



CREDENTIAL EVALUATION REQUIREMENTS

PURPOSE OF POLICY

This policy is designed to clarify the process for individuals who have been educated outside of Canada and/or the U.S.A. to have their academic credentials evaluated in order to meet membership application requirements of the Atlantic Provinces Association of Landscape Architects (APALA).

This policy is generally consistent with that of other Canadian jurisdictions.

POLICY STATEMENTS

Application Requirements for Individuals Educated Outside of Canada and/or the U.S.A.:

1. Complete the relevant application and have it endorsed by two full Members of APALA.
2. Obtain a Comprehensive Evaluation Report from the International Credential Evaluation Service (ICES) for each academic credential being evaluated. Detailed information about ICES fees, reports, and required documents, as well as a copy of the ICES Application Package, can be found at <http://www.bcit.ca/ices>. All costs related to this application and process are the responsibility of the applicant.
3. Submit membership application and ICES Comprehensive Evaluation Report to APALA, together with the prescribed application fee and any other documentation required in support of the application. For further information, please contact APALA at admin@apala.ca.

PROCESS TO OBTAIN AN ICES COMPREHENSIVE EVALUATION REPORT

1. Visit the ICES website and complete the Application Package for a Comprehensive Evaluation Report for each credential being evaluated. Please note that the applicant is responsible for all fees.
2. Original Documents: ICES will need a complete set of original documents for each credential being evaluated. A complete set of documents normally contains two parts -

- a) The document awarded upon completion of the credential (may be called a diploma, diploma, degree certificate, certificate, or other name depending on the country from which it is issued).
- b) The academic record, showing the courses or subjects studied, the grades earned, and the hours of study or number of credits for each course (may be called a transcript, detailed marks card, relevé de notes, examination report, extract, student's book, index, or other name depending on the country from which it is issued).

If these documents are not available, the applicant will need to request them from the institutions attended.

3. Translations: All required documents written in a language other than English or French must be accompanied by an English translation completed by a certified translator. All translated documents must also be submitted with the original in the original language. Please see ICES website for additional information.
4. Affiliated Colleges: ICES only accepts educational documents from the institution that awards the credential. For that reason, ICES does not accept documents from affiliated colleges or institutes. ICES must see documents issued from the awarding institution.
5. Number of Credentials: A credential is one partially or fully completed educational program taken at one institution or school leading to a certificate, diploma or degree. Any coursework completed at two or more institutions and applied (or transferred) toward a credential is considered a separate credential. To evaluate more than one credential, please include the additional fee with the ICES Application Form and make arrangements to have each institution send the necessary official documents directly to ICES.
6. Additional Copy of Report: All clients receive two copies of the completed report (one is to be submitted to APALA at time of application). If more than two copies are requested from ICES, there is an additional nominal fee from ICES.

(approved by members Oct 1, 2016)