Introduction
The Canadian Institute of Planners (CIP) represents the planning profession in Canada. The Institute exists to promote excellence in the planning and development of communities. It enforces national standards for admission to the planning profession and its members abide by a code of ethics.

The Log Book
To become a full member of the Association of Professional Community Planners of Saskatchewan (APCPS) and the Canadian Institute of Planners (CIP), provisional members must record their planning experience in a log book. The log book documents the applicant’s responsible professional planning experience and demonstrates the applicant’s understanding of planning, the process of planning and planning issues.

The log book is submitted once a provisional member has completed the necessary period of responsible professional planning experience in at least two types of planning work with at least six months being spent in one of these two types.

What is ‘responsible professional planning experience’?
To answer this question, you need to understand the Canadian Institute of Planners’ definition of two key terms, ‘planning’ and ‘responsible professional planning experience’.

‘Planning’ means the planning of the scientific, aesthetic and orderly disposition of land, resources, facilities and services with a view to securing the physical, economic and social efficiency, health and well-being of urban and rural communities.

‘Responsible Professional Planning Experience’ means:

a) Work comprising analysis, projection, design or program development which specifically requires consideration of the inter-relationships of space and time among resources, facilities and activities and which expresses this consideration in a manner to influence the disposition of land or the allocation of resources, facilities or services;

b) Work which shows a specific relationship to public policies or programs for controlling or influencing the development of communities; and

c) Work which comprises a substantive component of initiative, judgment, substantial involvement and personal accountability or definition or preparation of significant elements of the program of work.
Log Book Guidelines

Remember that not all work in planning is ‘responsible professional planning experience’. Do not include:

- attendance at seminars or training events
- setting up displays
- clerical tasks such as preparing meeting notices

Years and Type of Experience

Graduates of an accredited planning program are required to complete a minimum of two years of responsible professional planning experience. Individuals with related degrees require four years. Applicants with an unrelated degree are required to demonstrate six years.

In most cases, obtaining the minimum specified amount of experience will take longer than the equivalent in calendar years. For example, two years of responsible professional planning experience often takes longer to achieve than two calendar years.

In addition to completing the necessary years of experience, applicants must also have experience in at least two types of planning work with at least six months being spent in one of these two types.

In determining what constitutes different types of experience, the following table identifies three broad categories:

<table>
<thead>
<tr>
<th>Scale</th>
<th>Process</th>
<th>Subject Matter</th>
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</thead>
<tbody>
<tr>
<td>• Building Group</td>
<td>• Analysis</td>
<td>• Comprehensive physical planning</td>
</tr>
<tr>
<td>• Neighborhood</td>
<td>• Projection</td>
<td>• Transportation planning</td>
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<tr>
<td>• District</td>
<td>• Program Development</td>
<td>• Research methodology and theory</td>
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<tr>
<td>• Municipality</td>
<td>• Design</td>
<td>• Renewal planning</td>
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<td>• Metropolitan Area</td>
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<td>• Economic planning</td>
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<td>• Regional</td>
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<td>• Social planning</td>
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<td>• Territorial</td>
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<td>• Planning law</td>
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<tr>
<td>• Provincial</td>
<td></td>
<td>• Programming and budgeting</td>
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<tr>
<td>• National</td>
<td></td>
<td>• Urban design</td>
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<tr>
<td>• Environmental planning</td>
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<td>• Resources and regional development</td>
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<tr>
<td>• Transportation planning</td>
<td></td>
<td>• Environmental planning</td>
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<tr>
<td>• Recreation and open space planning</td>
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<td>• Recreation and open space planning</td>
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<td>• Housing Policy</td>
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<td>• Housing Policy</td>
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<td>• Community Planning</td>
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<td>• Community Planning</td>
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<td>• Heritage Conservation</td>
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<td>• Heritage Conservation</td>
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<td>• Administration for planning and development</td>
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</table>
Log Book Guidelines

This table is a guide only and you are not limited to the categories contained in the example. One type of experience is regarded as being sufficiently different from another when two of the three categories are different as the following example indicates:

A person working at the building group scale on a design process with housing as the subject matter. If such a person changes merely his subject matter from housing to commercial, then this is not regarded as being sufficiently different. If, however, the change is to neighbourhood scale and to comprehensive land use as subject matter, then this would meet the range of experience requirement.

In recognizing different types of planning experience, the Log Book Review Committee will use its judgment in interpreting the above list and examples recognizing the different types of planning experience.

What experience is eligible for validation?

Any planning experience gained prior to obtaining your undergraduate degree is not eligible for validation.

If you have planning experience dating from before you became a provisional member (but after obtaining your undergraduate degree), up to 50% of your logged experience may include experience gained prior to becoming a provisional member.

How should I organize my experience?

