

BCSLA STEP-BY-STEP LICENSURE GUIDE FOR INTERNATIONALLY TRAINED PROFESSIONALS



BCSLA STEP-BY-STEP LICENSURE GUIDE FOR INTERNATIONALLY TRAINED PROFESSIONALS

SECTION 1 OVERVIEW

Introduction	3
Architects (Landscape) Act	3
Membership Categories	3
Applications	4
Time Considerations	4
Estimated Costs	4
Membership Benefits	4
Checklist	4

SECTION 2 STEP-BY-STEP GUIDE

Step 1: Education	6
Step 2: English Language Proficiency	6
Step 3: Intern Application	7
Step 4: Pre-Assessment	8
Step 5: Landscape Architectural Registration Examinations	8
Step 6: Application for Registered Membership	9
Step 7: Acceptance of Application	9
Step 8: Board of Examiners	9
Step 9: Oral Exams	9
Step 10: Registration	9
Possible Reasons for Delay	10

The BC Society of Landscape Architects has produced this document as a companion to the [Bridge to Licensure Flow Chart](#).

Funding for this initiative was generously provided by the BC Ministry of Municipal Affairs.

SECTION 1 OVERVIEW

INTRODUCTION

The large demand for landscape architects parallels the busy development industry in BC. This demand is also growing as the scope of work performed by landscape architects encompasses “green technology” that is in the forefront of today’s society.

This guide is designed for internationally trained landscape architects or for those individuals who have been educated and registered as landscape architects in countries outside Canada and the USA. It provides information on how to become a registered landscape architect in BC. For information on the registration process, please visit our [multilingual licensure](#) page which provides details in English, French, Simplified Chinese, Farsi, Korean and Spanish. This guide does not address immigration or employment matters.

If you wish to become a BCSLA Registered Landscape Architect but do not hold a degree from a recognized post-secondary learning institution, you should investigate education opportunities at an accredited university. Visit <http://bcsla.org/education/education> for details.

Most firms are experiencing challenges filling vacancies for qualified landscape architects with varying degrees of experience and expertise. The aging demographic of baby boomers has resulted in senior practitioners stepping back or retiring from practice completely. Some employment opportunities are listed on the BCSLA website under [Marketplace](#). There is also a tool to [post](#)

[your own resume](#) to the site. Please use due diligence when posting personal information or responding to a career opportunity listing.

ARCHITECTS (LANDSCAPE) ACT

The BCSLA is the regulatory body that grants registration to landscape architects in BC. It is the duty of BCSLA to protect the public through regulation of the use of title by registered landscape architects and interns. According to Architects (Landscape) Act [RCBC 1996] section 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.*

BCSLA MEMBERSHIP CATEGORIES

Registered Landscape Architect: a person admitted into the Society in accordance with the requirements of the BCSLA Bylaws and the Architects (Landscape) Act, including qualification by education, examination and experience, payment of annual fees, and compliance with the requirements of professional conduct and standards.

Landscape Architect: (a) one who chooses to withdraw from active practice as a landscape architect, but wishes to retain professional status; or (b) a full-time employee in the public sector or private industry, working

in primarily management, policy, administrative or co-ordinating roles; or (c) a full-time faculty, lecturer or writer working primarily in teaching or research.

BCSLA Intern: An Intern is an Associate who has been accepted by the Board into the Admission Program for Membership in the Society, meeting the following requirements:

- i. *has completed a degree in landscape architecture that is approved by the Board; or*
- ii. *has been employed for six (6) 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*

(c) BCSLA Pre-intern: A Pre-intern is an Associate who is in the process of meeting all the requirements needed to apply as an Intern of the BCSLA, 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 the applicant is entitled to use the designation “BCSLA Pre-intern”. It is up to the discretion of the Credentials Committee to determine the quality and relevancy of the degrees and experience.

Student: An individual who is registered in an accredited post-secondary Landscape Architecture program of study.

APPLICATIONS

Applications are reviewed by the BCSLA Credentials Committee who makes their recommendation to the Board of Directors who have the final approval.

