

THE ROAD TO YOUR RPP

How to become a Registered Professional Planner

STEP 1: CANDIDATE MEMBERSHIP

The first step to becoming a Candidate Member of your Provincial or Territorial Institute or Association (PTIA) is applying to the Professional Standards Board (PSB). The Professional Standards Board is a national body that reviews applications for membership, and administers the certification standard. Once the Professional Standards Board confirms to your PTIA that you are eligible to become a Candidate Member, your PTIA will contact you and invite you to apply to become a Candidate member of their institute.

AM I ELIGIBLE TO APPLY?

There are *three* routes by which a planner can become a Candidate member of the profession (depending on individual situations and backgrounds), each with its own set of specific requirements. To determine which route you are eligible for, take the quick test below:

We consider planning to be "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". If your job has a significant component relating to that definition, we regard you as being "employed in planning"



I DON'T KNOW

Are you currently employed in planning?

YES

NO

You are not eligible to apply. Once you are employed, you may apply to the PSB.



Do you hold a PSB accredited planning degree?

A full list of accredited degree programs can be found [here](#)

YES

NO

You are eligible to apply to through the Accredited Degree Route. **APPLICATION FORM**

You are eligible to apply to through the Reciprocal Membership Route. **APPLICATION FORM**

Do you hold a full certified membership with the American Institute of Certified Planners (AICP) or the Planning Institute of Australia (PIA)?

YES

NO



Do you have 5 years of professional planning experience?

YES

NO

You are eligible to apply to through the Prior Learning Assessment Route (PLAR). **APPLICATION FORM**




You are not eligible to apply to PSB. Please apply once you have graduated from an accredited program, have a certified membership with AICP or PIA, or have 5 years of professional planning experience.

HOW DO I APPLY?

You must send a completed application, along with the necessary supplementary documents to certification@psb-planningcanada.ca



APPLICATION CHECKLIST

- Completed Application Form   
- Official University Transcript
Must be sent directly from the Institution where you received your university degree, in a sealed envelope.
- Confirmation of Employment & Job Description
Must be sent along with your application form, and signed by your manager/HR.
- Proof of Membership with ACIP or PIA
Reciprocal Membership Applicants Only
- Portfolio & Self Assessment Form
Prior Learning Assessment Recognition Applicants Only
- Name of Mentor
See Mentorship requirements below
- Name of Sponsor
See Sponsorship requirements below

Learn more about the Portfolio [HERE](#) and Self Assessment Form requirements [HERE](#)



Who can be your Sponsor?

- A **Registered/Certified member** in good standing of a PTIA (RPP, LPP, MCIP) for **3** or more years
- **Must be at arms-length from the Candidate** – not a direct supervisor, subordinate, close work colleague or in any personal or business conflict of interest. This person can work at the same company, but cannot work on any of the same files as you.



Who can be your Mentor?

- A **Registered/Certified member** in good standing of a PTIA (RPP, LPP, MCIP) for **3** or more years
- **Ideally** a supervisor, close work colleague or other close professional colleague of the Candidate member

WHEN WILL I HEAR BACK?

It takes anywhere between 2-3 weeks for the PSB to review your application, once we receive all of the necessary documents. If your application is in order, the PSB will provide a recommendation to your PTIA, who will then invite you to become a Candidate Member. Once you become a Candidate Member, you can move on to step 2,3 and 4.

STEP 2: MENTORSHIP

Your mentorship is designed to help you with your professional growth and your development of specific [competencies](#). Your mentorship period will last a minimum of one year, and **can only begin once you have been accepted as a Candidate Member** by your PTIA. This is to ensure that you are exposed to, and cover, a range of professional topics while completing your practical work experience.

WHAT DOES MY MENTOR DO?

- Meets with Candidate member **frequently** (e.g., every 2 months) over the minimum one-year Mentorship period, either in person or electronically
- Ensures Candidate member is familiar with, integrates, and can apply:
 - ✓ The PTIA's Code of Ethics or equivalent.
 - ✓ The CIP Code of Professional Conduct.
 - ✓ The role of the 'public interest' in professional planning.
 - ✓ The role of the profession in maintaining standards of competency, ethics and professionalism
 - ✓ A broad range of the profession's competencies



WHAT CAN I LOG?

