are over and above responsibilities to employment and contribute to the body of knowledge and appreciation for the art and science of landscape architecture. Research reports and papers prepared in the course of employment are eligible for CE credits when modified and published in another forum.

<i>Credits</i>	<i>Activity</i>
10	Book published.
5	Contributing author or editor.
4	Technical or research article as sole author.
1	Per day guest critic at a landscape architecture school, or related college.
2	Per presentation or lecture to fellow professionals, colleagues, or students, and to the public.
2	Position paper or opinion/editorial submission.
1	Written review (independent of employment).
1	Mentoring a BCSLA Intern or Student. 1 credit per review (to a maximum of 5 credits).

4. Personal Development

Personal development activities undertaken in **any related field**, consistent with the Bylaws and Standards of the BCSLA, that allows a member to gain personal skills, confidence, and leadership experience such as: public speaking, writing and publishing, media outreach, leadership roles, networking clubs, and volunteering with NGO or community service clubs. **A maximum 10 credits can be reported for this category.**

<i>Credits</i>	<i>Activity</i>
5	Book published.
2	Contributing author or editor.
2	Technical or research article as sole author.
1	Per day guest critic at a school or related college.
1	Per presentation or lecture to fellow professionals, colleagues, students, and to the public.
1	Position paper or opinion/editorial submission.
0.5	Per meeting attended to a maximum of 4 credits per year as a representative to a community working group, NGO, or other community volunteer initiatives.
0.5	Written review.

5. Examination

For any section of the LARE passed during the reporting period.

<i>Credits</i>	<i>Activity</i>
5	Section 1 – Project Construction and Administration.
5	Section 2 – Inventory and Analysis.
5	Section 3 – Design.
5	Section 4 – Construction Documentation.
5	Leading a LARE Workshop.
0.5	Intern participation in a LARE Workshop.

CONTINUING EDUCATION INPUT AND CREDIT GUIDE

The BCSLA informs everyone upon acceptance of their membership of the mandatory Continuing Education (CE) Requirements as per **BCSLA CE Policy** and circulates a summary of CE Credit totals along with annual professional dues invoices. Per three-year reporting period, BCSLA Registered Landscape Architects, Landscape Architects and Interns must report a minimum of 30 CE Credits and Inactive Landscape Architects must report a minimum of 15 CE Credits. Those who are deemed CE-Non Compliant can expect disciplinary action as per **CE Schedule A**.

As the BCSLA Continuing Education requirements are self-reporting, it is up to the individual to determine whether or not the activity is relevant to Landscape Architecture. The individual must also determine the number of credits to assign to each activity. CE Credits can be reported at any time throughout the three-year reporting period, but it is recommended that they be reported as they are required or by December 31 of each year.

If you need assistance, please contact the BCSLA office and we would be happy to guide you through the process, or visit www.bcsla.org/education/continuing-education-ce.

Credit Input Guide

All BCSLA Registered Landscape Architects, Landscape Architects, Inactive Landscape Architects, and BCSLA Interns must submit CE credits to the BCSLA office using the online CE Form. The steps are:

1. Go to www.bcsla.org.
2. Click the "MEMBER LOG-IN" button at the upper right had corner.
3. Enter your Username and your Password.
4. Click "CE Reporting" Tab
5. Click on the Continuing Education "CE Form".
6. Select the appropriate year in the Annual Monitoring and Recognition dropdown menu.
7. Click "View" or "New" to edit/add a CE activity for your desired category.

Frequently Asked Questions

How do I select a different year?

Click on the year at the top of your CE Reporting form. A dropdown menu will appear and you can select a different year.

Why can't I edit CE Credits from a previous three-year reporting period?

CE Credits from a previous three-year reporting period can only be edited until March 31 after the last day of the reporting period. You can view your CE Credits from any year at any time.

Why did the CE system automatically logout?

The system is programed to automatically logout after 45 minutes; however, your individual server may automatically logout after 15 minutes. Save your work often!

