INTERNATIONALLY-TRAINED COMMUNITY PLANNERS

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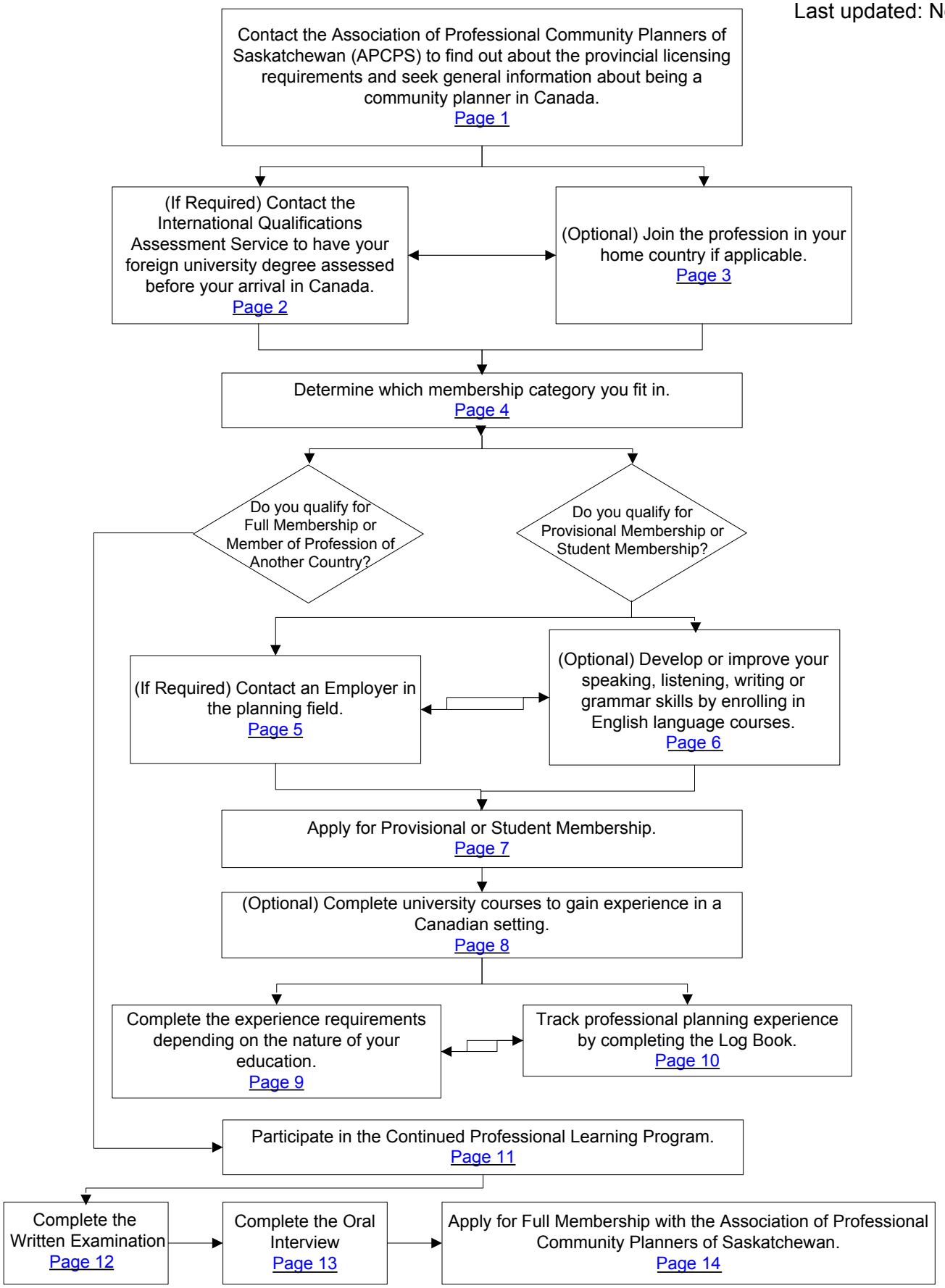

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PROCESS MAP FOR INTERNATIONALLY-TRAINED COMMUNITY PLANNERS WISHING TO WORK IN SASKATCHEWAN, CANADA

This PROCESS MAP will provide internationally-trained Community Planners with information about the most efficient pathway to obtain membership with the Association of Professional Community Planners of Saskatchewan (APCPS) and the Canadian Institute of Planners (CIP). This roadmap is meant as a guide only, but is based on the experience of many Community Planners that have been through the qualification process.

