

## **SCHEDULE "A" NATIONAL MEMBERSHIP CRITERIA**

### **1.0 QUALIFICATIONS FOR MEMBERSHIP**

#### **1.1 MEMBER**

An affiliate may elect a person who has applied to be a Member who fulfills the following requirements;

##### **1.1.1 RECOGNIZED DEGREE**

who has been granted a recognized degree in planning as defined in Sentence 9.1 of this Schedule, who has applied for and been elected as a Provisional member, who has subsequently completed a minimum of two years of responsible professional planning experience which must be recorded in a log book, and who has successfully completed an oral examination to the satisfaction of the affiliate, or

##### **1.1.2 RELATED DEGREE**

who has been granted a degree in a field related to planning, who has applied for and been elected as a Provisional member, who has subsequently completed a minimum of four years of responsible professional planning experience which must be recorded in a log book, and who has both:

successfully completed a written examination or successfully fulfilled the portfolio requirement,  
and  
successfully completed an oral examination to the satisfaction of the affiliate;  
or

##### **1.1.3 UNRELATED DEGREE**

who has been granted a degree which is not related to planning, who has applied for and been elected as a Provisional member, who has subsequently completed a minimum of six years of responsible professional planning experience of which four years must be recorded in a log book and immediately precede an application to be a Member, and who has both:

successfully completed a written examination or successfully fulfilled the portfolio requirement,  
and  
successfully completed an oral examination to the satisfaction of the affiliate; or

#### **1.1.4 MEMBER OF PROFESSION OF ANOTHER COUNTRY**

who is a full member in good standing of the professional planning organization of another country, which organization is recognized by the Institute as having equivalent membership standards, and who has successfully fulfilled the examination or portfolio requirements of the Institute.

Special Admissions Clause – No Degree  
Who has a minimum of 15 years of progressively more responsible Canadian planning experience; holds a senior position in their organization and/or has made a significant contribution to the planning profession; and has successfully completed all membership requirements in accordance with these By-laws, including the written and oral examinations.

#### **1.2 FELLOW**

By a vote of the Fellows Nominating Committee, a Member who has been in good standing for a period of not less than 10 years, and has in the opinion of the Committee, made an outstanding contribution to planning including a raising of standards in planning at the national level, has done work that is exemplary and who has been nominated in writing by at least six Members from more than two affiliates, may be elected to be a Fellow of the Institute.

#### **1.3 PROVISIONAL MEMBER**

An affiliate may elect a person who has applied to be a Provisional member who fulfills the following requirements;

##### **1.3.1 RECOGNIZED DEGREE**

who has a recognized degree in planning as defined in Sentence 9.1 of this Schedule, or

##### **1.3.2 RELATED DEGREE**

who has a degree in a field related to planning and who has obtained employment in the planning field, or

##### **1.3.3 UNRELATED DEGREE**

who has been granted a degree which is not related to planning and who has obtained employment in the planning field.

#### **1.4 STUDENT MEMBER**

An affiliate may elect a person who has applied to be a Student member who fulfills the following requirements;

**1.4.1** who is enrolled in a degree program in planning which is recognized as defined in Sentence 9.1 of this Schedule, or

**1.4.2** who has been granted a recognized degree in planning as defined in Sentence 9.1 of this Schedule and is enrolled in a degree program.

**1.4.3** A Student member may retain status as a student member for a maximum of one year following completion of a degree program pursuant to Sentences 1.4.1 and 1.4.2 above or until elected as a provisional member whichever comes first.

**1.5 NON-PRACTICING MEMBER**

An affiliate may award a Member a non-practicing status when the Member has either temporarily or permanently retired from practice in planning and who has made the request in writing.

**1.6 NON-RESIDENT**

Council may award a corporate member a non-resident status when the corporate member resides outside Canada and has made the request in writing

**1.6.1** For persons resident outside Canada, Council shall exercise the authority ascribed to affiliates in this Schedule.

**1.7** A person who has a degree in planning which is recognized by the professional planning organization in another country, which organization is recognized by the Institute as having equivalent accreditation standards, shall be deemed to have a recognized degree for the purpose of this Schedule.

**2.0 LOGBOOK**

For the purpose of this Schedule, a logbook shall be consistently maintained and is subject to audit.

