

## BCSLA LANDSCAPE ARCHITECT MEMBER APPLICATION

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

### A Landscape Architect may be:

- (a) One who chooses to withdraw from active practice in the field of landscape architecture, but wishes to retain his/her professional status;
- (b) A full-time employee in the public sector or private industry, working in primarily management, policy, administrative or co-coordinating roles; or
- (c) A full-time faculty, lecturer or writer working primarily in teaching or research.

### Application Procedures:

- 1) Applicants should carefully read all material provided with this application.
- 2) Please determine your correct method of application and complete the relevant portions of the application. Incomplete applications result in delayed processing and membership.
- 3) Submit your completed application form and all required documentation by **January 31** or **June 30** to the address below:
  - The Credentials Committee**
  - c/o BCSLA Registrar**
  - British Columbia Society of Landscape Architects**
  - #450, 355 Burrard Street**
  - Vancouver, BC V6C 2G8**
- 4) Please provide your references with the correct forms for their confidential recommendation. It is the endorser's responsibility to forward the endorsements to the Chair of the Credentials Committee care of the Executive Administrator by January 31 or June 30.
- 5) The Credentials Committee will act on applications for membership at their first regular meeting following receipt of the completed application. Incomplete applications will not be considered. Candidates who are accepted for membership will be notified in writing by the Society upon approval of the BCSLA Board of Directors.
- 6) Applicants will be notified as to the date, time, location, and requirements for their oral examination by the Registrar.
- 7) Required documentation:
  - a) Official (original) academic record transcript sent directly from the educational institution.
  - b) Academic degree, certificate or diploma (copy).
  - c) A detailed job description from your employer.
  - d) Two Endorsement Statements with accompanying reference letters.
  - e) For **internationally trained candidates only**: You must have your credentials evaluated by the International Credentials Evaluation Services (ICES) and have your ICES Report sent directly from ICES to the BCSLA office. For more information, please visit [www.bcsla.org/licensure/licensure](http://www.bcsla.org/licensure/licensure).

## Method of Application

The BCSLA permits three equivalent methods for achieving BCSLA Landscape Architect Membership. Please indicate below, your method of application, and provide the supporting documentation and application fee required. Annual Member dues will be prorated upon acceptance of your application. Please visit [www.bcsla.org](http://www.bcsla.org) for the fee schedule.

Please use this as your checklist to ensure that your application is complete:

**Method 1:** BCSLA Registered Landscape Architect who chooses to withdraw from active practice in the field of landscape architecture, but wishes to retain his/her professional status.

- 1) Complete section 1.
- 2) Complete section 2. *Internationally trained candidates must also have an ICES Report sent directly to the BCSLA from ICES.*
- 3) Read section 6 carefully, sign, and date.
- 4) Attach Application Processing Fee of \$52.50 (includes \$2.50 GST).

**Method 2:** A full-time employee in the public sector or private industry, working in primarily management, policy, administrative or co-coordinating roles.

- 1) Complete section 1 and include photograph.
- 2) Complete section 2 and attach all original or certified transcripts. *Internationally trained candidates must also have an ICES Report sent directly to the BCSLA from ICES.*
- 3) Complete section 3 and attach resume.
- 4) Complete section 4 and 5 and attach two letters of reference from Landscape Architects who are familiar with your work.
- 5) Read section 6 carefully, sign and date.
- 6) Attach **two** completed Endorsement Statement Forms.
- 7) Attach job description from employer or union.
- 8) Attach Application Processing Fee of \$52.50 (includes \$2.50 GST).

**Method 3:** A full-time faculty, lecturer, or writer working primarily in teaching or research.

- 1) Complete section 1 and include photograph.
- 2) Complete section 2 and attach all original or certified transcripts. *Internationally trained candidates must also have an ICES Report sent directly to the BCSLA from ICES.*
- 3) Complete section 3 and attach resume.
- 4) Complete section 4 and 5 and attach two letters of reference from Landscape Architects who are familiar with your work.
- 5) Read section 6 carefully, sign and date.
- 6) Attach **two** completed Endorsement Statement Forms.
- 7) Attach job description from employer or union.
- 8) Attach Application Processing Fee of \$52.50 (includes \$2.50 GST).

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# 1. BCSLA LANDSCAPE ARCHITECT MEMBERSHIP APPLICATION

*Please affix  
a recent  
full-face  
photograph  
here*

NAME: \_\_\_\_\_

RESIDENTIAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMPLOYER NAME: \_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TEL: \_\_\_\_\_ FAX: \_\_\_\_\_

BUSINESS EMAIL: \_\_\_\_\_

Name(s) of individuals in firm/office that are BCSLA Registered Members in Good Standing:  
\_\_\_\_\_  
\_\_\_\_\_

Address for Correspondence:  Residence or  Business

Have you been denied registration in any jurisdiction?  Yes  No

If yes, please explain why: \_\_\_\_\_  
\_\_\_\_\_

Has your registration been revoked in any jurisdiction?  Yes  No

If yes, please explain why: \_\_\_\_\_  
\_\_\_\_\_

**2. EDUCATION** *(Original or certified copy sent directly to BCSLA from the learning institution.)*

INSTITUTION DEGREE/DIPLOMA RECEIVED: \_\_\_\_\_ YEAR: \_\_\_\_\_

INSTITUTION DEGREE/DIPLOMA RECEIVED: \_\_\_\_\_ YEAR: \_\_\_\_\_

INSTITUTION DEGREE/DIPLOMA RECEIVED: \_\_\_\_\_ YEAR: \_\_\_\_\_

Bachelor of Landscape Architecture Degree from a CSLA or ASLA Accredited Program or

Master of Landscape Architecture Degree from a CSLA or ASLA Accredited Program

*Please contact the BCSLA office if you have a diploma/degree that is not from a CSLA or ASLA Accredited Program.*