Credit Guide

Below is a quick CE Credit guide to help you allocate your CE Credits. Once you've logged in to BCSLA Members Services (see previous section, Credit Input Guide for instructions). Here are the categories and some suggestions for CE Credits which can be earned per year.

- 1. Work Experience.** Anyone working full time can claim 1.5 credits, if you are working part time, adjust accordingly. Easy credits!

Maximum 1.5 credits per year

- 2. Education Courses and Training Program.** Here are some examples with credits attached:

Full (2 day) attendance at BCSLA Conference	4 credits
AGM only (free afternoon session)	1 credit
One full day attendance at AGM	2 credits
Full-day conference (6 hour min.)	2 credits
Evening Lecture	0.5 credit
Self-Directed Study	up to 4 credits
Visioning Projects	up to 6 credits
University Courses	up to 6 credits

Maximum 20 credits per year

- 4. Professional Activities.** Activities relating to Landscape Architecture are applicable Board Service on boards such as:

BCSLA, CSLA	5 credits
CSLA Volunteer	4 credits
Committee Chair	4 credits
Design Panel or similar committee	4 credits
Representative to a Government Agency	up to 4 credits

Maximum 20 credits per year

- 5. Personal Development.** Activities outside the field of Landscape Architecture such as networking clubs and community service clubs.

Book published	5 credits
Article published	2 credits
Present a Lecture	1 credit
Write a paper	1 credit
Written Review	0.5 credits

Maximum 20 credits per year

- 6. Examination.** Any section of the LARE completed during the reporting period:

Per section passed	5 credits
Lead a LARE workshop	5 credits
Attend a LARE workshop	0.5 credits

When in doubt: 3 hours = 1 credit, 6 hours = 2 credits and note the maximums in each category.

IT'S EASY AND FUN ... Most members already have more credits than they realize.

For further information visit <http://www.bcsla.org/education/continuing-education-ce>.

2017-2018-2019 CONTINUING EDUCATION (CE) MONITORING AND REPORTING

SCHEDULE A

This document provides information on the mandatory BCSLA Continuing Education Program reporting and compliance schedule as per BCSLA Policy CE-17P. Regardless of any notifications from the BCSLA, the individual's responsibility to ensure that their CE Credits are up to date. For further information, please visit www.bcsla.org/education/continuing-education-ce.

Reporting Method

All BCSLA Registered Landscape Architects, Landscape Architects, Inactive Landscape Architects, and BCSLA Interns must submit CE credits to the BCSLA office using the online CE Form by logging in at www.bcsla.org.

Minimum Requirements

Membership Type	Minimum CE Credits/Three-Year Reporting Period
<ul style="list-style-type: none">Registered Landscape ArchitectLandscape ArchitectIntern	30
<ul style="list-style-type: none">Inactive Landscape Architect	15

Grace Period

Individuals have until March 31 following the end of a three-year CE reporting cycle to submit their CE Credits. (E.g. January 1 to March 31, 2014 grace period to submit CE Credits for 2011-2012-2013 CE reporting period.)

Procedure and Penalties for Non-Compliance

Following the end of a three-year CE reporting period, the Continuing Education Committee (CEC) and Board of Directors review member files for minimum CE requirement compliance. The following outlines the procedure and penalties for CE non-compliance.

1. CE Credit Deficient – March 31

a. CEC identifies those who have not met the minimum CE requirement as "Credit Deficient" and forwards the list to the BCSLA Board of Directors.



b. Written notification is sent to those who are CE Credit Deficient outlining:

- CE Deficient status
- Number of CE Credits remaining deficient.
- \$100 fine payable immediately.
- CE Credit Deficient Report must be submitted by December 31.*
- Copy of letter placed in file.

*CE credit requirements in the new three-year reporting period must also be met. Credits may be used towards one reporting period only.