TIME CONSIDERATIONS

Each application is assessed on a case-by-case basis monthly. If you meet the English language proficiency requirements and your credentials have been evaluated and satisfy the minimum requirements, you are ready to apply for registration. The time required to review your application will vary depending on how promptly all the supporting documents arrive and if they require translation or clarification. When all documents are received and complete, you will receive written notification from the BCSLA.

If you have a [Landscape Architectural Accreditation Council \(LAAC\)](#) or [Landscape Architectural Accreditation Board \(LAAB\)](#) accredited degree in landscape architecture and wish to become licensed in BC, you may begin the Landscape Architectural Examinations Registration Exams (LARE) registration process. If you do not have an accredited degree, you will need to obtain approval from the BCSLA before beginning the exam process. The Council of Landscape Architectural Registration Boards (CLARB) administer the examinations in person and via remote proctoring if your computer is compatible with the online proctoring system. You will need to establish a CLARB Council Record for an annual fee before registering for the exams. Once you have registered for the exams, CLARB will ask BCSLA to verify that you are a BCSLA Intern. The LARE process might take a minimum of one year.

ESTIMATED COSTS

The non-refundable application fee is \$52.50 (includes taxes) and payable in Canadian funds. Other costs may be fees for:

- > English proficiency exam
- > document translation
- > documents notarization
- > authorization of transcripts and verification
- > establishing a CLARB Council Record
- > LARE

Upon acceptance of your application, annual professional dues (pro-rated) will apply. Please check <http://www.bcsla.org/> for the current [professional dues schedule](#). There are no application fees or annual dues for BCSLA Students.

MEMBER BENEFITS

Benefits of Membership include, but are not limited to: access to continuing education opportunities and mobile workshops, reduced fees for our annual conference, educational programming and social events, a subscription to Sitelines Magazine, a listing in the BCSLA Annual Membership and Firm Roster and on our website, a subscription to our broadcast email program, access to the Members-Only website, invitations to special events and more.

CHECKLIST

✓ *Are You Ready to Apply? Have you:*

- determined which membership category you are qualified for?
- had your credentials evaluated?
- completed your English proficiency tests?

✓ *Application*

Create a secure User Account via the BCSLA accessible licensure and information portal. Applicants will be sent an email welcoming them to the Society that will include information about the Society and instructions on how to activate their account with a one-time secure link. Applicants may edit their account, update their name, email address and provide employment information. A navigation tab allows access to the online application where users may download information related to the BCSLA membership entry streams and the fillable application form. Applicants may complete the application form and submit it to BCSLA using their unique online account. The application process requires numerous pieces of information and it is expected that applicants will complete the application over time. The "Save Draft" feature allows applicants to save a draft of their application in progress with the option to return later to complete it. In some cases, the applicant or a third party will be required to submit original documents (eg. transcripts, licensure confirmation, etc.) to the BCSLA. This will be recorded and tracked in the online form with checkboxes that the applicant can check to indicate the hard copy will be sent under separate cover. Upon completion of the application, the data is linked to an applicant record in the BCSLA's database.

Before working to remove barriers to equality, it is important to consult affected peoples directly to determine the scope of the issue, understand their needs, and how they have been impacted by an initiative. To allow the BCSLA to better understand and communicate the diversity of the Society and the profession, as well as support member needs, we request that you complete the online optional survey, in confidence, at the time of your application. The Survey includes seven questions and should take about five minutes to complete. We appreciate if you include as much as you are comfortable so we can best understand the context of your responses.

✓ **Pre-Assessment**

BCSLA staff conduct an initial review of the information. If complete, the BCSLA Credentials Committee will proceed with the assessment of the application. BCSLA will send you an email to inform you if information is incomplete.

✓ **Assessment**

The Credentials Committee reviews your application and makes recommendations to the BCSLA Board of Directors who has the final approval. BCSLA will send you written confirmation informing you of the results of your application review.

- > If you meet the Admission Program criteria, you may be invited to appear before the Board of Examiners for an oral jurisprudence examination.
- > If you do not meet the Admission Program criteria you may:
 - a) need to satisfy outstanding requirements **or**
 - b) be eligible to write the LARE

✓ **Writing the Landscape Architectural Registration Examinations (LARE)**

The LARE tests for the knowledge and skill that are required to practice the aspects of landscape architecture that impact the health, safety and welfare of the public. Visit <https://www.clarb.org/home> for details.

