PROFESSIONAL STANDARDS BOARD
FOR THE PLANNING PROFESSION IN CANADA

MEMBERSHIP STANDARDS POLICY MANUAL



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The *Membership Standards Policy Manual for the Planning Profession in Canada* was developed by the Professional Standards Committee for the Planning Profession in Canada (Standards Committee) and came into effect on April 16, 2016.

The Standards Committee was a strategic alliance of Provincial and Territorial Institutes and Associations (PTIA's) and the Canadian Institute of Planners (CIP). The mandate of the Standards Committee included:

- developing consistent national standards, processes, and best practices for persons qualifying to practice as professional planners;
- developing national standards for the accreditation of academic planning programs;
- proposing and coordinating the approval of new standards or amendments to existing standards;
- providing interpretative direction or explanation of membership or academic accreditation standards; and
- conducting annual and five-year comprehensive reviews of standards.

As of July 2025, the Professional Standards Board for the Planning Profession in Canada assumed the mandate previously held by the Standards Committee.

The *Membership Standards Policy Manual for the Planning Profession in Canada* is intended to be an evergreen document, evolving over time to reflect the progression of the Planning Profession in Canada and the regulatory framework it operates within.

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1 INTRODUCTION

1.1 GLOSSARY/DEFINITION

1.1.1 General

- "APC" shall mean the Accreditation Program Committee of PSB;
- "CIP" is the Canadian Institute of Planners;
- "International planning institute" shall include any planning institute in any country, and any branches, chapters, affiliates or similar organizations of such an institute, and is not limited to those institutes with which a reciprocal agreement exists
- "PEEC" shall mean the Professional Education and Examination Committee of PSB;
- "PTIA" is a Provincial/Territorial Institute or Association as designated by CIP or established through legislation, and which has a Shared Services Agreement with the Professional Standards Board;
- "PSB" is the Professional Standards Board for the Planning Profession in Canada;
- "SAC" is the Standards Advisory Committee of PSB

1.1.2 Certification

- "Entry route" shall be one of the routes to entry to PSB's certification process as specified below;
- An "applicant" is a person who has applied for entry to PSB's certification process;
- An "accepted applicant" or an "approved applicant" is a person who has been approved for entry to PSB's certification process, but has not yet been accepted as a Candidate member;
- "Member" is a person holding membership in a PTIA as a Candidate, Full/Certified, Non-practicing or Retired member;
- "Pre-Candidate member" is a member of a PTIA who has registered as such for the purposes of accumulating the necessary experience to qualify for entry to PSB's process through the Prior Learning Assessment Recognition route;
- "Candidate member" is an individual who has been approved as such by a PTIA;
- "Full/Certified member" is a member who has been granted certification as a Registered Professional Planner (RPP), Member of the CIP (MCIP) or other equivalent certification (such as, in the case of Nova Scotia, a Licensed Professional Planner (LPP)) and who is in good standing with their PTIA;
- "Non-practicing member" is a member of a PTIA who is a Candidate or Full/Certified member who has temporarily ceased to practice as a planner and who has so notified their PTIA and has been accepted as such;
- "Retired member" is a former Full/Certified member who has retired from the practice of planning and who has so notified their PTIA and has been accepted as such;
- "Fiscal year" or "membership year" shall be the period defined as such in the by-law(s) of the PTIA to which a member belongs. Unless otherwise specified in the by-law(s), it shall mean the period from January 1 to December 31 in any year;
- "Good standing" means that the member's dues for the current fiscal year are fully paid and that they is otherwise compliant with requirements set by CIP and/or their PTIA;
- An "accredited degree" is a degree in planning that has been conferred by an accredited planning degree program, as defined below;
- An "accredited planning degree program" or an "accredited program" is a university planning degree program currently accredited by the PSB, or formerly accredited by PSB, or formerly accredited by CIP, or otherwise accredited by way of a current reciprocal agreement. It also includes a university planning degree program which, subject to the provisions of Volume 5 of

this manual, has been granted preliminary accreditation;

- A "formerly accredited program" shall be a university planning degree program to which section 5.6 of this manual ("Program End-of-Life") applies;
- An "international Institute" is an institute or association of professional planners with whom an advanced standing agreement exists;
- "Planning" shall mean 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" shall mean experience that:
    - Comprises analysis, projections, 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;
    - Shows a specific relationship to public policies or programs for controlling or influencing the development of communities; 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.
- A "delinquent" member means an individual who has been a Full/Certified member or a Candidate member of a PTIA and whose membership dues have not been paid within the period stipulated in their PTIA's by-laws, regulations or policy, or has exceeded the seven year time limit for Candidate membership, or has failed to comply with their CPL requirements, or failed to meet any other membership responsibility AND has been removed from the register of Full/Certified members or Candidate members of the PTIA; and who no longer has any rights or responsibilities with their PTIA.
- A "resigned" member means an individual who has been a Full/Certified member or a Candidate member of a PTIA and who has submitted their resignation in writing to their PTIA, and whose resignation has been accepted by their PTIA; and who no longer has any rights or responsibilities with their PTIA.
- "Degree" shall mean a four-year ("honours") undergraduate degree or a two-year graduate degree; and
- "Structured/organized and structured" and "unstructured/self-directed or unstructured/independent and self-directed/self-directed" continuous professional learning shall have the same meaning as set forth in the member's PTIA's by-laws and/or policies.
- "Non-Resident member" is a member who holds membership in any class with their PTIA of residence and also holds membership with another PTIA in which they do not reside, in which they may practice or study.
- A "member in good standing" means a member who has paid their current year's member dues, is fully compliant with the most recently completed continuous professional learning reporting and is not in violation of any other rights and responsibilities of members within the member class to which they belong.