Contact the Association of Professional Community Planners of Saskatchewan (APCPS) to find out about the provincial licensing requirements and seek general information about being a community planner in Canada. Website: http://www.apcps.ca/

The requirements for membership in a provincial association of Professional Community Planners may differ in each Canadian province. When deciding to settle in Saskatchewan, it is important to contact the Association of Professional Community Planners of Saskatchewan (APCPS) to find out the steps that are required to become a Community Planner in the province.

You may write to the Association of Professional Community Planners of Saskatchewan (APCPS) and the Canadian Institute of Planners (CIP) to ask about the requirements and costs for licensing, certification, or registration and the recommended procedure for a credential assessment prior to your arrival in Saskatchewan, Canada.

Be sure to ask specifically for information on what parts of the process you can do or start before you leave your home country. For example you may need to:

- Prepare or obtain documents from your home licensing body or educational institution;
- Obtain and complete forms that are available online;
- Obtain personal or work references;
- Begin necessary educational or language assessments; or
- Begin applications to programs or examinations.

Association of Professional Community Planners of Saskatchewan (APCPS) 3803 Lakeview Avenue Regina, SK S4S 1H3 Tel: (306) 584-3879 Fax: (306) 352-6913 Website: http://www.apcps.ca/	**Canadian Institute of Planners (CIP)** 116 Albert Street, Suite 801 Ottawa, ON K1P 5G3 Tel: (613) 237-7526 Fax: (613) 237-7045 Email: general@cip-icu.ca Website: http://www.cip-icu.ca/

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(If Required) Contact the International Qualifications Assessment Service to have your foreign university degree assessed before your arrival in Canada.

The Canadian Institute of Planners has established reciprocal relations with the professions of countries from which most applications come. Contact the Canadian Institute of Planners to determine whether you need to obtain an evaluation of your foreign degree.

Individuals who are not members of professional organizations that are recognized by the Canadian Institute of Planners must have their credentials verified prior to filing an application. The certificate from the organization that provided the verification must accompany the application.

The documentation that will be required for the assessment may include:

- A photocopy of the degree and original transcripts;
- Proof of eligibility for membership in the professional planning organization of the country from which the university degree was granted, or proof of recognition of the degree by the planning profession of that country;
- Official translation of all documentation which is either in English or French.

To obtain an assessment of a foreign degree, the applicant should contact either:

Canadian Information Centre for International Credentials
95 St. Clair Avenue West, Suite 1106
Toronto, ON M5S 1T9
Tel: (416) 962-9725
Fax: (416) 962-2800
Website: www.cicic.ca

International Qualifications Assessment Service (IQAS)
4th Floor, Sterling Place, 9940 106 Street
Edmonton, AB T5K 2N2
Tel: (780) 427-2655
Fax: (780) 422-9734
Website: www.learning.gov.ab.ca/iqas

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(Optional) Join the profession in your home country if applicable.

Applicants who reside in countries where there is a "recognized equivalent profession" should join the profession in that country first and then apply in Canada as a **Member of Profession of Another Country**.

A Member of Profession of Another Country will be qualified for membership in Canada, so long as they are a full member in good standing of the professional planning organization, which is recognized by the Institute as having equivalent membership standards, and who has successfully fulfilled the examination or portfolio requirements of the Institute.