✓ **The LARE consists of four test sections. Each section is independent of the others and includes:**

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

✓ **LARE Scores**

After you have written the exam, CLARB will notify you by email that the scores are available online. The BCSLA will send you written confirmation of your scores and track your progress through the exams. The information is also available on the BCSLA website via the password secured member portal.

✓ **Minimum Experience Requirements**

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 safely engage in the practice of the profession of landscape architecture.

✓ **Board of Examiners**

The BCSLA Board of Examiners set and administer this jurisprudence examination that is necessary for the registration of members in the British Columbia Society of Landscape Architects. They review the applicants' qualifications and determine acceptability.

Appearance before the BCSLA Board of Examiners is the last step towards licensure as a landscape architect in British Columbia and is essential to ensure that an individual has demonstrated sufficient local knowledge, skill, and ability to practice the profession in BC while protecting the health, safety and welfare of the public.

The role of the BCSLA Board of Examiners is a general check on the **Standards of the Profession** at the point of entry through an examination as defined in the **Architects (Landscape) Act [RSBC 1996]** Chapter 18, Section 8 and as per the **BCSLA Bylaws**.

Exams are administered a minimum of four times a year. Applicants have the option of appearing for the examinations in person or via a virtual platform.

✓ **Registration**

If you pass the Board of Examiners, you will be issued a registration number, a BCSLA Membership Certificate, a Canadian Society of Landscape Architects Membership certificate and a BCSLA professional stamp if applicable.

SECTION 2

STEP-BY-STEP GUIDE

The following is a detailed description of each step of the process required to become a registered landscape architect in BC. It outlines what you do, what BCSLA does and what steps can be completed outside of Canada. This is the companion document to the [Bridge to Licensure Flow Chart](#).

Please do not submit any documentation until you are ready to apply.

STEP 1

EDUCATION (*APPLICANT*)

This can be done outside Canada. Applicants must satisfy all membership requirements as defined in Section 2 of the [BCSLA Bylaws](#). You must have a degree in landscape architecture from a recognized post-secondary learning institution to be considered for registration as a landscape architect with the BCSLA. [International Credentials Evaluation Service](#) (ICES) and [World Evaluation Service](#) (WES) evaluate formal for-credit educational programs of study for people who have studied in other provinces or countries and determine comparable levels in BC and Canadian terms. The **ICES Comprehensive Report** or **WES Course by Course Evaluation** must be received by the BCSLA Office directly from ICES or WES at the time of your application. Applicants are responsible for payment in full of all fees, including investigation fees for an extra-jurisdictional review, admission fees, and other reasonable assessments. Visit <https://www.bcsla.org/licensure/licensure> for more information.

STEP 2

ENGLISH PROFICIENCY (*APPLICANT*)

This can be done outside of Canada. If English is not your first language and your post-secondary degree was not completed in English, you must submit passing scores from a test of English proficiency by an agency recognized by the BCSLA with your application for registration. BCSLA will accept [IELTS-Academic](#) or [TOEFL-iBT](#). No other assessment test will be accepted. This information is used primarily by post-secondary institutions and professional organizations. When you apply for the test, you should arrange to have your test scores sent directly to BCSLA. Test preparation is strongly recommended as taking the tests can be expensive and can delay your registration. You can use exam preparation materials or enroll in classes before taking the English tests.

→ IF YOU QUALIFY FOR BCSLA INTERN STATUS, PROCEED TO STEP 3

IF YOU QUALIFY FOR REGISTERED MEMBERSHIP (APPLICANT):

This can be done outside of Canada. Create an online candidate account at www.bcsla.org. Complete and upload the online application form and supporting documents and submit the application fee. You may also download a PDF of the application form. Complete the application form and:

