



Articling Program Guide

A Companion Document to the Articling Journal
for Mentors and Articling Coordinators



A Guide for Mentors and Articling Coordinators

This Articling Program of BCIA was adopted in February, 2006. Effective implementation of the new program requires the following elements:

- A structured program clearly articulated
- Mechanisms for tracking progress
- Effective participation by mentors
- Effective coordination by Articling Coordinators
- Periodic review and amendment as required

Structured Program:

Each articling registrant receives an Articling Journal at the commencement of the program. This journal explains the specific program requirements and provides information resources to support participation in the program. All information is also posted to the BCIA website under 'Registrants' > Articling Program

Tracking Progress:

Central to the program is a Program Checklist in conjunction with the Articling Program page behind the log-in for the articling registrant to record "milestones" as the articling registrant moves through the program. In addition, Articling Coordinators in each branch may maintain records to track the progress of articling registrants.

Effective participation of mentors and Articling Coordinators:

This document has been prepared specifically to support mentors and Articling Coordinators. The basis of this document is key sections of the Articling Journal with supplementary information inserted into the text to provide guidance.

Periodic Review and Amendment:

At the end of this document, a review procedure is proposed to strengthen coordination of the program across the province, and to foster ongoing improvement.

*The following text is extracted from the Articling Journal. **Highlighted** footnotes provide supplementary information to help the mentor and Articling Coordinator participate effectively.*

Following this information extracted from the journal, procedures for the elevation to professional status are provided, as well as proposals for program review and amendment.

A copy of the program checklist is included as an appendix

Introduction to the Program (Excerpt from the Articling Journal)

Congratulations on becoming a registrant of the British Columbia Institute of Agrologists (BCIA). Some of you are recent university graduates while others are mature applicants who have entered BCIA. As an articling registrant you will now participate in a program that fosters professionalism in your career. You are now working in the field of agrology and through the Articling Program you will learn about the profession of agrology and the responsibilities and benefits of being a licensed professional.

You will have received a **letter**¹ from the Registrar of the BCIA conveying to you the articling designation and specifying your obligations to participate in both the Articling Program and the Continuing Professional Development Program of Institute. It is the expectation of the Institute that you will complete all requirements of the Articling Program within **three years**².

The Articling Program is of major importance to the British Columbia Institute of Agrologists. Developing professionals that are responsible, personally independent, and who maintain competency in their field of practice is critical to the function of our Institute, and expected by the wider community. The program was revised by the BCIA Council in February 2006 to reflect the Agrologist Act that came into force in May 2004 and now the new Professional Governance Act enacted in 2018. Since the Institute was established in 1947 a program has been in place to develop professionals. A key component of the Articling Program is the participation of full professional registrants as mentors to articling registrants. Your mentor will support you as you progress through the various requirements of the program. The following diagram shows how elements of the Articling Program fall within three general themes which progress concurrently. These three themes are then integrated at the end of the program through the Program Review prepared by the articling registrant and the letter of reference prepared by the mentor.

¹ **Articling Coordinator** - A copy of this letter is sent to the branch Articling Coordinator by the Registrar. New articling registrants should be added to a tracking spreadsheet developed for the branch.

² **Articling Coordinator** - The commencement date of the program for each articling registrant should be entered into the tracking spreadsheet by the Articling Coordinator.

Program Overview
for Articling Registrants and their Mentors

Establish a Mentoring Relationship				
<u>Fostering Professionalism</u>		<u>Continuing Professional Development</u>		<u>Working in Agrology</u>
Complete 'Intro to the Profession of Agrology' AND Orientation to BCIA courses		Document continuing professional development in online PD Reports		Be gainfully employed in the practice of agrology for the equivalent of two years full time; one year if applicable
Attend branch Annual General Meeting AND branch PD Event		Attend BCIA Ethics for Professionals Workshop		Develop a Professional Network
Provide brief oral report at branch meeting		Complete the Professional Liability webinar - module #1: Professional Negligence and Regulatory Offences		Obtain two letters of reference from supervisor, clients, or other (BCIA) professionals when ready to advance to full status
Meet with mentor at least 2X/year (in-person or electronically)		Complete Indigenous Foundational Knowledge Training		
Volunteer at a Branch/BCIA event OR attend a Branch Executive Meeting/ Conference Call OR serve on <u>any</u> Professional Group				
Attend BCIA Annual General Meeting				
<p>*Articling Registrant Prepares Program Review* *Articling Registrant Finalizes the Articling Program Checklist*</p>				
<p>*Letter of Recommendation from Mentor*</p>				