Reciprocal agreements are in place with:

American Institute of Certified Planners (AICP) 1776 Massachusetts Avenue NW Washington, DC 20036 Tel: (202) 872-0611 Fax: (202) 872-0643 Email: APAInfo@planning.org Website: www.planning.org	**Planning Accreditation Board (PAB)** 122 S. Michigan Ave – Suite 1600 Chicago, IL 60603-6147 Telephone: (312) 334-1271 Fax: (312) 334-1273 Email: pab@planning.org Website: http://www.planningaccreditationboard.org/
Royal Town Planning Institute (RTPI) 41 Botolph Lane London EC3R 8DL, England Tel: +44 (0)20 7929 9494 Fax: +44 (0)20 7929 8199 Email: careers@rtpi.org.uk Website: www.rtpi.org.uk	**New Zealand Planning Institute (NZPI)** Box 6388 Welesley Street Auckland, NZ Tel: +64-9-309-0040 Fax: +64-9-377-8354 Email: nzpi@ihug.co.nz Website: www.nzplanning.co.nz
The Planning Institute of Australia (PIA) 1st Floor, 217 Northbourne Avenue, Turner ACT 2612 Australia Tel: +61-2-6262-5933 Fax: +61-2-6262-9970 Email: info@planning.org.au Website: www.planning.org.au	

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Determine which membership category you fit in.

To qualify for **full membership**, you will need:

- Two to six years of responsible professional planning experience witnessed by a supervising full Member of the Canadian Institute of Planners, a certified Member of the American Institute of Certified Planners, a certified Member of the Royal Town Planning Institute or a certified Member of the Planning Institute of Australia
  - *2 years – with a recognized degree in planning from a Canadian University*
  - *4 years – with a university degree in a field related to planning*
  - *6 years – with a university degree in a field not related to planning*
- An oral examination
- If you do not hold a recognized degree in planning, you will need a written examination or a review of a portfolio of your work
- If you have less than two years responsible professional planning experience in Canada, you will need a special written examination of the Canadian planning system

To qualify as a **Member of Profession of Another Country**, you will need:

- Full membership in good standing of the professional planning organization, which is recognized by the Institute as having equivalent membership standards
- A written examination or a review of a portfolio of your work

To qualify for **provisional membership**, you will need:

- A university degree
- A job in the planning field

To qualify for **student membership**, you will need:

- Enrollment in an accredited university planning program

You may wish to contact the Association of Professional Community Planners of Saskatchewan (APCPS) for guidance on selecting the membership category that best suits your experience and career objectives.

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3803 Lakeview Avenue
Regina, SK S4S 1H3
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(If Required) Contact an Employer in the planning field.

In order to apply for provisional membership you will need to be employed in a position in the planning field.

You can find employers by looking in the Yellow Pages (the telephone directory for businesses) or in local newspapers. Employers also sometimes place job ads at government employment agencies.

Individuals may select an employer by:

- Asking a personal acquaintance (e.g. a previous Employer) for recommendations
- Asking an Employer or fellow applicant for recommendations
- Asking the provincial association for assistance

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(Optional) Develop or improve your speaking, listening, writing or grammar skills by enrolling in English language courses.

Although you are not required to pass a language proficiency examination for membership with the Association of Professional Community Planners of Saskatchewan (APCPS), the job does require excellent language skills.

Knowledge of English or French is a strong asset.

You may wish to develop or improve your speaking, listening, writing or grammar skills by enrolling in English language courses. The following is a list of some of the courses that are available in Saskatchewan:

- Language Instruction for New Comers (LINC)
  - Open Door Society (Saskatoon and Regina)
  - University of Regina
  - University of Saskatchewan
  - Saskatchewan Institute of Applied Science and Technology
  - Parkland College
  - Prince Albert Multicultural Centre

- Enhanced Language Training (ELT)
  - Open Door Society
  - Saskatchewan Institute of Applied Science and Technology

- English as a Second Language (ESL)
  - University of Regina
  - University of Saskatchewan (Effective Writing and Grammar Course)
  - Global Gathering Place
  - Parkland College

- Occupational Language Training
  - Prince Albert Multicultural Centre

- Pronunciation Course
  - University of Saskatchewan (Language Centre)

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Apply for Provisional or Student Membership.

Fill out the application form that is available at the Association of Professional Community Planners of Saskatchewan website.