- ✓ include a passport-size photograph and copy of your resume
- ✓ arrange to have your English language proficiency test results sent directly to BCSLA at the time of your application; the document will be uploaded to your account upon receipt
- ✓ arrange to have transcript evaluation results sent directly to the BCSLA at the time of your application; the document will be uploaded to your account upon receipt
- ✓ if you have been registered in more than one state, province, or country, request a certificate of standing from the body regulating the profession of landscape architecture in each jurisdiction in which you have been licensed
- ✓ if you have not been licensed everywhere you have worked, you will need to provide a declaration from a Registered Landscape Architect Principal who satisfies the standards required by the Credentials Committee, describing your experience, along with your employment contract and job description. (References can be from other countries. If they need to be translated, you will be required to arrange and pay for the translation.)
- ✓ a photocopy/scan of your diploma(s)
- ✓ reference letter from a Registered Landscape Architect
- ✓ reference letter from a business professional
- ✓ payment in full of all fees, including investigation fees for an extra-jurisdictional review, admission fees, and other reasonable assessments; and
- ✓ any other information and documents requested by the Credentials Committee.

→ PROCEED TO STEP 4

STEP 3

BCSLA INTERN APPLICATION (APPLICANT)

This can be done outside of Canada. Create an online candidate account at www.bcsla.org. Complete and upload the online application form and supporting documents and submit the application fee. You may also download a PDF of the application form. Complete the application form and:

- ✓ include a copy of your resume
- ✓ a photocopy/scan of your diploma(s)
- ✓ arrange to have transcript evaluation results sent directly to the BCSLA at the time of your application; the document will be uploaded to your account upon receipt
- ✓ Confirmation letter (Appendix A) from your Qualified Mentor, including the name of the regulatory body and membership number
- ✓ payment in full of all fees, including investigation fees for an extra-jurisdictional review, admission fees, and other reasonable assessments
- ✓ any other information and documents requested by the Credentials Committee.

STEP 4

PRE-ASSESSMENT (BCSLA)

- ✓ The BCSLA office does an initial check of the information. BCSLA will send you an email if information is incomplete. To commence the assessment, it may be necessary to wait until all documentation is received.
- ✓ The Credentials Committee will assess your application once all the documents are received. Your education and work experience are considered. The Committee will make recommendations to the Board of Directors who have final approval.
- ✓ Once your assessment is complete you may:
 - a) be invited to continue pursuing Registered Membership.
→ PLEASE PROCEED TO STEP 6 *or*
 - b) asked to complete LARE.
→ PLEASE PROCEED TO STEP 5

STEP 5

LANDSCAPE ARCHITECTURAL REGISTRATION EXAMINATIONS (BCSLA)

5A WRITING THE LANDSCAPE ARCHITECTURAL REGISTRATION EXAMINATIONS (APPLICANT)

Sections 1 and 2 consist of multiple-choice and multiple-response questions and Sections 3 and 4 consist of multiple choice, multiple response, and advanced item types (“drag and replace” and “hot spot” items). All sections are administered on a computer at select Canadian and US locations and via **Remote Proctoring** from anywhere in the world if your computer meets technical specifications.

Upon acceptance as a BCSLA Intern, you may register for the LARE online. All LARE candidates are required to hold a Council of Landscape Architectural Registration Boards (CLARB) Council Record. An annual fee in US currency is required. The examination costs are priced in US currency, by section, and administration fees apply. Current information is available at www.clarb.org.

- ✓ CLARB works with a contractor to offer online registration for the LARE
- ✓ It is strongly recommended that you utilize preparatory material prior to writing the exam. **Study resources** are available on the BCSLA and **CLARB** websites.
- ✓ On occasion, BCSLA volunteers who have recently passed the exams are invited to lead online preparatory workshops that are recorded and available online.
- ✓ After you have written the exam, CLARB will notify you with your results. BCSLA will provide written confirm of your progress in the LARE.
- ✓ If you are not successful on the exam on the first try, you will need to write the exam again. You must pass all sections of the registration examinations within five consecutive years from the date of your enrolment in the BCSLA Admissions Program.

5B TWO-YEAR MANDATORY EXPERIENCE (APPLICANT)

It is the responsibility of the BCSLA Intern to seek employment that will provide the required scope of experience. The BCSLA Intern is required to document a minimum of two years of work experience distributed adequately over a minimum five of the eight different mandatory work experience areas and must complete this within five years of the beginning the intern process. If you pass the exams **and** satisfy the experience requirements you may be invited to appear before the Board of Examiners.

→ PLEASE PROCEED TO STEP 8

STEP 6

APPLICATION FOR REGISTERED MEMBERSHIP (*APPLICANT*)

Once the application form is complete it is assessed by the Credentials Committee.