Organize your log book in a logical way. It is preferable to organize your experience by job position or type of work, but other suggestions include grouping by project, job duties or scale. For each period you log, you need to:

- identify each planning activity or project, including the location
- indicate the period during which you undertook the activity and the length of time dedicated to the project
- describe the work involved, and your degree of personal responsibility for the work
- identify the type of planning involved (research and analysis; policy formulation; design and layout; review of development proposals or policies; policy implementation, etc)
- summarize what you have learned from these experiences and how they demonstrate responsible professional planning experience
Log Book Guidelines

Demonstrating an understanding of planning is the key, not the volume of applications you have managed. Providing lists of how many subdivisions, rezonings etc, you have dealt with or descriptions of these are not useful or acceptable.

Do not submit a job description or a resume and do not attach actual samples of your work (such as reports, photographs or graphics, or plans).

The length of the log book is not an indication of quality or understanding. Be concise in your descriptions, but make sure that you provide enough detail to demonstrate that the work fits the definition of responsible professional planning experience. Briefly talk about your daily tasks, but add more detail about specific projects, the planning issues involved, the outcomes and your role. Avoid repetition.

A basic template is provided along with sample sections of log book entries. These samples have been provided to demonstrate different approaches applicants may consider when representing their log book information.

Other Tips and Advice

- Create and update your logbook regularly throughout the work experience period.
- Make a distinction between your work and that of your supervisor's.
- Avoid using jargon and acronyms. You want to ensure that the person reviewing your submission will know exactly what you are referring to.
- We recognize that planners often have several projects going on at one time. When indicating the time and duration a particular experience, be sure to give both the duration and the specific amount of time in months spent on the experience being described.

  For example: June 2004-August 2006; 7 months. The project spanned 2 years and 2 months, but in full-time equivalent, 7 months was spent on this particular experience.

  As a double check, add up all of months specified in your log book to ensure that you are not over counting your time.

- A table summarizing your planning experience by type of work or project, duration, scale, process, and subject matter is strongly encouraged in your log book submission. Refer to the sample log books for an example.

- Ask yourself how each point you have made in your log book represents responsible professional planning experience.
Log Book Guidelines

- For each log book entry, tell a story. Do not assume the reviewer is familiar with the project or how it relates to professional planning.

- A well thought out log book will help to prepare you for your oral exam.

- Seek guidance from your sponsors, colleagues and members of the APCPS Log Book Review Committee for advice and suggestions prior to submission.

Roles of Supervisors and Sponsors

The work experience described in your log book must be verified and signed off by your supervisor and a sponsoring CIP member. The role of the supervisor is to verify that the experience you have described is accurate, while the sponsor is responsible for ensuring that the work described meets the Institute’s definition of ‘responsible professional planning experience’.

If your supervisor is a full member, he or she can also sign as your sponsor. If not, you will need two signatures. If you are a sole practitioner, you may not have an identifiable supervisor. Just mark this section on the form as ‘not applicable’. The signature of a CIP sponsor is mandatory. The Log Book Review Committee will not validate the experience without it.

All sponsors must complete a Sponsor Accountability Statement and Checklist which is to be submitted with your log book.

It is your responsibility to find a CIP sponsor. A list of full members is posted on the APCPS website.

What is the Log Book Review Committee looking for?

The Committee is looking for evidence of initiative, informed judgment, responsibility and accountability in your planning work.

The description of your experience should answer three essential questions.

1) Is the Canadian Institute of Planners definition of planning demonstrated in the work experience?

2) Is the level of responsibility shown?

3) Is “public interest” addressed?
Log Book Guidelines

How does the Log Book Review Committee review log books?

Once submitted to the APCPS office, your log book is the property of the Institute and is forwarded to the Log Book Review Committee for review. The committee may find that your log book meets the requirements or decide to defer validation of your experience, and may ask you to provide more detail about your experience. In this case, you should revise and resubmit log as requested. All revisions made to a log book must be signed off by the supervisor and sponsor before resubmitting.

Once the committee is satisfied that your submission fulfills the requirements of APCPS and CIP for relevant planning experience, a recommendation is made to APCPS Executive Council. Executive Council formally approves your log book submission and recommends the next step in the membership process (either the written or oral examination, depending on the type of degree you hold).

Checklist

✔ The experience logged directly relates and is connected to the definitions of planning and responsible professional planning experience.

✔ The log book is in an 8 ½" by 11" typed format.

✔ The sponsor has completed the Sponsor Accountability Statement and Checklist.

✔ All experience has been signed off by a supervisor and sponsor.

✔ You have filled out an APCPS Application for Membership.

✔ You have submitted the Application for Membership, Log Book, Sponsor Accountability Statement and Checklist, and fee of $50.00 by mail to:

    Marilyn Steranka, APCPS Executive Director
    3803 Lakeview Avenue
    Regina, SK S4S 1H3

✔ You have emailed an electronic copy of your log book to the Executive Director at executive_director@apcps.ca.