2. CE Non-Compliant – December 31

a. CEC identifies those who have not brought their CE Deficient file up to date as “CE Non-Compliant” and forwards list to the BCSLA Board of Directors.



b. Written notification is sent to those who are CE Non-Compliant outlining:

- CE Non-Compliant status.
- \$250 fine payable immediately.
- Number of CE Credits remaining deficient.
- Advisement that further disciplinary action may be taken after December 31.**

**Further disciplinary action may lead to “Member Not in Good Standing” status as per BCSLA Bylaw 1.18

3. Member Not in Good Standing, Appeals, and Cancellation of Membership – After December 31

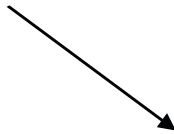
a. Board of Directors vote to move those with “CE Non-Compliant” status to “Member Not in Good Standing” status.

- Board of Directors may make a decision to proceed with the process to revoke any BCSLA status at their sole discretion.



b. Appeal

- Successful appeal of “Member Not in Good Standing” status.
- Unsuccessful appeal, see 3c) and refer to BCSLA Bylaw 1.18.



c. Cancellation of Membership

- Procedure as per BCSLA Bylaw 1.18 which may lead to cancellation of BCSLA status.
- Cancellation of membership will be effective immediately with no reimbursement of fees or fines as per BCSLA Bylaw 2.49.

THE LANDSCAPE ARCHITECT REGISTRATION EXAMINATION (L.A.R.E.)

The Council of Landscape Architectural Registration Boards (CLARB) works to protect the public's health, safety and welfare by establishing and promoting professional licensure standards. CLARB members are the licensure boards across the United States, Canada and Puerto Rico.

CLARB prepares, administers and scores the Landscape Architect Registration Examination (L.A.R.E.) which assesses the ability of prospective licensees to protect the public's health, safety and welfare.

They also manage a professional information system called the CLARB Council Record, through which landscape architects document and verify their education, experience, examination and licensure history. The Record helps reduce barriers to mobility by streamlining the initial and reciprocal licensure processes.

The L.A.R.E. is a four-part fully computerized examination designed to determine whether applicants for landscape architectural licensure possess sufficient knowledge, skills and abilities to provide services without endangering the health, safety and welfare of the public. It is prepared and scored by CLARB in accordance with all current standards for fairness and quality of licensure exams.

The L.A.R.E. is made up of the following sections:

- Section 1: Project and Construction Management
- Section 2: Inventory and Analysis
- Section 3: Design
- Section 4: Grading, Drainage and Construction Documentation

Exam Eligibility

BCSLA Interns must pass all sections of the L.A.R.E. before appearing before the BCSLA Board of Examiners, which is the last step for registration in BC. Interns must create a CLARB profile and Council Record and be pre-approved by the BCSLA before they can register for the LARE online with CLARB. While the BCSLA sends a LARE pre-approval list to CLARB in confidence, on a regular basis, please note that CLARB can only mark you as "pre-approved" after you create your CLARB profile. Please [contact CLARB](#) for more information.

View Exam Dates, Deadlines and Fees:

<http://www.clarb.org/take-the-exam/view-exam-dates-deadlines-and-fees>

Information About Registering for the Exam:

<http://www.clarb.org/take-the-exam/register-for-the-exam>

L.A.R.E Orientation Guide:

<http://www.clarb.org/docs/default-source/take-the-exam/lareorientationguide.pdf?sfvrsn=4>

Prepare for the Exam:

<http://www.clarb.org/take-the-exam/prepare-for-the-exam>

View Exam Results & Pass Rates:

<http://www.clarb.org/take-the-exam/view-exam-results-pass-rates>

BCSLA BOARD OF EXAMINERS

Per the Architects (Landscape Act), RSBC 1996, c18:

The Board of Examiners is comprised of representatives appointed by the Lieutenant Governor in Council in British Columbia. The appointed Examiners are responsible for interviewing candidates to determine if they are prepared to demonstrate a mature and realistic approach to solving the everyday problems of the practicing Landscape Architect, in the province of British Columbia.