**2.1** The log book shall set out the responsible professional planning experience of the candidate, reflecting, where possible, the specialized interests of the candidate.

**2.2** The log book shall show the duration of time for each item or responsible professional planning experience, and;

**2.2.1** each time so noted shall have the signature of the supervising Member as witness to the completion of the work described, and

**2.2.2** the composition of the work recorded shall correspond to the definitions of planning and of responsible professional planning experience.

**2.3** Each affiliate shall be responsible for overseeing the precise manner in which the logbook is maintained.

**2.4** Notwithstanding the aforementioned, where, in the opinion of the affiliate, the log book requirement has been completed by the candidate prior to application for Provisional status to the satisfaction of the affiliate and in fulfillment of the intent of this Schedule, then, that log book may be accepted as a valid record of work experience.

**2.5** For responsible, professional planning experience gained in the United States, the logbook may have the signature of the supervising AICP (American Institute of Certified Planners) member as witness to the completion of the work described, in place of the supervising Member as set out in sentence 2.3.

**3.0 WRITTEN EXAMINATION OR PORTFOLIO**

**3.1 EXAMINATION**

For the purpose of this Schedule, written examination means the written examination prescribed from time-to-time by Council, whose purpose is to establish that candidates have the knowledge and skills required by the Institute.

**3.2 PORTFOLIO**

For the purpose of this Schedule, a portfolio consists of personal publications and other documents submitted by the candidate, as prescribed from time-to-time by Council, whose purpose is to establish that candidates have the knowledge and skills, required by the Institute.

**3.3 NATIONAL EXAMINERS**

Council shall appoint National Examiners from time-to-time.

**4.0 ORAL EXAMINATION**

**4.1**

All candidates for Membership shall have passed the oral examination. For the purpose of this Schedule, the oral examination means the oral examination prescribed from time-to-time by Council, whose purpose is to test for the candidate's understanding of ethics and professionalism.

**5.0 APPLICATIONS FOR MEMBERSHIP**

5.1 Applications for membership shall be made to the affiliate where the applicant resides. Applications from persons resident outside Canada shall be made to Council.

**6.0 APPEALS**

6.1 Appeals on questions of membership shall be firstly to an affiliate and secondly to the Council whose decision will be final.

6.2 There is an automatic right to appeal in those cases relating to interpretation of this Schedule pertaining to membership.

6.3 There is a right to request a hearing in those cases having a unique or special circumstance, which do not appear to be covered by the By-laws or Schedule "A".

6.4 Where an affiliate is unable to decide on appeal of memberships or where an appellant is seeking interpretation of these by-laws, then, the appellant may petition the President who shall refer the matter to the Membership Committee of Council.

6.5 On receipt of an application under Sentence 6.4 above, Council shall decide whether an appeal is warranted and shall so advise all parties. If an appeal is to be granted information on the date, nature and venue of such an appeal hearing will be circulated.

6.6 Actual appeals may be made in writing or in person but the cost of the same shall be borne by the applicant.

6.7 Council itself shall constitute the Appeal body (the APPELLATE).

6.8 Common rules of order shall apply to the hearing of any appeal.

**7.0 TIME LIMITS**

7.1 A person who is a Provisional member shall be required to apply for Member status following completion of the membership requirements and within the applicable time limits or will be stricken from the membership roll but may re-apply.

**7.2 A Provisional member:**

**7.2.1 RECOGNIZED DEGREE**

With a recognized degree shall apply for Member status within 5 years of obtaining provisional status, or

**7.2.2 RELATED DEGREE AND UNRELATED**

With a related or unrelated degree shall apply for Member status within 7 years of obtaining provisional status.

**7.3 STUDENT**

A student may apply to be a Student member while enrolled in a recognized degree program in planning.

**7.4 LAPSE OF EXPERIENCE**

A Provisional member who for a period of two or more successive years fails to be engaged in responsible professional planning experience may cease to hold membership at the discretion of the affiliate.

**8.0 RECOGNITION OF DEGREES**

8.1 The Institute may expressly recognize degrees in planning from Canadian educational institutions.

8.2 The Institute shall express its confidence in Canadian planning programs through granting graduates with recognized planning degrees an exemption from the Institute's written examination requirements.