1.1.3 Accreditation

- A "program" is a course of study offered by a university leading to an undergraduate or graduate degree in planning;
- A "school" is a school of planning or other administrative unit within a university offering one or more degrees in planning;
- A "new" program is one which, at the date of application for preliminary accreditation, has

either not yet enrolled students or is in the first year of its operation (i.e. all its students are in the first year of classes);

- An "existing" program is one which has operated for more than a year but has not been previously accredited;
- "Date of first enrollment" shall be deemed to be the first day of classes in an academic year following a student's initial acceptance by a program;
- "Preliminary accreditation" is accreditation granted to a program based on a simple documentary review of the program's application, and is subject to acceptable annual reports during the period of preliminary accreditation and confirmation of "final" accreditation by PSB following a regular intensive site visit;
- "Date of preliminary accreditation" shall be the beginning of the academic year in which preliminary accreditation is granted;
- "Accreditation" or "final accreditation" of a program is granted following an intensive site visit, positive recommendation by the Site Visit Team (SVT), endorsement of that recommendation by the Accreditation Program Committee (APC), and acceptance of APC's endorsement by the PSB Board of Directors;
- "Date of accreditation", in the case of a program which has been granted preliminary accreditation, shall be the same as the date of preliminary accreditation; for programs which were recognized under the 2004 CIP Membership Manual, Volume 3 (and its predecessors), date of accreditation shall be the date the programs were first recognized;
- "Days" shall mean calendar days;
- "Year" shall mean the academic year (normally September 1 to August 31);
- The "end-of-life period" shall be:
    - In the case of an undergraduate degree, seven (7) years beginning with the end of the academic year in which the termination of the program is announced by the university, or the program's accreditation is withdrawn by PSB or by the program itself;
    - In the case of a graduate degree, five (5) years beginning with the end of the academic year in which the termination of the program is announced by the university, or the program's accreditation is withdrawn by PSB or by the program itself.
- A degree that is conferred within the end-of-life period shall be considered to be an "accredited degree" within the meaning of section 4.1.2 of this manual.

2 COMPETENCY STANDARDS

Please refer to *Competency Standards for the Planning Profession in Canada – Final Report and Recommendation* prepared as a part of Planning for the Future. This report is included as Appendix A.

3 ETHICAL STANDARDS

Please refer to *Ethical Standards for the Planning Profession in Canada – Final Report and Recommendation* which was prepared as a part of Planning for the Future. This report is included as Appendix B.

4 ADMISSION AS A CANDIDATE MEMBER

4.1 ADMISSION ROUTES

4.1.1 Scope

This section applies to the process of certification of members of the PTIA's. It contains the minimum standard for matters relating to certification; individual PTIA's may set higher standards and will advise PSB of such standards.

4.1.2 Entry Routes/Prerequisites

Unless exempted from this requirement by their PTIA or applying through the Advanced Standing route, an applicant shall have at least a university bachelor's degree or a two-year graduate degree or, in the case of a non-Canadian degree, a degree that evaluates to the equivalent of a bachelor's degree or a two-year graduate degree granted by a Canadian university. A bachelor's degree does not need to be a four-year or honours degree. Notwithstanding the foregoing, an applicant who holds an accredited one-year graduate degree shall be eligible to apply to PSB's certification process.

All applicants must, at the time of their application and while they are in PSB's certification process, be employed in planning as defined in section 1.1.2 of this manual.

4.1.2.1 *Accredited Degree*

The Accredited Degree entry route is open to individuals who hold a degree in planning which has been conferred by an accredited program. Applicants entering through this route must:

- Complete the Accredited Degree Application;
- Pay the application fee in effect at the time the application is submitted;
- Request that the university which conferred the degree provide their official transcripts directly to PSB;
- Request that their employer provide confirmation of employment and a job description directly to PSB; and
- Provide or secure such other information as may be necessary to the processing of the application.

Upon receipt of all of the above materials, PSB shall evaluate the application and, if appropriate, approve the applicant for entry to PSB's certification process.

If an applicant is approved, PSB shall provide their information to their designated PTIA for consideration for Candidate membership. Unless the applicant specifies otherwise, the PTIA which governs the area in which the Candidate lives shall be considered to have been

designated.

The PTIA shall confirm to PSB that the applicant has been approved for Candidate membership.

4.1.2.2 *Advanced Standing*

The Advanced Standing route is open to individuals who hold full or certified membership (or the equivalent) in good standing with an international Institute. Applicants entering through this route must:

- Complete the Advanced Standing Agreement Application;
- Pay the application fee in effect at the time the application is submitted;
- Request that the international Institute provide confirmation of full or certified membership (or the equivalent) directly to PSB;
- Request that their employer provide confirmation of employment and a job description directly to PSB; and
- Provide or secure such other information as may be necessary to the processing of the application.

Upon receipt of all of the above materials, PSB shall evaluate the application and, if appropriate, approve the applicant for entry to PSB's certification process.