Elevation to Full Status

An Overview of the Articling Journal

This Articling Journal is a key resource to an articling registrant. This journal:

- Explains the various requirements that must be met during the program
- Provides mechanisms to collect key information needed to complete the program
- Provides key documents associated with the profession
- Provides a checklist used to record key “milestones” within the program

The journal is divided into five sections. Section 1 introduces the program and provides details on the requirements for each component of the program. Sections 2, 3 and 4 align with the three general themes of the program – Fostering Professionalism, Continuing Professional Development, and Working in Agrology. Once completed, elements are “signed off” using the Program Checklist in section 5. Once all elements, including working in agrology for the minimum articling term, are satisfactorily completed the articling registrant is then considered for full status designation.

First Step in the Program – Establishing a Mentoring Relationship

A critical component is the establishment of a mentoring relationship between a full status registrant of the Institute and the articling registrant entering the program.

Some considerations when establishing a mentoring relationship:

- Usually both the mentor and the articling registrant are registrants of the same branch but it isn't a requirement.
- Meetings can occur between mentor and mentee either in-person or electronically
- It is not essential that the articling registrant and mentor have expertise in the same area of practice – the primary role of the mentor is to guide the articling registrant through the nontechnical aspects of professionalism.
- The articling registrant's immediate supervisor can be a suitable mentor if:
 - the articling registrant prefers to have such arrangement, and
 - there can be no ethical quarrel between the articling registrant's job description and the development of professional ethics at work
- The success of the mentoring relationship will be an outcome of the trust between the two parties. Trust will generate an openness to discuss ideas, problems, deficiencies, and achievements.

The Articling Coordinator of your branch may contact you. The Articling Coordinator will work with you to select a suitable mentor if needed. Contact information for all branch

positions are on the Institute website at www.bcia.com. Support for mentors include this “Articling Program Guide” available as a download from the Institute’s website, as well as the Articling Coordinator within the branch.

You will need to contact your mentor to schedule an **initial meeting**³. At that meeting you and the mentor will:

- review the requirements of the program as described in this journal and in your letter from the Registrar,
- discuss in general a timeline for meeting these requirements,
- commit to frequent meetings either in-person or electronically, and
- sign and submit the Mentoring Agreement

The Mentoring Agreement is found in Section 2 of this document. The signed agreement should be emailed to the BCIA office to which the Articling Coordinator of the branch will be notified.

Elements of the Articling Program and BCIA Expectations

Element of Program	Expectations/Comments
Frequent meetings ⁴ between articling registrant and mentor 2X/year at a minimum	<ul style="list-style-type: none"> ○ The expectation of mentors is to provide guidance for articling registrants and monitor their progress through regular meetings. Meetings can occur in-person or electronically ○ Mentor to encourage completion of the Articling Program in a timely manner ○ To be “signed off” on program checklist by mentor
Participation in BCIA branch activities	<ul style="list-style-type: none"> ○ The articling registrant is encouraged⁵ to attend branch meetings, become involved in branch activities, and participate in committees. Branch meetings are excellent forums for developing and expanding your professional network⁶.
Provide a brief oral report ⁷ at branch meeting	<ul style="list-style-type: none"> ○ The articling registrant is to make a short oral intro at a branch meeting. Indicate this when registering online

³ **Mentor** should consider a location for meetings or online where you can chat comfortably and review documents. Ensure the Articling Program Journal is reviewed in the meeting. The initial meeting will likely take two hours to cover all the materials.