Applications for non-residents are handled directly by the National Office. Your application must include items such as:

- A completed application form and non-refundable fee
- A photocopy of your university degrees – accompanied by a letter certifying your academic credentials (must be obtained through the Canadian Information Centre for International Credentials or International Qualifications Assessment Service)
- Certified university transcripts
- A letter from your employer confirming that you are employed in a planning position

Send the application form along with the $50.00 application fee (fee waived for student applicants).

Upon review of your file, the national membership committee may require further information. In particular, to be a member of the Institute the candidate must show they are significantly familiar with Canadian planning and that they have reasonable language skills. There may be circumstances when the Membership Committee will not be able to process an application, where adequate communication with the candidate is not possible.

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(Optional) Complete university courses to gain experience in a Canadian setting.

The University of Saskatchewan offers individual courses or undergraduate programs in urban and regional planning at the College of Arts and Science.

The Regional and Urban Development Program is an undergraduate program combining components of geography, agriculture, economics, civil engineering, sociology and political studies. The program addresses major community planning issues in Canadian urban and rural environments. By completing this program you will be awarded a B.A. in Regional and Urban Development (Planning).

The Work Study Program is a non-credit course offered by the University of Saskatchewan. APCPS coordinates the Work Study Program by finding placements for students in planning offices throughout the province. Thirty nine hours must be accumulated in your work placement. Placements are offered in the Fall and Winter Semesters. Interested individuals are encouraged to review the Work Study Program Guidelines and submit a Student Information Sheet. These can be found on the APCPS website – under Education Programs.

For more information about the Regional and Urban Development Program contact:

University of Saskatchewan
Interdisciplinary Programs
265 Arts Building
9 Campus Drive
Saskatoon, SK S7N 5A5
Tel: (306) 966-4288
Fax: (306) 966-7171
Email: kristal.miller@artsandscience.usask.ca
Website: www.arts.usask.ca/rud/

For more information about the Work Study Program contact:

Education Chair, APCPS
City Planning Branch, City of Saskatoon
222-3rd Avenue North
Saskatoon, SK
S7K 0J5
Tel: (306) 975-3464
Fax: (306) 975-3185
Email: educationchair@apcps.ca

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Complete the experience requirements.

There are three ways to complete the experience requirements to qualify for full membership:

- Applicants with a degree from an accredited university planning program must complete 2 years of responsible professional planning experience;
- Applicants with a planning-related university degree must complete 4 years of responsible professional planning experience; or
- Applicants with a university degree that is not related to planning must complete 6 years of responsible professional planning experience.

Contact APCPS to determine whether your degree is “recognized”, “related” or “unrelated”.

Responsible professional planning experience means work:
(a) comprising analysis, projection, design and program development which requires consideration of the inter-relationships of space and time.
(b) which shows a specific relationship to public policies or programs for controlling or influencing the development of communities, which involves components of initiative, judgment, involvement and personal accountability.

In addition to completing the necessary period of experience, applicants must also have experience in at least two types of planning work. The following table identifies three broad categories of different types of experience.

Scale	*Process*	*Subject Matter*
Building Group Neighbourhood or District Municipality Metropolitan Area Regional Territorial Provincial National	Analysis Projection Design Program Development	Comprehensive physical planning Administration for planning and development Transportation planning Research methodology and theory Renewal planning Economic planning Social planning Planning law Programming and budgeting Urban Design Resources and regional development Environmental planning Recreation and open space planning Housing policy Community planning

Please note: schooling or time spent acquiring training shall not be considered as part of one’s professional planning experience.

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Track professional planning experience by completing the Log Book.

Your professional planning experience must be tracked using the Log Book.

Contact the Association of Professional Community Planners of Saskatchewan for more information about the requirements and for your copy of the Log Book.

Sample Log Books are available online.

Your Log Book must be submitted to Council and, if it is accepted, you will be approved to take the Written and/or Oral Examination.

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Participate in the Continued Professional Learning (CPL) Program.

All Provisional and Full Members must participate in the Continued Professional Learning Program to satisfy the requirements for membership. The reporting period is from January 1st to December 31st of each year.