If an applicant is approved, PSB shall provide their information to their designated PTIA for consideration for Candidate membership. Unless the applicant specifies otherwise, the PTIA which governs the area in which the Candidate lives shall be considered to have been designated.

The PTIA shall confirm to PSB that the applicant has been approved for Candidate membership.

4.1.2.3 *Prior Learning Assessment Recognition (PLAR)*

The PLAR entry route is open to individuals who:

- Hold a Canadian planning degree that is not an accredited degree; or
- Hold a Canadian degree in a field other than planning, whether or not that field is related to planning; or
- Hold a non-Canadian degree in any field, including planning. Applicants entering through this route must:
    - Complete the PLAR application, including a self-assessment in the specified format and a portfolio through which they demonstrate to the PLAR assessors the equivalent of five years' responsible professional planning experience

- Pay the application fee in effect at the time the application is submitted;
- Request that the university which conferred the Canadian degree provide their official transcript directly to PSB or, in the case of a non-Canadian degree, request that an evaluation service recognized by PSB provide an official evaluation of the non-Canadian degree directly to PSB;
- Request that their employer provide confirmation of employment and a job description directly to PSB; and
- Provide or secure such other information as may be necessary to the processing of the application.

Upon receipt of all of the above materials, PSB shall evaluate the application and, if appropriate, approve the applicant for entry to PSB's certification process.

If an applicant is approved, PSB shall provide their information to their designated PTIA for consideration for Candidate membership. Unless the applicant specifies otherwise, the PTIA which governs the area in which the Candidate lives shall be considered to have been designated.

The PTIA shall confirm to PSB that the applicant has been approved for Candidate membership.

4.1.2.4 *Assessment of PLAR Applications*

PLAR applicants must demonstrate, through their applications, and to the satisfaction of the PLAR assessors, the equivalent of five (5) years of responsible professional planning experience, where this is described as experience that:

- Comprises analysis, projections, 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;
- Shows a specific relationship to public policies or programs for controlling or influencing the development of communities; 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.

Technical support, clerical or administrative work performed in support of the planning function shall not be considered to be responsible professional planning experience.

PLAR applications shall be assessed to determine:

- Whether the applicant has demonstrated the equivalent of five (5) years' responsible professional planning experience; and
- Whether the applicant has demonstrated, through a combination of education and experience, an appropriate level of proficiency in the functional and enabling competency domains and subdomains. It is not expected that an applicant will have achieved a high level of proficiency in all competency domains and subdomains; rather, assessors will be looking to see whether the applicant demonstrates proficiency in a variety of competencies.

A PLAR applicant whose first application is not approved may resubmit their application up to two (2) additional times.

4.1.2.5 *Appeals*

4.1.2.5.1 Accredited Degree and Advanced Standing Route Applicants

Applicants for entry via the Accredited Degree and Advanced Standing routes who have not been accepted by PSB may appeal the decision solely on the question of whether their employment constitutes employment in planning; the holding of an accredited degree or of full/certified membership (or equivalent) in good standing in an organization with which a Reciprocal Agreement exists is a matter of fact and not grounds for appeal.

4.1.2.5.2 PLAR Route Applicants

Applicants for entry via the PLAR route who have not been accepted by PSB, may appeal after the third submission of their application, by making a fourth submission directly to PEEC.

4.1.3 Candidate Membership

Candidate membership is granted solely by the PTIA's; PSB can only approve applications for its own certification process. PTIA's may have legislative and/or regulatory requirements they must fulfill in assessing the fitness for Candidate membership of accepted applicants. Accordingly, acceptance of an application by PSB does not guarantee acceptance of the applicant as a Candidate member of their PTIA.

Candidates must maintain membership as such in a PTIA throughout their participation in PSB's process.

4.2 CERTIFICATION PROCESS

All Candidates, regardless of entry route, must complete the following steps in order to complete the certification process and be recommended to their PTIA for certification:

- Accumulate the necessary responsible professional planning experience, evidenced

by a work log and attested by a Sponsor (see section 4.2.2);
- Complete one (1) year of mentorship, evidenced by a mentorship log and attested by a Mentor (see section 4.2.3);
- Take the Ethics & Professionalism course and pass the related test (see section 4.2.4);
- Pass the Professional Examination (see section 4.2.5).

PSB administers the above steps on behalf of the PTIA's with which it has signed Shared Services Agreements. PSB does not grant certification.

4.2.1 Competencies

Competencies are divided into functional and enabling. Functional and enabling competencies are further divided into domains, and domains are divided into subdomains. The complete list of competencies is contained in Appendix A of this manual.

4.2.1.1 *Use of Competencies*

Applicants via the PLAR route are expected to demonstrate, to the satisfaction of assessors, an appropriate level of proficiency in a suitable range of the competencies in order to enter through that route.

All Candidates, through their mentorship and sponsorship are expected to demonstrate an increase or improvement in their levels of proficiency and range of competencies.

All Candidates, through the Ethics & Professionalism test and the Professional Examination are expected to demonstrate their proficiency with the enabling competencies in particular.

4.2.2 Logging of Responsible Professional Planning Experience (Sponsorship)

All Candidates must accumulate a specific amount of responsible professional planning experience as defined in section 1.1.2.

