



PATH TO FULL MEMBERSHIP

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ASSOCIATE MEMBERSHIP

We are delighted that you are applying for membership with the Atlantic Provinces Association of Landscape Architects. The steps to becoming a Full Member have been outlined in this document. **Any questions, feedback or concerns can be directed to the APALA Executive Assistant, Laura Willman at laura.apala@bellaliant.net.**

Before becoming a Full Member, you must apply for Associate Membership.

Eligibility for Associate Membership

An applicant fulfills the requirements for admission into APALA as an Associate Member where they:

1. are of good character and adhere to the APALA's Code of Professional Conduct;
2. have successfully completed an accredited program in landscape architecture, **or** in the absence of such accreditation, at a school recognized by the Board, **or** at least seven years' practical experience of increasing responsibility under the full-term supervision of a Full Member; and
3. have been endorsed by one Full Member of the CSLA.

How to apply for Associate Membership

1. Go to <http://www.apala.ca/become-a-member.php>
2. Download the **Application Form** and fill out the entire form.
3. Download one **Endorsement Form**, fill it out and have it endorsed by one Full Member of APALA or another CSLA jurisdiction that you have known in a professional context for at least one year. Ask around your firm – people will be glad to help. Provide your endorser with the correct form for their confidential recommendation. **It is the endorser's responsibility to forward their endorsements directly to the Secretary-Treasurer.**
4. Mail your Application, along with the following items:
 - **\$25 non-refundable application fee** payable to the Atlantic Provinces Association of Landscape Architects.
 - **Proof of your Academic qualifications** (degree only, transcripts are not required).
5. You will be contacted regarding the success of your application.
6. If successful, congratulations! Once you have successfully become an Associate Member, **you must remain an Associate Member for three years** under the full-term supervision of a Full Member before you can apply to become a Full Member yourself.

FULL MEMBERSHIP

Once you have completed your three years of Associate Membership, you may now apply to become a Full Member. Below is a list of the eligibility requirements and steps to become a Full Member; as well as the elements of that membership as defined by the APALA Bylaws.

Eligibility for Full Membership

An applicant fulfills the requirements for admission into the Association as a Full Member where they:

1. are of good character and adhere to the Association's Code of Professional Conduct;
2. have successfully completed an accredited program in landscape architecture, or in absence of such accreditation, have completed the prescribed examination of the Association in accordance with the Examination Policy;
3. have completed three years of Associate Membership and completed the logbook requirements in accordance with the Logbook Recording Policy;
4. have been endorsed by two Full Members of the CSLA;
or
5. is a Full Member in good standing of another component of the CSLA, and meets all requirements of the current CSLA Reciprocity Full Membership Agreement.

How to apply for Full Membership

1. Go to <http://www.apala.ca/become-a-member.php>
2. Download the **Application Form** and fill out the entire form.
3. Download two **Endorsement Forms**, fill them out and have them endorsed by two full members of APALA or another CSLA jurisdiction, that you have known in a professional context for a combined three years. Ask around your firm – people will be glad to help. Provide your endorsers with the correct form for their confidential recommendation. **It is the endorser's responsibility to forward their endorsements directly to the Secretary-Treasurer.**
4. Mail your Application, along with the following items:
 - \$50 non-refundable application fee** payable to the Atlantic Provinces Association of Landscape Architects.
 - Proof of your Academic qualifications** (degree only, transcripts are not required).
5. You will be contacted regarding the success of your application.

OTHER MEMBERSHIP CATEGORIES

STUDENT MEMBERSHIP

Eligibility for Student Membership

An applicant fulfills the requirements for admission into the Association as a Student Member where they:

1. are of good character and adheres to the Association's Code of Professional Conduct.
2. are enrolled in an accredited program in landscape architecture, or in absence of such accreditation, at a school recognized by the Board.

How to apply for Student Membership

1. Go to <http://www.apala.ca/become-a-member.php>
2. Download the **Application Form** and fill out the entire form.
3. Mail your Application.
4. There is no application fee for Student Membership, and students need not wait until graduation to apply.
5. You will be contacted regarding the success of your application.

FULL MEMBERSHIP - RECIPROCITY

Eligibility for Full Membership - Reciprocity

An applicant fulfills the requirements for admission into the Association as a Full Member under Reciprocity where they:

1. are a Full Member in good standing of another component of the CSLA and meets all requirements of the CSLA Reciprocity Full Membership Agreement dated July 2013.

How to apply for Full Membership - Reciprocity

1. Go to <http://www.apala.ca/become-a-member.php>
2. Download the **Application Form** and fill out the entire form.
3. Mail your Application, along with the following items:
 - \$50 non-refundable application fee** payable to the Atlantic Provinces Association of Landscape Architects.
 - Proof of your Academic qualifications** (degree only, transcripts are not required).
 - Letter from other Component Association.**
4. You will be contacted regarding the success of your application.

FREQUENTLY ASKED QUESTIONS

As an Associate Member, can I volunteer for committees or sit on the Board?

An Associate Member shall not be eligible to hold office, but shall be eligible to vote, serve on committees and sit on the Board. Associate Members have the right to speak at all meetings and are encouraged to participate in APALA committees, activities and to sit on the Board.

Can I call myself a Landscape Architect?

An Associate Member shall not be entitled to use the title Landscape Architect nor use the abbreviation APALA after their name.

What title can I use?

An Associate Member shall be designated as an APALA Associate of the Atlantic Provinces Association of Landscape Architects which designation shall not be abbreviated or changed in any way.

Do I get a stamp as an Associate Member?

Associate members shall not be issued the approved professional stamp and certificate of the Association.

Do I need to record experience during my three-year Associate Membership period?

If you have the intention to apply for full membership in the future, you would need to log your experience as described in the By-law. If you'd like a document that can be used to guide your professional development, please see the attached checklist of the skills your endorsers will be asked to comment on.

Do I need to write the LARE to become a Full Member?

If your degree is not considered as an accredited degree in Landscape Architecture or your University program has not achieved the accreditation yet, you would be required to take the LARE as alternative to the By-law requirement.

When will I know if my Application has been accepted?

The Membership Committee will act on applications for membership on a regular basis, following receipt of a completed application. Please allow a few weeks for the review process. You will be contacted if there are any issues with your Application.

Where do I mail the information required for my Application?

*Atlantic Provinces Association of Landscape Architects
P.O. Box 38051, Burnside
Dartmouth, Nova Scotia B3B 1X2*

SKILLS CHECKLIST FROM ENDORSEMENT FORM

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 | _____ | _____ | _____ | _____ | _____ |
| Preliminary Cost Estimating | _____ | _____ | _____ | _____ | _____ |

Detail Design

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

Contract Documentation

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

Construction and Contract Administration

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

Office Practice

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