8.3 Assessment of a Canadian planning program shall be undertaken by the affiliate within whose jurisdiction the program is given.

8.4 In order to ensure a consistent national standard for recognition of degrees, a Membership Committee of Council shall maintain liaison with affiliates in matters of degree recognition.

8.5 Recognition of each program shall be reviewed annually by the appropriate affiliate and such recognition or change in status shall be forwarded to Council.

8.6 The Institute may recognize degrees which fulfill the following requirements:

**8.6.1** *the degree shall be established by a post-secondary educational institution recognized by a Government of a Province of Canada,*

**8.6.2** *the word "planning" or the French equivalent shall appear in the title of the degree or parenthetically to identify the discipline of planning within the designated branch of knowledge. Planning shall not be subordinate to another discipline within that branch of knowledge,*

**8.6.3** *the program offering the degree in planning shall be a recognizable administrative unit within the educational institution, in the direct charge of an individual whose substantive qualifications are in planning and who is officially designated by the educational institution as the responsible executive academic officer of the unit having authority on academic matters at least equivalent to that of a department chair,*

**8.6.4** *the faculty shall include at least three academic members whose major appointment is in the planning program,*

**8.6.5** *at least three full-time faculty members of the degree granting institution must be Members; at least two of whom must have their major appointment in the planning program. Two or more Members with part-time teaching appointments in the planning program shall be considered to be one of these full-time equivalents,*

**8.6.6** *the course content must address, to the satisfaction of Council, the following categories of substantive planning knowledge: process, content, context and role,*

**8.6.7** *the course content must address, to the satisfaction of Council, skills as determined from time-to-time by Council.*

## **8.7 APPEAL**

Appeals on questions of degree recognition shall be firstly to an affiliate and secondly to the Council whose decision shall be final.

## **9.0 CURRENTLY RECOGNIZED DEGREES**

**9.1** Council shall maintain a list of those Degrees recognized by the Institute and the Universities with which the degree programs are affiliated and the dates with respect to the years during which any student graduating with the planning degree indicated, offered by the Universities specified, will be granted exemption from writing the examination of the Institute.

**9.2** Whenever a recognized degree program fails to meet the criteria in Sentence 8.6 and whenever Council by way of an affiliate recommendation determines that a degree program should no longer be recognized, then, the affected Institution shall be so notified and the list of degrees amended accordingly.

## **10.0 RELATED DEGREES AND UNRELATED DEGREES**

**10.1** Council shall not formally recognize degrees in fields related to planning or degrees which are not related to planning.

**10.2** Notwithstanding the foregoing, an affiliate shall examine university degrees held by individual candidates, based on the context of admission to memberships and the particular composition of the degree program, to determine related and unrelated degree status.

**10.3** Affiliates shall form a liaison committee with institutions offering recognized degrees in their affiliate jurisdiction for the purpose of monitoring degree programs and exchanging information.

## **11.0 MEMBERSHIP MANUAL**

**11.1** Council may adopt a membership manual from time-to-time to establish procedures and guidelines for the specific application of this Schedule.

## **12.0 NON-CORPORATE MEMBERSHIP HONORARY MEMBER**

**12.1** Council may award a person Honorary member status, of its own accord upon the recommendation of an affiliate where the candidate warrants recognition for having demonstrated special interest in or who has given out- standing service to or made a significant contribution to the Institute.

**12.2** Membership in a non-corporate class shall not automatically extend any of the rights or privileges of a corporate member nor shall any person who is awarded non-corporate status by an affiliate be automatically extended similar status by Council.

## **12.3 PUBLIC ASSOCIATE**

Notwithstanding sentence 12.2, an affiliate may elect a person who has applied to be a Public Associate of the Institute and who is not eligible for corporate membership but who otherwise has an interest in planning.

**12.4 PUBLIC ASSOCIATE RIGHTS,  
PRIVILEGES AND RESPONSIBILITIES**

Notwithstanding sentence 12.2, a Public Associate of the Institute in good standing may attend general meetings, participate in discussions, serve on committees and receive publications of the Institute providing that the dues, as prescribed from time-to-time by Council or an affiliate, have been paid in full.