The amount of experience to be accumulated varies by entry route as follows:

- Accredited Degree Candidates: the equivalent of two (2) years, gained after the accredited degree was conferred, except for experience gained while a student that is admissible under the Candidate's PTIA's by-laws and/or policies;
- Advanced Standing Candidates: the equivalent of one (1) year, gained after the Candidate's application has been approved;
- PLAR Candidates: the equivalent of one (1) year, gained after the Candidate's application has been approved.

Experience eligible for logging cannot be technical, administrative, etc. As such, a Candidate may take longer than one (1) calendar year to accumulate the equivalent of one (1) year's responsible professional planning experience, or longer than two (2) calendar years to accumulate the equivalent of two (2) years' responsible professional planning experience.

The Candidate must have been compensated for logged work; volunteer work is not eligible for logging. Work experience gained while a student may be admissible, subject to the Candidate's PTIA's by-laws and/or policies, provided the Candidate has been compensated for the work.

Candidates must work with a Sponsor (see section 4.2.2.1 to 4.2.2.3) to complete the logging process.

4.2.2.1 *Sponsor Eligibility*

To be eligible to be a Sponsor, an individual must:

- Be a Full/Certified member of a PTIA;
- Be in good standing with their PTIA;
- Have at least three (3) years as a Full/Certified member;
- Be at arm's length from the Candidate ("arm's length" means that the proposed Sponsor cannot be a direct supervisor, subordinate, close work colleague or in any business or personal conflict of interest with the Candidate)
- Review the orientation materials supplied by PSB (available on the PSB website); and
- Signify their agreement to be a Sponsor by completing the prescribed form.

A proposed Sponsor who works for the same firm as the Candidate may be eligible to be their Sponsor provided that the proposed Sponsor is not a direct superior, subordinate or close work colleague of the Candidate. Thus, a proposed Sponsor who works in a different office/location from the Candidate and/or has little or no day-to-day contact with the Candidate may be eligible to act as Sponsor.

4.2.2.2 *Candidate Responsibilities*

To fulfill their responsibilities, a Candidate must complete the work experience log on the prescribed form and submit it to their Sponsor for review, verification and validation.

If the Sponsor refuses to validate the log, the Candidate should determine what additional actions the Sponsor recommends they should take, complete those actions, and re-submit the log.

If the Sponsor validates the log, the Candidate must forward the validated log to PSB for review.

4.2.2.3 *"Backlogging" of Experience*

A Candidate who enters via the Accredited Degree route may, subject to the following restrictions, report in their work experience log the experience which the Candidate gained before entry into PSB's process ("backlogged" experience):

- Except for permissible student experience, the experience must have been gained after the accredited degree was conferred;
- The Candidate's Sponsor must agree to the inclusion of the experience in the work log;
- The Candidate's Sponsor must be able to verify the experience; and
- The experience must meet the criteria set out in section 4.2.2.

Backlogging of experience is not open to Candidates who have entered via the Advanced Standing or PLAR routes.

4.2.3 Mentorship

All Candidates, regardless of entry route, must accumulate a minimum of one (1) year of mentorship. The period of mentorship is not concluded until the Mentor is satisfied the Candidate has met the requirements of the mentorship program.

During the mentorship, the Candidate and their Mentor will work to ensure the Candidate is familiar with, integrates into their professional planning practice, 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; and
- A broad range of the profession's competencies.

4.2.3.1 *Mentor Eligibility*

To be eligible to be a Mentor, an individual must:

- Be a Full/Certified member of a PTIA;
- Be in good standing with their PTIA;
- Have at least three (3) years as a Full/Certified member;
- Review the orientation materials supplied by PSB (available on the PSB website); and

- Signify his/her agreement to be a Mentor by completing the prescribed form.

4.2.3.2 *Candidate Responsibilities*

To fulfill their responsibilities, a Candidate must:

- Arrange to meet with the Mentor regularly (at least six (6) times in a twelve-month period; if feasible, at least two (2) of those meetings should be face-to-face) to discuss the subjects identified in section 4.2.3;
- Work with the Mentor to set the agendas for meetings;
- Identify areas on which s/he would like to focus during the mentorship (areas in which s/he would like to develop or deepen their understanding);
- Identify possible activities which s/he could undertake with the Mentor; and
- Maintain an accurate log of the meetings on the prescribed form; obtain the Mentor's comments and sign-off on each meeting; obtain the Mentor's endorsement of the completed Record of Mentorship.

The Candidate shall provide the completed, endorsed Record of Mentorship to PSB for review.

4.2.3.3 *"Backlogging" of Mentorship*

No Candidate, regardless of entry route, shall be permitted to report in their record of mentorship any mentorship activity which took place prior to their acceptance to PSB's process and admission as a Candidate member of their PTIA.

4.2.4 Ethics & Professionalism Course and Test

4.2.4.1 *Eligibility*

All Candidates, regardless of entry route, are required to complete the Ethics & Professionalism Course and pass the associated test. Candidates must have been accepted as a Candidate member by a PTIA before they are eligible to undertake the course and test.

4.2.4.2 *Administration*

Candidates may make up to three (3) attempts to pass the test. If a Candidates fails to do so after three (3) attempts, PSB shall notify the Candidate's PTIA within ninety (90) days of the third attempt, and the PTIA shall determine whether the Candidate shall be eligible to continue as a Candidate member.