⁴ **Mentor** should try to meet with articling registrant quarterly; at a minimum though 2X/year. Meetings could be in conjunction with BCIA functions or Continuing Professional Development events. Ensure the Articling Program Journal is reviewed and progress is tracked..

⁵ **Mentors** are encouraged to attend meetings with the articling registrant and remind them of upcoming BCIA and professional development events

⁶ **Mentors and Articling Coordinators** are available to the articling registrant for increased networking

⁷ **Articling registrants** will indicate their intent by registering online for the event (branch AGM)

Element of Program	Expectations/Comments
	<p>for an event (branch AGM or other).</p> <ul style="list-style-type: none"> ○ Scope of the oral report should include: <ul style="list-style-type: none"> ○ who your mentor is ○ your academic background ○ your area of practice within agrology ○ your work experience to date, and ○ a description of your current employment ○ To be “signed off” on program checklist by mentor⁸
Attend a branch Annual General Meeting (AGM) <u>AND</u> a branch Professional Development (PD) event	<ul style="list-style-type: none"> ○ Articling registrants are encouraged to let their name stand for introductory positions on the branch executive⁹. Branch Directors are good “entry positions” that expose the registrant to decision making within a professional organization. ○ Branch events familiarize the registrant with how BCIA functions at a branch level ○ Encourages volunteerism ○ To be “signed off” on program checklist by mentor
Attend an Annual General Meeting of BCIA	<ul style="list-style-type: none"> ○ This is an opportunity to network with registrants of the Institute from across the province and to see the workings of your Institute at the provincial level. ○ Reports and submitted resolutions are discussed ○ The BCIA AGM is a virtual event so all registrants have the opportunity to attend online
Complete Indigenous Foundational Knowledge training	<ul style="list-style-type: none"> ○ Indigenous foundational knowledge training is a requirement relating to directives from the Professional Governance Act and therefore forms a mandatory component of the Articling Program ○ Encourages reconciliation with Indigenous peoples ○ A minimum of 6 hours of training with a certificate is required ○ Complete the declaration in the online PD Report stating a course has been completed
<p>Complete ‘Intro to the Profession of Agrology’ and ‘Orientation to BCIA’ courses with follow up questions</p> <p>The in person workshop that <u>may</u> be hosted by the local branch allows for networking,</p>	<ul style="list-style-type: none"> ○ These are online courses¹⁰. ○ Topics include: <ul style="list-style-type: none"> ● “What is Professionalism?” ● History of BCIA ● Development of a professional body ● Professional Governance Act, Code of Ethics ● Duty to Report ● The scope of Agrology

⁸ **Mentor** is the individual to “sign off” on select program requirements

⁹ **Mentor** – suggest you discuss this opportunity ahead of the branch meeting

¹⁰ **Mentors** are encouraged to attend this workshop with their mentee if in-person version is available

Element of Program	Expectations/Comments
asking questions, and meeting their branch executive team	<ul style="list-style-type: none"> • Issues facing Professional Agrologists today • PD Requirements <ul style="list-style-type: none"> ○ Complete the two declarations in the online PD Report stating the courses have been completed
Complete BCIA Ethics for Professionals Workshop ¹¹	<ul style="list-style-type: none"> ○ The intent of the Institute is to allow this workshop available to all registrants as a PD opportunity and is a requirement of the Articling Program. ○ This workshop will be delivered in regional settings and/or in conjunction with BCIA Annual General Meetings <u>OR presented as an online version</u> ○ This workshop will be approximately 6-8 hours in length and will use case studies and scenarios to initiate discussion on issues of professional ethics ○ Fostering the ethical behavior of professionals is a foundation activity of BCIA ○ Complete the declaration in the online PD Report stating the course has been completed
Volunteer at a Branch/BCIA event OR attend a Branch Executive Meeting/ Conference Call <i>(Contact your Articling Coordinator) OR serve on <u>any</u> Professional Group</i>	<ul style="list-style-type: none"> ○ Choose one of three options ○ This allows the articling registrant to become more engaged with BCIA, their local branch and it's executive ○ Increased networking and learning about other like-minded professionals ○ To be "signed off" on program checklist by mentor
Complete the Professional Liability webinar - module #1: Professional Negligence and Regulatory Offences	<ul style="list-style-type: none"> ○ The intent of the Institute is to make this workshop available to all registrants as a PD opportunity and is a requirement of the Articling Program ○ This workshop is a self-paced webinar found behind the registrant log-in of the BCIA website ○ Complete the declaration in the online PD Report stating the webinar has been completed
Document continuing professional development in the PD Reports ¹²	<ul style="list-style-type: none"> ○ Documenting your participation in continuing professional development activities is required of all registrants of the Institute. Report your PD hours as you go along in the year rather than waiting until paying annual fees. ○ Ensure the required annual and three year minimums are met ○ Reference the PD Guidelines for guidance