The Association of Professional Community Planners of Saskatchewan CPL Program Guide is on the APCPS website. The following is a summary of the requirements:

- **A minimum of 18 Learning Units** (LUs) per year must be reported including 9 Structured LUs (min.) + 9 Self-Directed LUs (max.)
- **LUs** represent one full hour (60 minutes – not including breaks) of approved professional learning activity.
- **Professional Learning Activity includes** learning activities related to planning, and activities that are not directly related to planning but are intended to enhance the professionalism and capacity of planners to do their job better (i.e. management course).
- **Organized/Structured LUs** are activities that include courses, meetings, seminars and workshops.
- **Self-directed LUs** are activities that include reading articles, publications, written reviews and participation on a civic/professional committee.

To obtain Learning Unit credits for each Professional Learning activity, you must fill out a Self-Report form online at www.cip-icu.ca. All submissions are considered on an individual basis and are subject to review and adjustment.

APCPS Learning Activities are listed under the "Home Affiliate Events" in the Structured Learning Units Section.

To qualify for Learning Units, the activity must encompass topic areas that related to professional planning responsibilities and where it can be shown to improve the professionalism of the member. The following is a list of some subjects that would qualify for APCPS CPL Learning Units.

Code of Ethics	Environmental Law	Public Input and Analysis
Communications Skills	Heritage Preservation	Regional Planning
Community Development	Land use and Development issues	Rural Planning
Conflict Resolution, Mediation, Facilitation	Management Skills	Site Design and Analysis
Demographics	Mapping – GIS	Urban Design/Place Making
Environmental Analysis	Planning Law	Sustainable Development
		Zoning

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Complete the Written Examination.

Applicants with a planning-related university degree who have completed the 4 years of responsible professional planning experience and, applicants with a university degree that is not related to planning who have completed the 6 years of responsible professional planning experience must challenge the written examination in partial fulfillment for admittance to Full Membership. An oral interview must also be successfully completed.

The written examination consists of three questions, each designed to test the applicant in one aspect of the planning process:

- An understanding of the comprehensive planning process and of interrelationships among disciplines contributing to the process;
- An understanding of how policies and plans are formulated; and
- A grasp of how policies and plans are implemented.

The written examination will be graded by two examiners, and where necessary, by a third examiner. In deciding whether a candidate should pass, the examiners are concerned with knowledge, as well as evidence that the candidate can think and write at a professional level, and that the candidate's knowledge extends beyond his or her specific job experience. The results of the examination will be transmitted to the Membership Committee for consideration.

Contact the Association of Professional Community Planners of Saskatchewan for eligibility requirements, time, and location of the examination.

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Complete the Oral Interview.

The final step is the completion of an oral interview conducted by the Association of Professional Community Planners of Saskatchewan Membership Committee to determine whether a candidate should be elected for membership.

Contact APCPS for more information.

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Apply for Full membership with the Association of Professional Community Planners of Saskatchewan.

After successfully completing all of the provincial requirements for membership, you may now apply to be a full member of the Association of Professional Community Planners of Saskatchewan.

All members of the Institute of Association of Professional Community Planners of Saskatchewan are also automatically members of the Canadian Institute of Planners.

The fees for 2008 are as follows:

2008 Membership Fees						
Membership Class	**APCPS Fee**	**CIP fee**	**GST**	**Professional Liability Insurance**	**GST**	**Total**
Full	$111.00	$169.90	$10.19	$52.00	$3.12	$346.21
Provisional	$111.00	$196.90	$10.19	$52.00	$3.12	$346.21
Retired	$10.00	$66.29	$3.98	n/a	n/a	$70.27
Student	$10.00	$19.62	$1.18	n/a	n/a	$30.80
Public Associate	$111.00	$169.90	$10.19	n/a	n/a	$291.09
Non-resident	$111.00	n/a	n/a	n/a	n/a	$111.00
Application fee for admittance to APCPS (except student) is $50						
Re-admittance fee for members who lapsed and reapply is $50 + current year's dues + lapsed years' dues.						

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