4.2.4.2.1 Appeals

A Candidate who has failed the test three (3) times may appeal in writing to PEEC for one (1) additional attempt.

4.2.5 Professional Examination

4.2.5.1 *Eligibility*

All Candidates, regardless of entry route, are required to complete the Professional Examination. Candidates must have satisfactorily completed PSB's Mentorship and Sponsorship processes as set out for their specific entry routes and must have achieved a passing grade on the Ethics & Professionalism Test before they are eligible to register to write the Examination. Candidates must be members in good standing of a PTIA in order to register for the Examination.

4.2.5.2 *Administration*

4.2.5.2.1 Appeals

A Candidate who has failed an attempt shall be permitted, subject to PSB policy, to appeal their result, based on the grounds of technical process and not merit.

4.2.6 Completion of Process and Certification

When a Candidate has successfully completed PSB's process (satisfied the Mentorship and Sponsorship requirements and passed the Ethics & Professionalism Course and Test and the Professional Examination), PSB shall notify the Candidate and the Candidate's PTIA of the fact, and the PTIA will, subject to its policies and procedures, consider the Candidate's application for certification.

Successful completion of PSB's process does not guarantee certification of a Candidate member by their PTIA. PSB is not responsible for the decision to certify an individual Candidate.

4.3 Certification of University Planning Degree Program Faculty

Candidates who are faculty members in a university planning degree program ("Academics"), regardless of entry route, shall be required to complete the following process:

- Accumulate the necessary responsible professional planning experience, evidenced by a work log and attested by a Sponsor (see section 4.3.2.);
- Complete one (1) year of mentorship, evidenced by a mentorship log and attested by a Mentor;
- Take the Ethics & Professionalism course and pass the related test;
- Pass the Professional Examination.

With the exception of logging responsible professional planning experience, Academics shall be subject to all the provisions of section 4.2 of this manual. This section, and specifically section

4.3.2, stipulates the provisions relating to the logging of responsible professional planning experience which shall apply to Academics.

PSB administers the above steps on behalf of the PTIA's with which it has signed Shared Services Agreements. PSB does not grant certification.

4.3.1 Employment in Planning

A person who is a full-time faculty member in a university planning degree program or holds a cross appointment to such a program shall be deemed to be employed in planning. For the purposes of this section, a degree program shall be deemed to be "planning" if:

- The subject matter taught meets the definition of planning as set forth in section 1.2.2 ; and
- It requires a minimum of three years (for an undergraduate degree) or two years (for a graduate degree) of full time study in a normal case; and
- The word "planning" or the French equivalent appears in the title of the degree or parenthetically to define the discipline of planning within the designated branch of knowledge and shall not be subordinate to another discipline within the branch of knowledge.

4.3.2 Logging of Responsible Professional Planning Experience (Sponsorship)

All Candidates must accumulate a specific amount of responsible professional planning experience as defined in section 1.2.2.

The amount of experience to be accumulated varies by entry route as follows:

- Accredited Degree Candidates: the equivalent of two (2) years, gained after the accredited degree was conferred, except for experience gained while a student that is admissible under the Candidate's PTIA's by-laws and/or policies;
- Advanced Standing Candidates: the equivalent of one (1) year, gained after the Candidate's application has been approved;
- PLAR Candidates: the equivalent of one (1) year, gained after the Candidate's application has been approved.

Candidates must work with a Sponsor to complete the logging process. Candidates are expected to arrange for a Sponsor at the time of their application or within ninety (90) days of the date of their application.

4.3.2.1 *Sponsor Eligibility*

To be eligible to be a Sponsor, an individual must:

- Be a Full/Certified member of a PTIA;
- Hold a full-time or cross appointment as a faculty member in an accredited planning degree program or be a person who is retired from a full-time or cross appointment as a faculty member in an accredited planning degree program or be a practitioner who has been or is currently an adjunct in an accredited planning degree program ;
- Be in good standing with their PTIA;
- Have at least three (3) years as a Full/Certified member;
- Be at arm's length from the Candidate ("arm's length" means that the proposed sponsor cannot be a direct supervisor, subordinate, close work colleague or in any business or personal conflict of interest with the Candidate);
- Review the "Guidelines for Academic RPPE", available from PSB.
- Review the orientation materials supplied by PSB (available on the PSB website); and
- Signify their agreement to be a Sponsor by completing the prescribed form.

4.3.2.2 *Candidate Responsibilities*

To fulfill their responsibilities, a Candidate must complete the work experience log on the prescribed form and submit it to their Sponsor for review, verification and validation.

If the Sponsor refuses to validate the log, the Candidate should determine what additional actions the Sponsor recommends they should take, complete those actions, and re-submit the log.

If the Sponsor validates the log, the Candidate must forward the validated log to PSB for review.

4.3.2.3 *"Backlogging" of Experience*

A Candidate who enters via the Accredited Degree route may, subject to the following restrictions, report in their work experience log the experience which the Candidate gained before entry into PSB's process ("backlogged" experience):

- Except for permissible student experience, the experience must have been gained after the accredited degree was conferred.
- The Candidate's Sponsor must agree to the inclusion of the experience in the work log.

- The Candidate's Sponsor must be able to verify the experience; and
- The experience must meet the criteria set out in section 4.3.2.

Backlogging of experience is not open to Candidates who have entered via the Advanced Standing or PLAR routes.

