



SASKATCHEWAN

PROFESSIONAL PLANNERS INSTITUTE

Sponsor Information, Checklist & Accountability Statement

ROLES AND RESPONSIBILITIES

Sponsors are an integral part of the log book review process. By signing this log book you are declaring that you believe the Candidate's work warrants approval and complies with the SPPI/CIP's definition of Responsible Professional Planning Experience (RPPE). As a Registered Professional Planner (RPP) and Member of the Canadian Institute of Planners (MCIP), it is your responsibility to uphold the integrity of the Institutes and their mandates. Your professionalism, diligence and scrutiny will help the Candidate to prepare an accurate and complete log book to fulfill the requirements of this step and facilitate their progression to obtaining their RPP membership.

- All Candidates are responsible to find a Registered Professional Planner (RPP) / Member, Canadian Institute of Planners (MCIP) Sponsor
- All Candidates require their Supervisor and Sponsor to sign off on their log book
- A Supervisor who is a RPP / MCIP can sign as a Sponsor
- All Sponsors must complete, sign and date the Checklist and the Sponsor Accountability Statement confirming that the Candidate's log book is a fair and accurate representation of their Responsible Professional Planning Experience
- The completed form must accompany the Candidate's log book submission

The Sponsoring CIP member is welcome to provide any comments or additional information to the SPPI Log Book Review Committee by attaching it to this form or sending it directly to the SPPI office at info@spci.ca

RESPONSIBLE PROFESSIONAL PLANNING EXPERIENCE (RPPE)

Acknowledging the intent of the CIP definitions of Planning and Responsible Professional Planning Experience, SPPI expects candidates to demonstrate RPPE by documenting how:

- the scientific, aesthetic and orderly disposition of land, resources, facilities and services is influenced by, and must account for, physical, economic and social factors in developing healthy, efficient communities;

RESPONSIBLE PROFESSIONAL PLANNING EXPERIENCE (RPPE) *Continued*

- community development is directly controlled, or influenced by, regulation, policy and/or programs;
- they have:
 - been personally responsible for a substantive component of a planning initiative(s);
 - applied professional judgment consistent with planning theories and concepts; and
 - been personally accountable for, or involved in, significant elements of planning processes and/or decisions.

Log books should:

- Provide a clear and concise overview of the experience in at least two types of planning work differentiated by process and subject matter, with at least six months being spent in one of the two types
- Demonstrate the depth of the experience and how frequently the Candidate has been involved in a particular type of activity
- Provide examples of specific projects, the scale of the work, daily tasks, their role and associated responsibilities and the outcomes
- Summarize what the Candidate has learned and how their work experience demonstrates RPPE

Log books should not:

- Be a job description, portfolio or resume
- Include actual samples of work (report/photos/graphic plans, etc)
- Use jargon/acronyms

SPONSOR INFORMATION, CHECKLIST AND ACCOUNTABILITY STATEMENT

Name: _____

Address: _____

Phone: _____

Email: _____

- Registered Professional Planner
 Member, Canadian Institute of Planners

Relationship to Candidate:

- Sponsor
 Sponsor and Supervisor

Please read and complete the checklist below before signing the Accountability Statement.

I, _____, as a professional colleague to
_____ and the sponsoring RPP / MCIP member, confirm that I:

- am knowledgeable about the Candidate's planning work and level of responsibility
 have reviewed this Log Book in its entirety
 am confident that the Log Book is a fair and accurate representation of the Candidate's RPPE, providing:
- a clear and concise overview of the Candidate's experience from at least 2 types of planning work differentiated by process and subject matter, with at least six months being spent in one of the two types
 - examples of specific projects, the scale of the work, daily tasks, their role and associated responsibilities and the outcomes
 - a summary of what the Candidate learned and how their work experience demonstrates RPPE
 - a sufficient level of detail for the SPPI Log Book Review Committee to clearly determine the scope of the candidate's RPPE, the level of personal responsibility, and the amount of time involved
- have contacted the Candidate's supervisor to validate the work (where I was not the Candidate's supervisor)

Signature of sponsoring RPP / MCIP: _____

Date: _____