



Ontario
Association of
Landscape
Architects

Membership Application Package

For Associate Membership



(Adopted by Council 12 June 2006)

Application Procedures

1. Applicants should carefully read all material provided with this application.
2. Please determine your correct category of membership and complete the relevant portion of the application. Incomplete applications will delay processing and membership.
3. Provide your endorsers and professional advisor with the correct forms for their confidential recommendation. It is the endorsers' responsibility to forward their endorsements to the chair of the Examining Board.
4. Submit your completed application form, required documentation, professional advisor's signed consent form and non-refundable application fee to:

**Ontario Association of Landscape Architects
3 Church Street, Suite 407
Toronto, ON M5E 1M2
Attention: Examining Board Chair**

5. The Examining Board will act on applications for membership at their first regular meeting following receipt of the complete application. Incomplete applications will not be considered. Candidates who are accepted for membership will be notified in writing by the Association upon approval of the Examining Board's recommendations by Council.
6. Applicants who are required to attend an interview will be notified by the Association as to date, time, place, and requirements.
7. Required Documentation:
 - Academic record transcript (original or certified copy)
 - Academic degree, certificate or diploma (copy)



APPLICATION FOR ASSOCIATE MEMBERSHIP

A. APPLICANT INFORMATION

Name: _____

Residence Address: _____

City: _____ Province/State: _____ Postal Code: _____

Residence Telephone: _____

Name of Employer /Business: _____

Address: _____

City: _____ Province/State: _____ Postal Code: _____

Business Telephone: _____ Fax: _____ E-mail: _____

B. EDUCATION

a) Bachelor of Landscape Architecture degree _____

Master of Landscape Architecture degree _____

Three Year Diploma in Landscape Architectural
Technology from Ryerson Polytechnic University (1972 – 2000) OR
Bachelor of Architectural Science – Landscape Architecture
Option from Ryerson Polytechnic University (2000 – 2003) _____

b) Other education _____

<u>Institution</u>	<u>Degree/Diploma</u>	<u>Date Received</u>
1. _____	_____	_____
2. _____	_____	_____

Name of any organizations you currently belong to:

1. _____ 2. _____

C. EXPERIENCE

List all employment after graduation starting with the most recent; use additional pages if required

<u>Dates</u>	<u>Employer of Supervising LA</u>	<u>Nature of work</u>
1. _____	_____	_____
2. _____	_____	_____

Names of Endorser: _____

Name of Advisor: _____



APPLICATION AND REGISTRATION FEES

Please use the following information to calculate the required application and registration fees. These fees are non-refundable.

1. Application fees (to be enclosed)

a) Associate Member	\$35.	_____
b) Registration fee for Professional Development Program	\$35.	_____

TOTAL amount due with application: **\$ 70**

2. Examination Fees

The Landscape Architect Registration Examination (LARE) is priced by section and varies according to US exchange rates and OALA's purchasing costs. Associate Members will receive registration and cost information prior to each June and December administration of the LARE. Information regarding the multiple choice sections can be found on the CLARB website www.clarb.org.

3. Membership Dues

Invoices for annual membership dues will be forwarded after approval of an application by Council and are payable within 60 days of date of invoice. Membership dues for the calendar year during which the application is approved will be prorated based on the date of notification of approval.

Full Member	\$425. (2006)
Full Member on Leave of Absence	\$110. (2006)
Associate Member	\$120. (2006)
Affiliate Member	\$110. (2006)



PROFESSIONAL ADVISOR CONSENT FORM

The professional development program (PDP) operates on the principle of a practising full member working one to one with an associate (landscape architectural intern). This may be on a day to day basis as an immediate supervisor, or it may be on a less frequent basis as an advisor. The professional advisor's principal responsibility is to provide advice and guidance to the associate throughout the course of the professional development period. The advisor will guide the associate through the duration of the PDP by discussing matters such as work experience, employment selection, professional progress and preparation for the exam.

The professional advisor is expected to guide the development of the associate's skills in all areas of the profession and to ensure that the associate is exposed to as many aspects of the profession as possible. To ensure this full exposure the professional advisor may have to suggest alternative ways for the associate to gain experience away from the job. Alternatives may include volunteer work in the community, completing continuing education courses endorsed by the OALA, or employment moves.

The Association and the associate rely on the advisor to provide sound advice during the professional development period.

Assuming the role of professional advisor requires a substantial commitment. It is important for the advisor to meet with the associate on a regular basis, to review progress and discuss problems. It is estimated that a time commitment of approximately four hours each month spread over one to two meetings is required.

During the professional development period, the Associate is required to submit an experience progress report (EPR) to the Examining Board every four months. A critical portion of this report is the professional advisor's certification of experience gained by the associate during the period of the report.

The advisor is expected to carefully review the statements made in each EPR and to certify that they are consistent with the experience gained by the associate during the relevant period. Requirements and guidelines for professional advisors are given in the professional development program chapter.

I am a member in good standing for at least 4 years and I hereby agree to act as professional advisor to:

Applicant's name (please print)

Professional Advisor's name (please print)

Professional Advisor's signature

Date

This professional advisor's consent form must be included with your application form for associate status.



APPLICATION FOR MEMBERSHIP

ENDORSEMENTS

To be eligible to endorse an applicant, a person must be full member of the OALA. The endorser must have personal knowledge of the applicant and their recent work experience. If possible, applicants for full membership should have an endorsement from their employer. Where more than one endorser is required, they must not be from the same office or institution.

Applicants should refer to the section on membership options for information regarding the number of endorsements required. Two forms have been included for applicants applying for full member or special option status.

I endorse and sponsor _____
(name of applicant)

As a candidate for _____ membership
(category of membership)

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 Association's code of professional ethics.

Endorser's signature

Name printed

Date