5 ACCREDITATION STANDARD

5.1 SCOPE

This section sets forth the accreditation standards to be met by all university planning degree programs applying for provisional accreditation, full accreditation or re-accreditation.

5.2 SUMMARY OF THREE PROGRAM ACCREDITATION SCENARIOS

A variety of different accreditation scenarios are possible, depending on factors such as when a program begins the accreditation process relative to when it begins operation, its current accreditation status, whether it is successful in an application, and whether it meets time limitations for application or re-application. The main scenarios are as follows:

- New program: A new program as defined in section 1.1.3 applies for provisional accreditation under section 5.5 the year before or during its first year of operation with its first cohort. If successful, it proceeds to apply for full accreditation under section 5.6 after the graduation of its first cohort.

- Existing program not currently accredited: An existing program as defined in section 1.1.3 that is not currently accredited applies for provisional accreditation under section 5.5 at a time of its choosing. If successful, it proceeds to apply for full accreditation under section 5.6 after the graduation of its first cohort considered to be graduating with an accredited degree.

- Existing program currently accredited: An existing program as defined in section 1.1.3 that is currently accredited applies for re-accreditation under section 5.6 before the end of the academic year prior to that in which its current accreditation expires.

5.3 PROGRAM ACCREDITATION REQUIREMENTS

Any planning program in Canada can apply to be accredited or re-accredited under the provisions of Section 5 of the Manual. In its application for accreditation/re-accreditation, the program must show that it meets the following requirements:

1. The university offering the program must be recognized by a provincial or territorial

government of Canada.

2. The degree must be in the field of planning as defined by CIP: "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."

3. An undergraduate degree should require the equivalent of four years of full-time study. A graduate degree should require the equivalent of two years of full-time study in a normal case. Equivalency for an accelerated graduate program may be established where admission requires at a minimum, an accredited undergraduate degree and a minimum of two years of planning related work experience. Note: doctoral degree programs are not eligible for accreditation.

4. The word "Planning" or the French equivalent must appear in the title of the degree or parenthetically to define the discipline of planning within the designated branch of knowledge and shall not be subordinate to another discipline within the branch of knowledge.

5. The program shall be a recognized degree-granting program, department or school within the university, in the direct charge of an individual whose primary area of academic and administrative activity is in the planning program and who is officially designated by the university as responsible for academic matters (subject to the constraints and limitations imposed by the university) in that planning program (herein after referred to as "the head of the program"). The head of the program should be a Full/Certified member. Where the head of the program's primary activity is not in the planning program and/or the head is not a Full/Certified member, a written explanation may be requested by the PSB.

6. The administrative unit must have appropriate administrative capacity and academic independence (subject to the constraints and limitations imposed by the university).

7. The faculty shall include at least four academic members whose major teaching and student-advising responsibilities are in the planning program.

8. A program must have a minimum number of current certified members in good standing of CIP or PTIA on faculty. Two or more members with part-time teaching appointments in the planning program shall be considered to be one of these full-time equivalents.

    a. For a program with fewer than eight full-time equivalent faculty, at least

three must be a Full/Certified member;

b. For a program with eight or more full-time equivalent faculty, at least four must be a Full/Certified member.

9. Faculty members shall have educational and professional backgrounds appropriate for the program level, with a relevant mix of credentials (e.g., PhDs in planning, other degrees in planning, significant experience in planning, degrees and experience in related fields).

10. The program must provide coverage of the competencies as described in Section 2.

5.4 PROVISIONAL ACCREDITATION OF NEW AND EXISTING PROGRAMS NOT CURRENTLY ACCREDITED

5.4.1 Scope

This section applies to the provisional accreditation of new and existing university planning degree programs ultimately seeking full accreditation. Provisional accreditation does not apply to the re-accreditation of currently accredited programs.

5.4.2 Cohorts Considered to Have Graduated with an Accredited Degree

New program: subject to final accreditation, all cohorts that graduate after the date of provisional accreditation shall be considered to have graduated with an accredited degree.

Existing program: subject to final accreditation, all cohorts that began classes in the academic year in which provisional accreditation was granted shall be considered to have graduated with an accredited degree. Students whose date of first enrollment was prior to the academic year in which provisional accreditation was granted shall not be considered to have graduated with an accredited degree.

In the case of both new and existing programs, if final accreditation is not granted, no students can be considered to have graduated with an accredited degree.

5.4.3 Application for Provisional Accreditation

5.4.3.1 *Application for Provisional Accreditation of a New Program*

A new program shall submit an application for provisional accreditation, in the prescribed form, to PSB no earlier than the beginning of the academic year preceding the year in which students are first enrolled, and no later than the end of the academic year in which students are first enrolled. It is understood that the program must graduate its first cohort:

- In the case of an undergraduate degree program, within five (5) academic years of

application;

- In the case of a graduate degree program, within three (3) academic years of application.

These time periods will be the period of provisional accreditation, if provisional accreditation is granted.

5.4.3.2 *Application for Provisional Accreditation of an Existing Program*

An existing program shall submit an application for provisional accreditation, in the prescribed form, to PSB at a time of its choosing. It is understood that the program must graduate its first cohort:

- In the case of an undergraduate degree program, within four (4) academic years of application;

- In the case of a graduate degree program, within two (2) academic years of application.

These time periods will be the period of provisional accreditation, if provisional accreditation is granted.