¹¹ **Mentors** are encouraged to attend this workshop with their mentee

¹² **Mentors** should be aware that there are documents in the Articling journal to support this task. **Mentor** should discuss entries in the PD Reports through regular meetings

Requirements at End of the Program

<p>Request two letters of reference to be submitted directly to BCIA office for the Registrar to review</p>	<ul style="list-style-type: none"> ○ The intent of these letters is to confirm a professional approach to working in the field of agrology ○ These letters should confirm: <ul style="list-style-type: none"> • your area of practice • that your work experience during your term was undertaken in an ethical manner • that you demonstrated technical expertise in your area of practice • that the work was completed to an acceptable level ○ These letters can be submitted by your supervisor, clients, or other professionals in good standing who are in a position to comment on your work experience ○ These letters should be submitted by the authors directly to the BCIA office
<p>Prepares and submits directly in the registrant's Articling Program page a Program Review of the Articling Program for review.</p> <p>Finalizes the Articling Program Checklist with mentor signatures</p>	<ul style="list-style-type: none"> ○ Review consists of an essay of 1500 to 2000 words. ○ The review should not focus on initial academic training, but rather focus on your development as a professional during the Articling Program ○ This review integrates all elements of the Articling Program ○ Specifically the review should include: <ul style="list-style-type: none"> • An articulation of your area(s) of practice within the scope of the agrology profession • A discussion of current issues and potential ethical challenges within your area(s) of practice in British Columbia • Summarize your work experience and responsibilities in agrology during the Articling Program • Provide an overview (perhaps using a diagram) of your developing "professional network" within your area of practice where, as a professional, you need to maintain and foster dialogue and communication • A strategy for your continuing professional development over the next year • Comments on how the Articling Program has met your needs as an aspiring professional and suggestions for how the Articling Program can be improved ○ Program Review submitted with completed Program Checklist ○ Program Review checked for completeness by Registrar

<p>Mentor writes letter of recommendation to Registrar if in the mentor's opinion the articling registrant should be elevated to full status</p>	<ul style="list-style-type: none"> ○ The letter should confirm the mentoring relationship and that all requirements of the program have been met to the mentor's satisfaction. Also that the articling registrant has completed the required amount of work experience within the program (stipulated in the letter from the Registrar when you entered the program) ○ The letter should describe briefly the qualities and qualifications being brought to the Institute by the articling registrant and recommend formal consideration of the articling registrant's advancement to full status
<p>Registrar reviews materials, determines that all requirements have been met, changes status in database and informs the registrant via letter</p>	<ul style="list-style-type: none"> ○ This elevation to full status is made upon receipt of: <ul style="list-style-type: none"> • completed checklist from Articling Journal • satisfactory Articling Program Review • satisfactory Letter of Recommendation from mentor • two satisfactory letters of reference • confirmation by Registrar that registrant attained the two years of work in the field of agrology (one year if applicable)

End of section based on Articling Journal

Procedures for Elevation to Full Status

1. Registrar informs articling registrant by letter of the registrant's advancement to full status. This letter is provided to the Articling Coordinator, Branch President and District Councillor
2. Registrar has certificate prepared and forwarded to the Branch Executive with the Professional Oath included for presentation at an event
3. Digital photographs of presentation(s) sent by email to BCIA head office for inclusion in newsletter and other media
Note: it may be appropriate for BCIA to prepare a generic news release to be used by branches for distribution, with photographs.