The exam is administered as a two-part interview, including:

Part One: A ten-minute presentation

Candidates are asked to present materials relative to one or two projects, and be able to speak to their involvement in the various technical phases of design, research, management and construction. A brief summary or opening statement of past education and experience is welcome; however, resumes of candidates are reviewed in advance of the presentation. Project examples from outside British Columbia are acceptable if the candidate does not have previous BC experience.

Please only bring two hard copies of work samples for the presentation. ***Digital copies or presentations are not required.*** Photographs of completed work and a general portfolio are welcome, but not required. Please also ensure your prepared materials include:

- A full technical drawing set including a planting plan, details, plan views, and affiliated drawings
- Technical specifications
- Examples of construction administration experience (i.e. meeting minutes, a contemplated change order form)

Examples brought forward should be representative of works that you have largely completed. It is understood that some work is completed in teams and under the review and direction of others. Please speak to the three areas listed above where you have gained significant experience. The objective should be to demonstrate that you have the experience, competence and integrity to successfully manage a project from start to finish. If you are a candidate from out-of-province you are able to use examples from areas outside of BC, but should be prepared to speak to your effort to become familiar with BC legislation and standards of practice.

Part Two: A ten-minute interview with questions

The focus of this portion of the exam is for you to demonstrate current knowledge and conditions of practice relative of Landscape Architectural practice in British Columbia. This is the basic criterion for deciding if a candidate will be granted registration.

The Board of Examiners will ask a series of questions related to the following topics, with particular focus on British Columbia:

- BCSLA Bylaws, Procedures and Standards of Practice
- Public Interest (BC focus)
- The Canadian Landscape Standard (BC focus)
- Insurance (BC focus)
- The Builder's Lien Act of BC
- Contracts and construction administration (BC focus)

General Information: Background of the Board of Examiners & Process

BCSLA BOARD OF EXAMINERS

Architects (Landscape) Act [RSBC 1996] Chapter 18 (Section 8) and Section 2.22 and 3.67 of the BCSLA By-Laws (as am. 2005).

Purpose:

To clarify the role of the BCSLA Board of Examiners and the procedure by which the Oral Examination of potential members shall be conducted.

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. (The Board will meet one (1) hour prior to the first oral examination for discussion of the terms of reference.)

Objective of the Exam (Candidate to have ability to demonstrate):

- Ability to be registered, with the choice of running a professional Landscape Architecture practice in BC
- Ability to present information and respond as a competent professional
- Understanding of the lifecycle of a project – proposal through final acceptance of constructed form, relating to local standards of practice in British Columbia
- See that candidate understands relationship of drawings to specifications and contract documents
- Demonstrates integrity in answers, and professional judgement in how they approach answering questions
- Understanding of how legislation on multiple levels impacts the work of Landscape Architects in BC and acknowledgement that local bylaws need to be considered
- Demonstrates understanding of the BCSLA, including bylaws, standards of practice and use of title

Membership of the Board of Examiners

As per the Architects (Landscape) Act, The Lieutenant Governor in Council shall appoint a board of examiners of not less than five (5) persons, among whom shall be:

1. A person nominated by the Principal of Kwantlen Polytechnic University;
 2. A person nominated by the Director of the School of Architecture and Landscape Architecture of the University of British Columbia;
 3. a person nominated by the Dean of the Faculty of Applied Sciences of the University of British Columbia;
 4. the President of the Society; and
 5. 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.

Pre-Examination Process

The Credentials Committee reviews all Applicants for membership. Applicants who meet all the requirements for membership as outlined in the BCSLA Bylaws and have sufficient practical experience will be recommended to write the pre-examination sections of the LARE examination system.

Upon successful completion of the pre-examination process the Credentials Committee will recommend to the Board of Directors that the applicant meet with the Board of Examiners.