No more than one (1) graduating cohort can be considered to have graduated from a program which has been granted provisional accreditation, and that is the cohort that begins classes in the academic year in which application was made.

5.4.4 Appeal of the Decision

If the program wishes to appeal the PSB's decision, it may do so according to the provisions set out under section 5.8 of PSB's Administrative Process & Policy.

5.4.5 Reapplication on Denial

A program that has been rejected for provisional accreditation may reapply under the conditions set out in section 3.5.7 of PSB's Administrative Process & Policy.

5.4.6 Annual Reports

A program that has been granted provisional accreditation shall, during the period of such accreditation, be required to submit annual reports to APC.

5.4.7 Accreditation

A program with provisional accreditation that wishes to obtain full accreditation shall submit an application for accreditation within the academic year following the graduation of its first

cohort.

5.5 FULL ACCREDITATION OF NEW AND EXISTING PROGRAMS WITH PROVISIONAL ACCREDITATION AND RE-ACCREDITATION OF CURRENTLY ACCREDITED PROGRAMS

5.5.1 Scope

This section applies to programs currently accredited by PSB upon the expiration of such accreditation and to programs undergoing full accreditation after the expiration of their provisional accreditation.

5.5.2 Application for Full Accreditation/Re-accreditation

A currently accredited program shall submit an application for re-accreditation, in the prescribed form, to PSB no later than the end of the academic year prior to that in which its current accreditation expires. The accreditation of a program that does not meet this time limit will be considered to have lapsed as of the end of the accreditation period. In this case, a program wishing to be accredited must go through the provisional accreditation process under section 5.4 and subsequently a full accreditation process under section 5.5. Cohorts graduating from the program in the academic year of the lapse shall be considered as graduating with an accredited degree. Cohorts graduating after that period will not be considered to be graduating with an accredited degree unless and until the program successfully obtains full accreditation for the academic years for which they are enrolled.

A new or existing program not currently accredited which is applying for full accreditation and has been granted provisional accreditation shall submit an application for accreditation within the academic year following the graduation of its first cohort. The provisional accreditation of a program that does not meet this time limit will be considered to have lapsed at the end of that academic year. In this case, a program wishing to obtain provisional accreditation must go through the provisional accreditation process under section 5.4.

5.5.3 Appeal of the Decision

If the program wishes to appeal the PSB's decision, it may do so according to the provisions set out in section 3.3.6 of the PSB's Administrative Process & Policy.

5.5.4 Reapplication on Denial

A program that has been rejected for full accreditation or re-accreditation may reapply under the conditions set out in section 3.3.7 of the PSB's Administrative Process & Policy.

5.5.5 Annual Reports

A program that has been granted accreditation/re-accreditation shall, during the period of such continuing accreditation, be required to submit annual reports to APC.

5.5.6 Accreditation Period

A planning program which has been granted accreditation shall be considered to be accredited for a period of five (5) years, unless the PSB Board of Directors shall have decided the program should be accredited for a lesser period.

5.6 ANNUAL REPORTING

5.6.1 Scope

Each program that has been accredited or provisionally accredited shall submit an annual report to APC in the prescribed form by December 1 of each year. A program which is subject to re- accreditation shall not be required to submit an annual report in the academic year in which the re-accreditation visit is to take place.

5.6.2 Appeal of the Decision

If the program wishes to appeal the PSB's decision, it may do so according to the provisions set out in section 3.7.4 of the PSB's Administrative Process & Policy.

5.6.3 Reapplication on Withdrawal of Provisional or Full Accreditation

A program that has had had its provisional or full accreditation withdrawn by decision of PSB or an Appeals Panel following an annual report may reapply for accreditation under the conditions set out in section 3.7.5 of the PSB's Administrative Process & Policy.

5.7 REAPPLICATION

5.7.1 Scope

This section applies to the reapplication for provisional or full accreditation, for re-accreditation, and for reapplication after withdrawal of accreditation by PSB or an Appeal Panel following an annual report.

5.7.2 Reapplication After a Rejected Application

5.7.2.1 *Reapplication for Provisional Accreditation*

If a program has been rejected for provisional accreditation, and its appeal has been exhausted or it has not appealed the denial, and provided it can demonstrate that it has made changes to address the reason(s) provisional accreditation was denied, it may submit

a second application prior to the end of the same academic year in which it made its first application. In this case, the cohort which first enrolled in that academic year will be considered to have graduated with an accredited degree (if provisional and, subsequently, final accreditation is granted). If a program fails to reapply within the above-mentioned time period, its provisional accreditation is considered to have lapsed as of the end of that period. It may reapply at any future date under section 5.5. In that case, a program is considered an existing program, whether or not it first applied as a new program.

5.7.2.2 *Reapplication for Full Accreditation*

If a new or existing program with provisional accreditation has been rejected for accreditation, and its appeal has been exhausted or it has not appealed the denial, it may submit a second application not later than twelve months after the decision not to be accredited has been deemed to have been accepted. In this case, the application will be treated as a full accreditation application for new and existing programs with provisional accreditation and the program will not be required to obtain provisional accreditation. If a program fails to submit a second application within the specified time period, its provisional accreditation is considered to have lapsed as of the end of the twelve-month period. It may reapply at any future date. In that case, it shall reapply as an existing program not currently accredited, under the provisions of section 5.5 and shall go through the provisional accreditation process.