You must document at least 4-6 meetings with your mentor in the **template** provided on the PSB website for a minimum of **1 year**. Meetings/activities should **not** be related to the Candidate's normal work activities (a meeting to discuss progress on a specific project is not acceptable)

STEP 3: LOGGING WORK EXPERIENCE

The Sponsor, which you indicated on your application form, will monitor you during this stage of the process. Your Sponsor will review and validate (sign off on) your **Record of Practical Work Experience** (work logs). Your Sponsor's signature on the *Record* does not merely indicate that s/he believes the work was carried out by you as described, but also indicates that the Sponsor is fully satisfied that the reported work constitutes acceptable responsible professional planning experience.



WHAT CAN I LOG?

You can log **responsible** planning experience and must outline it in the PSB **template**. It does **not** include technical, clerical or administrative work performed in support of the planning function

Responsible planning comprises 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 deposition of land or the allocation of resources, facilities or services. It also shows a specific relationship to public policies or programs for controlling or influencing the development of communities. Responsible planning relates to the professional competencies and comprises a substantive component of initiative, judgment, substantial involvement and personal accountability or definition or preparation of significant elements of the program of work.

CAN I LOG PAST EXPERIENCE?

Accredited Degree applicants may be allowed to use one (1) year's experience gained **prior to application**, provided their Sponsors agree, the experience was **gained post accredited degree**, and the applicant was **paid** for the work. Unpaid internships and volunteer experience does not count. This accommodation is **not** available to PLAR or Advanced Standing applicants

HOW MANY YEARS DO I NEED TO LOG?

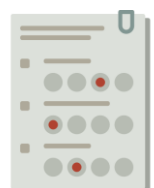
Accredited Degree applicants must log the equivalent of **two years** of responsible planning experience (one of which can be backlogged). PLAR or Advanced Standing applicants are required to log **one year** of responsible planning experience.

STEP 4: ETHICS & PROFESSIONALISM COURSE

All candidates are required to complete the Ethics & Professionalism Course and Test. The course consists of eight modules: (1) Professions and the Professional Culture (2) Why the Planning Profession is Concerned About Practitioner Ethics (3) Professional Obligations and Responsibilities (4) The Ethical Planning Practitioner (5) The Public Interest (6) Professional (7) Codes of Ethics and Practice (8) Case Studies and Exercises (9) Readings. The candidate has six months to complete the readings and pass the final test.

HOW DO I TAKE THE TEST?

Once you have completed all of the necessary readings, you may request to take the Ethics & Professionalism test. The test is a series of multiple choice, fill-in-the-blank and true/false questions. You must request the test from the PSB, who will then send you the PDF test. You are required to print the test, complete it, scan it and send it back to the PSB within 24 hours.



STEP 2, 3 & 4 CAN BE COMPLETED CONCURRENTLY

STEP 5: THE PROFESSIONAL EXAMINATION

The Professional Examination is the final step in achieving your RPP designation. The Professional Examination is a formal, multiple choice Examination that is offered twice in each year – once in the Spring and once in the Fall. It will be marked, and a "pass" is 80%.

WHEN AM I ELIGIBLE TO WRITE?

You are eligible to write the Professional Examination once the following steps have been completed:

ELIGIBILITY CHECKLIST

- Accepted by your PTIA as a Candidate Member
- Work Logs Signed by Sponsor
2 years of work experience for Accredited Degree Candidates and 1 year of work experience for PLAR & Advanced Standing Candidates
- Mentor Logs Signed by Mentor
1 year of mentor logs
- Work Logs & Mentor Logs submitted to the PSB
- Work Logs & Mentor Logs approved by the PSB
- Registered for the Ethics & Professional Course
- Passed the Ethics & Professional Test

The PSB needs 2-3 weeks to review work logs and sponsor logs

