

# endorsement form

Every applicant for Full Membership or Associate Membership is responsible for obtaining the required endorsement(s) of APALA Members or Full Members of other CSLA jurisdictions. The applicant is also responsible for making the Endorser aware of the professional capabilities of the applicant.

CSLA Members providing endorsements are responsible for thoroughly reviewing the experience and competence of the applicant. The Bylaws require that the Member providing endorsement shall have known the applicant for at least one year in a professional context. Two endorsements are required for Full Member applications (see Application Form) with a combined three years' minimum knowledge of the applicant in a professional context and one endorsement is required for Associate Member applications (see Application Form) with a one-year minimum knowledge of the applicant in a professional context. High standards of professionalism are maintained through direct intervention of Members in the membership application process. The Membership Committee of APALA will use the information provided by the endorsers in considering the merits of each applicant. The Committee reserves the right to interview the applicant and the endorser(s) during the course of the application process. All information provided by the endorser(s) will be held in the strictest confidence. Endorsement form(s) must be sent **directly** to the Secretary of the Association when completed by the endorser(s).

**Category:**                      Full Member                      Associate Member

Name of Applicant: \_\_\_\_\_

Name of Endorser/Component Association: \_\_\_\_\_

Years Known in Professional Context: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_    Email: \_\_\_\_\_

**Competency Ratings**

- 1) High                      Professional level of competency, little or no supervision required;
- 2) Medium                      Reasonable competency, some supervision required;
- 3) Low                      Poor competency, close and regular supervision is required;
- 4) None                      No experience at all;
- 5) Unknown                      The endorser does not have knowledge of an applicant's experience.

In your opinion and from your knowledge and research of the applicant's experience, check the appropriate competency rating for each category below:

**DESIGN DEVELOPMENT**

	High	Medium	Low	None	Unknown
Research and Land Analysis					
Master Planning and Feasibility Study					
Site Plan Process and Landscape Policy					
Concept Sketches (Ideas Communication)					
Preliminary Design Drawing					
Presentation Drawings					
Presentation Drawings					

Explanatory Notes:

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**DETAILED DESIGN**

	High	Medium	Low	None	Unknown
Plant Material and Application					
Earthwork, Drainage and Grading					
Site Engineering					
Landscape Structures					

Explanatory Notes:

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**CONTRACT DOCUMENTATION**

	High	Medium	Low	None	Unknown
Working Drawing Preparation					
Detail Drawing Preparation					
Specification Writing					
Estimating and Cost Control					
Bidding and Contract Award					

Explanatory Notes:

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**CONSTRUCTION & CONTRACT ADMINISTRATION**

	High	Medium	Low	None	Unknown
Site Meetings, Inspections and Reports					
Change Orders and Procedures					
Shop Drawing Review					
Payment Certificates and Procedures					

Explanatory Notes:

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**OFFICE PRACTICE**

	High	Medium	Low	None	Unknown
Proposal Writing and Fee Calculation					
Client Contract					
Project Meetings and Correspondence					
Project Coordination					
Consultant Contact					

Explanatory Notes:

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**OTHER AREAS OF EXPERIENCE**

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**GENERAL** (additional comments or reasons for recommending the applicant)

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**Endorser's Signature**

**Date**

**Endorser, please certify the following:**

- This endorsement has not been reviewed by or shared with the applicant. I understand that my endorsement is completely confidential and I certify its content to be true, accurate, and made without influence from the applicant or any other individual.