STEP 7

ACCEPTANCE OF APPLICATION (*BCSLA*)

The Credentials Committee recommends that the Board of Directors invite the applicant to sit for jurisprudence Board of Examiners.

STEP 8

BOARD OF EXAMINERS (*BCSLA*)

The Board of Directors invite successful applicants to appear before the Board of Examiners. The examinations are administered in person or online. A summary of each Applicant is sent to the Board of Examiners two weeks in advance of the sitting.

STEP 9

ORAL EXAMS (*APPLICANT*)

Applicants will be required to review their experience, provide a small portfolio of one or two varied projects and answer any questions related to the professional practice of landscape architecture. All applicants should be prepared to demonstrate their ability to run their own landscape architecture firm in BC. This is the basic criterion for deciding if an applicant will be granted registration.

At a minimum the applicant must be prepared to demonstrate a working knowledge of the following:

- Builder's Lien Act
- Contract and Construction Administration
- The Canadian Landscape Standard
- Architects (Landscape) Act and other BC legislation
- BCSLA Bylaws, Policies and Standards of Professional Conduct and Practice
- Insurance
- Public Interest
- Reason for Registration and involvement with BCSLA

If you do not pass the exams, you will be informed by phone and letter. The letter will detail your weaknesses and provide advice on how to enhance your skills. You will be invited to a future exam administration. Study resources are available online.

If you have passed the Board of Examiners, congratulations, you are now a BCSLA Registered Landscape Architect or Landscape Architect Registrant. You will be informed by phone and mail and the letter may include recommendations on how to continue to enhance your skills.

STEP 10

REGISTRATION (*BCSLA*)

If you pass the oral exam, we will add your name to the Roster. You will be issued a registration number, a BCSLA Certificate, a Canadian Society of Landscape Architects certificate and the BCSLA professional stamp if applicable. A digital stamp is also available for a fee. You will be invoiced for BCSLA and CSLA Membership dues and fees.

POSSIBLE REASONS FOR A DELAY OF YOUR APPLICATION

- Incomplete application is submitted.
- Incorrect documents are submitted for the application.
- The correct fees are not paid.
- Your learning institution did not send your transcripts quickly or sent incomplete information.
- Proof from the regulatory body in the country (or countries) where you have been registered is not received or is slow in coming.
- Your employers have not provided references, or they are incomplete or unsatisfactory.
- Your transcripts, the proof of registration from your regulatory body, or your employer references are not in English and need to be sent back to you for translation.
- You have, or have had, disciplinary issues with your registration in a previous jurisdiction.

Once your application has been assessed, you may take longer to be fully registered if:

- You are asked to complete the LARE
- You have been out of practice for over 10 years and

your application for registration must be reviewed by the Credentials Committee.

What can you do to speed up the process of registration?

The registration process for licensure in BC does take time, but there are some things that you can do to speed up the process:

- Ensure you have submitted your English proficiency test scores.
- Provide all required information at each stage of the process and have it properly completed.
- Include appropriate fees in Canadian funds.
- Submit your application before you come to Canada.
- Ask your previous employer to submit the declaration in English as quickly as possible.
- Ask all relevant regulatory bodies to submit their certificate in English as soon as possible.
- Have your transcripts evaluated and request that they be sent to BCSLA in a timely fashion
- Prepare well for the required tests. It is well worth the time and money to attend workshops or study groups for the LARE.

For immigration questions, contact the Canadian Consulate in your country, or visit the Citizenship and Immigration Canada website at www.cic.gc.ca.

For employment information and links to community services organizations that assist with settlement please visit our [multilingual licensure website](http://www.bcsla.org/multilingual-licensure-website)

FOR MORE INFORMATION ABOUT BCSLA AND THE REGISTRATION PROCESS CONTACT:

BC Society of Landscape Architects
#450, 355 Burrard Street
Vancouver, BC V6C 2G8
Tel: (604) 682-5610
Email: admin@bcsla.org / office@bcsla.org
www.bcsla.org

This is the second edition (October 2021) of the BCSLA Step-By-Step Licensure Guide for Internationally Trained Professionals. The first edition was published in June 2008, and it will be revised as required.