Articling Program Checklist

Name: _____

Commencement Date: _____

Name of Mentor: _____

Branch: _____

The elements below should be completed within three (3) years of your commencement date. **Signed mentoring agreement must be submitted first in order for these program elements to be recognized.** The elements do not have to be completed in any particular order. **Articling registrants may attend events and a branch AGM at any of the eight branches.**

Element of Program	Date Completed mm/dd/yy	Location or Declaration	Mentor or Registrar Verification
Completed 'Intro to the Profession of Agrolgy' and 'Orientation to BCIA' courses with follow up questions <i>Complete first if possible</i>		Complete the two (2) declarations in your PD Report	Registrar
Attended a branch Annual General Meeting (AGM) <i>Does not have to be your home branch</i>			<u>Mentor Signature</u>
Provided a brief oral report at a branch meeting <i>Usually done at a branch AGM</i>			<u>Mentor Signature</u>
Attended a Branch PD event <i>A branch PD event that forms a part of the branch AGM OR a separate event</i>			<u>Mentor Signature</u>
1. Volunteered at a Branch/BCIA event OR 2. Attended a Branch Exec Meeting/Conf Call OR <i>*Contact your Articling Coordinator</i> 3. Served on <i>any</i> professional group		1.	<u>Mentor Signature</u>
		2.	
		3. (name)	
Attended a Annual General Meeting (AGM) of BCIA		Virtual	Registrar

Attended the BCIA Ethics for Professionals workshop online or in-person		Complete the Ethics for Professionals declaration in your PD Report	Registrar
---	--	---	-----------

Element of Program	Date Completed mm/dd/yy	Declaration	Mentor or Registrar Verification
Completed Indigenous Peoples Awareness Training in which reconciliation with Indigenous Peoples is discussed		Complete the Indigenous Training declaration in your PD Report	Registrar
Completed the Professional Negligence and Regulatory Offences Webinar		Complete the Professional Negligence Webinar declaration in your PD Report	Registrar
Document professional development hours and declare area(s) of practice annually in BCIA profile	Mandatory for all regulated registrants		Registrar
Meetings at least 2X/year with mentor	Discussed program progress and PD opportunities; reviewed PD Hour claims; assisted with networking and branch/BCIA participation; reviewed all relevant materials online such as PGA, Bylaws, Duty to Report, etc		<u>Mentor Signature</u>
At the conclusion of the Articling Program the articling registrant must arrange for submission of the following to the BCIA office.			
Upload this completed checklist with mentor signatures to the 'Articling Program' page in BCIA profile	Upload written review of the Articling Program to 'Articling Program' page in BCIA profile <i>Mentor to review the articling review before submission.</i>	Mentor submits letter of recommendation of full status directly to BCIA office at p.ag@bcia.com	Two letters of reference submitted directly to BCIA office at p.ag@bcia.com <i>Can be from a supervisor, clients, co-workers or any registered professional in good standing.</i>

Mentee Declaration: By signing this completed checklist, I certify that I have completed all of the elements of the Articling Program and have worked full time (or an accumulation of time to equal full time based on 30+ hours/week) for the time stipulated in my acceptance letter. I am aware that program elements in this checklist may be verified by staff.

FINAL SIGN OFF BY MENTEE: _____ **DATE:** _____

Mentor Declaration: By signing this completed checklist, I certify that reasonable and fair communications occurred between both parties over the course of my mentee's articling term. To the best of my knowledge my mentee completed all program elements and I was aware of their intentions to complete each task asked of them.

FINAL SIGN OFF BY MENTOR: _____ **DATE:** _____