

## 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.

## BCSLA Intern Work Experience Reporting (cont.)

### ***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 not 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](mailto:office@bcsla.org) or by telephone at (604) 682-5610 or toll free (CA and US) at (855) 682-5610.