5.7.2.3 *Reapplication for Re-accreditation*

If a currently accredited program has been rejected for re-accreditation, and its appeal has been exhausted or it has not appealed the denial, and provided it can demonstrate that it has made changes to address the reason(s) re-accreditation was denied, it may submit a second application not later than twelve months after the decision not to re-accredited has been deemed to have been accepted. In this case, the application will be treated as a re-accreditation application and the program will not be required to obtain provisional accreditation. If a program fails to reapply within the specified time period, its accreditation is considered to have lapsed at the end of the twelve-month period. It may reapply at any future date. In that case, it shall reapply as an existing program not currently accredited, under the provisions of section 5.4 and shall go through the provisional accreditation process. Cohorts graduating after the year in which the program's accreditation lapsed will not be considered to have graduated with an accredited degree. Where a program reapplies under section 5.4, only those cohorts enrolled during the academic year of application and only if provisional and, subsequently, final accreditation is granted, shall be considered to have graduated with an accredited degree.

5.7.3 Reapplication After Withdrawal of Provisional or Full Accreditation by PSB

A program that has had its provisional or full accreditation withdrawn by decision of PSB or an Appeals Panel following an annual report may reapply for accreditation at any time. In that case it shall apply as an existing program not currently accredited, under the provisions of section 5.5 and shall go through the provisional accreditation process. Cohorts graduating after the year in which the program's accreditation was withdrawn will not be considered to have graduated with an accredited degree. Where a program reapplies under section 5.5, only those cohorts enrolled during the academic year of application shall be considered to have graduated with an accredited degree (only if provisional and, subsequently, final accreditation is granted).

5.8 PROGRAM END-OF-LIFE

5.8.1 Scope

This section applies to situations in which a university or program plans to end the program's accredited status. This could arise, for example, when a program itself is being terminated, or when the program for some reason no longer wishes to be accredited. This section does not apply to a situation where the program loses its accreditation as a result of a decision made by PSB or an Appeal Panel. Such situations are addressed in section 5.7.

5.8.2 Program End-of-Life Provisions

Where a university plans to eventually end an accredited program's accreditation status for whatever reason, the program is expected to continue in existence such that students may complete their degree requirements and have their degrees conferred within the end-of-life period. During this period, it is the responsibility of the university to maintain the program in compliance with the program requirements as stated in section 5.3.

5.8.2.1 *Notification*

The program end-of-life period begins when the program notifies PSB of its decision to end accreditation for whatever reason. The written notification shall include:

- the decision to end accreditation and the reasons for or context in which this decision was made;
- the program's plans to ensure students enrolled in the program are able to graduate with the degree for which they have enrolled; and
- the program's plan to ensure that the program will continue to adhere to the program requirements during the end-of-life period.

The program will notify students at around the same time that the program is ending its accreditation and provide PSB with a copy of its notice to the students.

PSB will provide copies of this information to the Chair of APC and APC's administrative staff.

5.8.2.2 *Annual Reports and Remedial Action*

A program in end-of-life shall, during the end-of-life period, be required to submit annual reports to APC (as per the process outlined in section 5.6) and take any remedial action required by APC within a specified period to continue to comply with the program requirements. Where remedial action is required, the program shall provide progress reports on such action to APC. The program will not normally be required to go through the re-accreditation process for the duration of the end-of-life period.

5.8.2.3 *Withdrawal of Accreditation by PSB*

A program in end-of-life which fails to comply with the program requirements as stated in section 5.3 may have its accreditation withdrawn by PSB as per the process outlined in 5.5.

5.8.3 Cohorts Considered to Have Graduated with an Accredited Degree

For a program that remains accredited throughout its end-of-life period, all cohorts enrolled in the program at the time of the end-of-life notification to PSB and who graduate during the end-of-life period shall be considered to have graduated with an accredited degree. Students enrolled in the program after the end of life notification to PSB or who graduate after the end-of-life period will not be considered to be graduating with an accredited degree. If a program loses its accreditation during the end-of-life period as a result of a decision by PSB or an Appeal Panel, it may reapply for accreditation under the conditions set out in section 5.7.3.

6 MEMBERSHIP POLICY MANUAL AMENDMENTS

Item	Date of Implementation	Comments
Membership Policy Manual (Section 1, Section 4, Section 5)	April 9, 2016	Reinstatement/Requalification sections not included. In effect as of April 9, 2016.
Section 4.2.5.2	September 16, 2016	To accommodate multiple choice professional exam.
Section 5	September 11, 2021	
Membership Policy Manual	TBD	• Removal of administrative processes under the responsibility of the PSB or PTIAs, and updated language to reflect the PSB's revised role and that of its SAC Committee in the development and review of standards. • Amendment to 4.1.2 to update the requirement to an undergraduate bachelors degree as opposed to a 4 year undergraduate degree. • Replacement of gender-specific pronouns with the gender-neutral 'their' to support inclusive language.

APPENDIX A – COMPETENCY STANDARDS FOR THE PLANNING PROFESSION IN CANADA

Document: *Competency Standards for the Planning Profession in Canada – Final Report and Recommendation*

APPENDIX B – ETHICAL STANDARDS FOR THE PLANNING PROFESSION IN CANADA

Document: *Ethical Standards for the Planning Profession in Canada – Final Report and Recommendation*