

## **BCSLA INTERN Frequently Asked Questions**

### **What is my username and password for the BCSLA website?**

Your username and password was sent in your BCSLA Intern acceptance letter. Your username should be the first initial of your first name followed by your complete surname (eg. jSmith) or the email address that you provided on your application. Your password should be the first four letters of your last name followed by the last five digits of your Social Insurance Number (SIN). If you cannot log in, please contact the BCSLA office at [office@bcsla.org](mailto:office@bcsla.org). If you wish to change your password our office will not have access to this information to protect your privacy.

### **What is my username and password to register for the LARE?**

Your CLARB Username and CLARB Candidate ID# were sent in your BCSLA Intern acceptance letter. Your username is the first initial of your first name followed by your complete surname. Your password is the first four letters of your last name followed by the last five digits of your Social Insurance Number (SIN) eg. SMIT12345. If your surname is less than four letters use "X" to provide four letters.

### **How do I log my Continuing Education (CE) credits? What are the requirements?**

Log on to the BCSLA website here: <http://www.bcsla.org/user/login>. Then, on your user profile home page, click the CE tab. You are required to log a total of 30 CE credits per three-year cycle. The CE requirement is pro-rated quarterly for new BCSLA Interns. Special consideration to waive the CE requirement will be considered on a case by case basis. As of 2020, you may not claim CE credits for work experience. You can read more about the CE requirements here: <https://www.bcsla.org/education/continuing-education-ce>.

### **How do I log my work experience? What are the requirements?**

Log on to the BCSLA website here: <http://www.bcsla.org/user/login>. Then, on your user profile home page, click the BCSLA Intern Experience tab. All experience must be submitted on a regular basis. Please contact the BCSLA office if you wish to log experience hours accumulated (a maximum of one year prior to you acceptance as a BCSLA Intern) under a Qualified Mentor prior to your BCSLA Internship start date. You are required to satisfy the mandatory two-year experience requirement before you can appear before the Board of Examiners.

If an individual applies as a BCSLA Intern and has completed either a BLA or MLA, he or she may request a Reduction in Mandatory Experience for the time worked after completion of the degree and prior to becoming a BCSLA Intern. He or she would need to provide the original BCSLA Three-Month Experience Summary and have his or her 'Qualified Mentor' sign and seal the form. The Qualified Mentor must also provide a letter of recommendation.

The BCSLA Intern may request up to a one month reduction for every two months worked. There is a maximum reduction of 12 months allowable.

### **How do I register for the LARE?**

The Landscape Architectural Registration Examinations (LARE) are administered by the Council of Landscape Architectural Boards (CLARB). All BCSLA 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.

Upon acceptance of your BCSLA Intern application, you have been added to the pre-approved candidate list. First time test takers: Please contact CLARB at 571.432.0332 as they must verify your CLARB Username and your CLARB Candidate ID to ensure accuracy. Please note that the office is on Eastern Time.

To create your CLARB profile, please use your CLARB Username and your CLARB Candidate ID that were provided in your BCSLA Intern acceptance letter. Your username should be the first initial of your first name followed by your entire last name. Your password should be the first four letters of your last name followed by the last five digits of your Social Insurance Number (SIN).

### **Can I Cancel my CLARB Council Record after I have completed the LARE?**

The Council of Landscape Architectural Registration Boards (CLARB) requires that all LARE candidates be a CLARB Council Record Holder (CCR). This allows CLARB to track candidates through the exams, licensure in various jurisdictions, track CE, monitor employment experience and more. Most US jurisdictions do not have a structured Intern program like we have in BC so this is helpful to those individuals. If you plan on being licensed in several jurisdictions the CCR may be helpful to you. If you wish to opt out of the CCR the decision rests with you – BCSLA has no jurisdiction. Should you wish to re-instate your CCR fees may apply. For complete details on the CCR please contact CLARB directly.

### **Can I call myself a BCSLA Member? What about Intern Landscape Architect? What can I put on my resume?**

A BCSLA 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”. Only BCSLA Registered Landscape Architects and Landscape Architects may refer to themselves as “Members” of the BCSLA. Likewise, only Members of the BCSLA may call themselves Landscape Architects. You may not use the title Intern Landscape Architect in BC.

### **How do I pay my BCSLA and CSLA Intern dues?**

- Interac/EFT: Send funds to admin@bcsla.org and use your invoice # for the password.
- Mail a cheque to the BCSLA office, payable to “BCSLA.”
- Call the BCSLA office to pay with credit card over the phone. Only Visa cards accepted due to high banking fees
- PayPal: For Annual dues renewal log on to the BCSLA website and click “Renew your membership” on your profile home page.

### **What do I need before I can appear before I can become a Registered Landscape Architect in BC?**

- A BCSLA Intern must pass all sections of the LARE within five (5) consecutive years from the date of enrolment in the Internship Program.
- Your BCSLA and CSLA Professional dues must be current
- Continuing Education (CE) credits must be current (pro-rated quarterly)
- BCSLA Three-Month Experience Summary.. Experience is required in a minimum of five of eight areas. Please refer to the BCSLA Intern Policy for complete details.

- It is the responsibility of the BCSLA Intern to seek employment that will provide the required scope of experience under the guidance of a "Qualified Mentor". In accordance with BCSLA Bylaws, "Qualified Mentor" means a Registered Landscape Architect, Landscape Architect, or other allied professional with experience, qualifications and knowledge in the area they are mentoring.

### **Can I become Inactive?**

There is no process for BCSLA Interns to request inactive status. If you wish to resign your professional dues and CE must be current to resign in good standing. You may request re-instatement within three years from the date of resignation. After that time you must re-apply to the Credentials Committee. No refunds are available.