Notification to Appear Before Board of Examiners

The Board of Directors through the office of the BCSLA will invite all successful Applicants to appear before the Board of Examiners. The correspondence shall clearly state: the location, time of Applicants' interview, and the range of topics that may be covered during the interview process. Applicants will be expected to review experience, provide a small portfolio of one to two varied projects and to 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.

- A summary of each Applicant 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 one hour 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 one-two 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. The duration of the exam should be kept to ten 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 ten to fifteen 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 Applicant will be notified of the Board decision by phone during the following workday by the Registrar and/or Executive Director. This will be followed by correspondence clearly outlining any comments that the Board has with the Applicants' evaluation.

Timing

A sitting of the Board of Examiners will be held at least twice per year if the number of applicants warrants this frequency.

Opening Remarks by the Chair:

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 practicing Landscape Architect.

DETAILED TERMS OF REFERENCE

Study References for Interview:

Topic	Link
BCSLA Bylaws, Procedures and Standards of Practice	http://bcsla.org/profession/bylaws-standards http://bcsla.org/profession/policies-and-procedures http://bcsla.org/profession/acts
Public Interest (BC focus)	<p><i>General knowledge (non-specific) and awareness of topics only. The following list is suggested areas of study that may help you prepare or anticipate a question relating to public interest that could include (but not be limited to) elements relating to:</i></p> <p><u>Municipal Governance:</u></p> <ul style="list-style-type: none"> • Awareness of process of research of Municipal bylaws and requirements as part of standard design process (e.g. tree protection) • Awareness of the role applications play as part of design process and approvals in design and construction (e.g. Building Permit Applications) <p><u>Provincial Acts, Policies and Regulations:</u></p> <p><i>Examples include (general knowledge only):</i></p> <p>Riparian Area Regulation http://www.bclaws.ca/civix/document/id/complete/statreg/376_2004 http://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/fish/riparian-areas-regulation</p> <p>Agricultural Land Reserve http://www.alc.gov.bc.ca/alc/content/home</p> <p>Integrated Pest Management http://bclaws.ca/Recon/document/ID/freeside/00_03058_01 http://www2.gov.bc.ca/gov/content/environment/pesticides-pest-management</p> <p>First Nations Relations and Communications http://www2.gov.bc.ca/gov/content/environment/natural-resource-stewardship/consulting-with-first-nations</p> <p><u>Federal Acts and Government Agencies:</u></p> <p>Acts which can effect on provincial and local requirements. General knowledge and awareness only. Examples include:</p> <ul style="list-style-type: none"> • Species at Risk Act (SARA) • Migratory Birds Convention Act, 1994 (MBCA) • Canadian Wildlife Act • Fisheries Act • Environmental Assessment Act • Canada Health Act <p>https://www.ec.gc.ca/default.asp?lang=En&n=E826924C-1</p> <p>Government Agencies with statutes, regulations and policies that can affect provincial and local requirements. General knowledge and awareness only. Examples include:</p> <ul style="list-style-type: none"> • Department of Fisheries and Oceans • Environment and Climate Change Canada

The Canadian Landscape Standard (BC focus)	http://www.csla-aapc.ca/standard
Insurance (BC focus)	http://www.worksafebc.com/
The Builder's Lien Act of BC	http://www.bclaws.ca/civix/document/id/complete/statreg/97045_01 http://www.lawsonlundell.com/media/news/253_BCBuildersLienAct.pdf http://www.bcli.org/law-reform-resources/builders-lien-act/chapter-10
Contracts and construction administration (BC focus)	<p><i>Study in general:</i></p> <ul style="list-style-type: none"> • Bidding Requirements and Process • Alternatives and Substitutions • Site Activities and Progress Claim Reviews • Certificate of Payment • Changes in the Work • Dispute Resolution • Construction Insurance • Construction Surety Bonds • Guaranties and Warranties • Project Submittals • Field Services and Quality Control • Contract Close-Out • Commissioning • Copyright and Privacy Rights
Invasive Species in BC	https://bcinvasives.ca/resources