*Internationally trained candidates must have an ICES Report sent directly to the BCSLA from ICES.*

**3. EXPERIENCE SUMMARY**

	Employer / Business Name	Dates (from/to)	Telephone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

**4. REFERENCES** *(References must be practicing Landscape Architects.)*

	Name	Address	Telephone
1.	_____	_____	_____
2.	_____	_____	_____

**5. REASONS FOR PURSUING BCSLA LANDSCAPE ARCHITECT MEMBERSHIP**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 6. STATEMENT OF CANDIDATE

I have read the BCSLA Standards of the Profession ([www.bcsla.org/profession.htm](http://www.bcsla.org/profession.htm)) and hereby affirm that my method of practice of Landscape Architecture is in accordance with the principles contained in these statements. I further certify that all information given on this application form is true, correct and complete; and that I am aware that, upon acceptance to membership, false statements on this application may lead to immediate expulsion.

A Member approved for Landscape Architect status will not represent himself or herself as a Registered Landscape Architect. A Landscape Architect will not use a stamp or seal of the Profession.

I, \_\_\_\_\_  
(Please print full name.)

hereby promise to the Society that I will only prepare working drawings, construction documents, and similar material requiring the stamp or seal of a Registered Landscape Architect when working directly with a Registered Landscape Architect, and only where such work is in accordance with the professional obligations related to the terms of our respective employment. If I should be elected to the Society and subsequently withdraw, resign, be expelled from the Society or be dropped for non-payment of dues, I will immediately thereupon return any certificate of the Society issued to me.

**Information that you have provided above will be used to update the BCSLA website upon acceptance of the application.** To safeguard and protect any personal information provided to us, the BCSLA adheres to 'Ten Principles of Privacy Protection', which addresses the requirements for handling "personal information" as defined in both the federal 'Personal Information Protection and Electronic Documents Act' and the 'BC Personal Information Protection Act'.

Please visit [www.bcsla.org/profession/policies-and-procedures](http://www.bcsla.org/profession/policies-and-procedures) for a complete copy of the Policy.

I have read and understand the BCSLA Ten Principles of Privacy Protection Policy.

\_\_\_\_\_  
Candidate Signature

\_\_\_\_\_  
Date: mm/dd/yyyy

## 7. ENDORSEMENT #1 STATEMENT

(In a review of the Candidate's qualifications, all areas of experience will be considered)

**DATE:** \_\_\_\_\_ **PERIOD:** \_\_\_\_\_ **to** \_\_\_\_\_  
yy / mm / dd yy / mm / dd yy / mm / dd

**CANDIDATE NAME:** \_\_\_\_\_

**ENDORSER'S NAME:** \_\_\_\_\_

**ENDORSER'S RELATIONSHIP:** \_\_\_\_\_

**EMPLOYER'S NAME:** \_\_\_\_\_ **TEL:** \_\_\_\_\_

**EMPLOYER ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **PROV/STATE:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

To be eligible to endorse an Applicant, a person must be a BCSLA Registered Member. The Endorser must have personal knowledge of the Applicant and his/her recent work experience. If possible, applicants should have an endorsement from their employer and one Registered Landscape Architect. Endorsers must not both be from the same office or institution. Two forms have been included for applicants applying for Membership.

I hereby endorse and sponsor \_\_\_\_\_ as a Candidate for BCSLA Membership (non-practicing), and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the Applicant. The Candidate has satisfied the requirements for Membership in this category, and to the best of my personal knowledge, the Applicant observes and upholds the BCSLA Standards of Professional Conduct. I declare that the following is a correct record of the Candidate's experience for the period shown.

\_\_\_\_\_  
Endorser's Signature

\_\_\_\_\_  
Endorser's Printed Name and BCSLA MS #

### DETAILED EXPLANATION OF RESPONSIBILITIES:

For review by the Endorser and the BCSLA Credentials Committee, please attach a detailed explanation of the Candidate's responsibilities and a rough calculation of the percentage of working time each requires, with particular emphasis upon management, policy, administration, coordination, teaching, and/or research.

## 8. ENDORSEMENT #2 STATEMENT

(In a review of the Candidate's qualifications, all areas of experience will be considered)

DATE: \_\_\_\_\_ PERIOD: \_\_\_\_\_ to \_\_\_\_\_  
yy / mm / dd yy / mm / dd yy / mm / dd

CANDIDATE NAME: \_\_\_\_\_

ENDORSER'S NAME: \_\_\_\_\_

ENDORSER'S RELATIONSHIP: \_\_\_\_\_

EMPLOYER'S NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

EMPLOYER ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV/STATE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

To be eligible to endorse an Applicant, a person must be a BCSLA Registered Member. The Endorser must have personal knowledge of the Applicant and his/her recent work experience. If possible, applicants should have an endorsement from their employer and one Registered Landscape Architect. Endorsers must not both be from the same office or institution. Two forms have been included for applicants applying for Membership.

I hereby endorse and sponsor \_\_\_\_\_ as a Candidate for BCSLA Membership (non-practicing), and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the Applicant. The Candidate has satisfied the requirements for Membership in this category, and to the best of my personal knowledge, the Applicant observes and upholds the BCSLA Standards of Professional Conduct. I declare that the following is a correct record of the Candidate's experience for the period shown.

\_\_\_\_\_  
Endorser's Signature

\_\_\_\_\_  
Endorser's Printed Name and BCSLA MS#

### DETAILED EXPLANATION OF RESPONSIBILITIES:

For review by the Endorser and the BCSLA Credentials Committee, please attach a detailed explanation of the Candidate's responsibilities and a rough calculation of the percentage of working time each requires, with particular emphasis upon management, policy, administration, coordination, teaching, and/or research.