



BC INSTITUTE OF
AGROLOGISTS

Cultivating Natural Resource Professionals

Articling Journal



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Section 1

The Articling Program

Introduction to the Articling Program

Articling Program Overview

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Elements and Expectations of the Articling Program

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Introduction to the Articling Program

Congratulations on becoming a registrant of the British Columbia Institute of Agrologists (BCIA). As an articling registrant you will now participate in a program that fosters professionalism in your career. Through the Articling Program you will learn about the profession of agrology and the responsibilities and benefits of being a professional registrant of the BC Institute of Agrologists.

You will have received a **Letter from the BCIA Registrar** conveying to you the articling designation, assigned articling term and specifying your obligations to participate in both the Articling Program and the Continuing Professional Development Program of the Institute. It is the expectation of the Institute that you will complete all requirements of the Articling Program within **three years**. An extension fee will be applied to your annual fee if 3+ years is maintained as an articling registrant.

The Articling Program is of major importance to the British Columbia Institute of Agrologists. Developing professionals who are responsible, personally independent, and maintain competency in their area of practice is critical to the function of the Institute and is expected by the wider community. The Articling 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 new professionals.

A key component of the Articling Program is the participation of full status professional registrants as mentors to articling registrants. Your mentor should support you as you progress through the various requirements of the program.

Articling Program Registrants who have not submitted their signed mentoring agreement in the two months since their notice of acceptance into BCIA, will have their articling term held in abeyance (put on hold) until the mentoring agreement is received. This, in effect, will extend the articling term to however long the signed agreement is outstanding.

The chart on the following page 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, the Articling Program Checklist, the Mentor Letter of Recommendation, and the two Letters of Reference when advancing to full status.

Articling Program Overview

For Articling Registrants and Mentors

Establish a Mentor and Submit a Signed Agreement

Fostering Professionalism

Articling Program Requirements

- Complete "Introduction to the Profession of Agrology" and "Orientation to BCIA" courses
- Provide a brief oral report at a branch meeting
- Meet with your mentor at least 2X per year
- Attend a branch Annual General Meeting
- Volunteer at a branch/BCIA event OR attend a branch executive meeting OR serve on *any* professional group
- Attend a BCIA Annual General Meeting
- Attend a branch PD event

Continuing Professional Development

- Complete the "Professional Negligence and Regulatory Offences" webinar - Module 1 of Professional Liability
- Attend BCIA Ethics for Professionals Workshop
- Document a Professional Development (PD) Report online in the BCIA profile
- Complete Indigenous Foundational Knowledge training

Working in Agrology

- Work in the field of agrology during the time assigned as outlined in the acceptance letter (FULL TIME or an accumulation to equal full time)
- Develop a professional network (attend branch and BCIA events)
- Work within your identified area(s) of practice

Articling Program Completion

- Obtain two letters of reference from supervisors, clients, or any registered professionals
- Obtain letter of recommendation from mentor verifying Articling Program is complete
- Submit Articling Program Review & Articling Program Checklist

Articling Journal Overview

This Articling Journal (and the BCIA website) 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 links to key resources and reference materials
- 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.

Section 5 highlights resources available on the BCIA website and provides additional information regarding registrant obligations. Pertinent forms such as the Articling Program Checklist and Mentoring Agreement are included.

Once all elements including the minimum articling term working in agrology outlined in your Letter from the Registrar, are satisfactorily completed and submitted for review, the articling registrant will then be considered for full status designation.

First Steps - Establishing a Mentoring Relationship

A critical component of the Articling Program is the establishment of a mentoring relationship between a full status registrant (PAg/TAg) or PAg(Retired)/TAg(Retired) 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 of the same branch, but this is not a requirement.
- 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 at work can be a suitable mentor if:
 - the articling registrant prefers to have such arrangement, and
 - there 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 regarding branch participation. The Articling Coordinator can work with you to select a suitable mentor if needed. Contact information for all branch positions are on the Institute website's contact page at www.bcia.com. Support for mentors includes the "Articling Program Guide", a companion document to this journal for mentors and Articling Coordinators available as a download from the Institute's website. The Articling Coordinator is also a resource for mentors within the branch.

Once you have been welcomed as a BCIA registrant and have secured a mentor, you will work with your mentor to schedule an initial meeting. At that meeting you and your 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** can be found on the BCIA website and once a mentor is secured the signed copy of the agreement should be emailed to the BCIA office. The branch Articling Coordinator will then be notified by staff. The signed Mentoring Agreement should be placed with other program documents in the journal if printing or in personal records.

Take note that Articling Program elements will not be recognized until the mentoring agreement is submitted.

The Elements and Expectations of the Articling Program included on the following pages provide a summary of the current requirements for the Articling Program. *(Note: These requirements may differ depending on your acceptance date – please check your acceptance letter.)*

Elements and Expectations of the Articling Program

For articling registrants accepted after January 1, 2021.

Element of Program	Expectations/Comments
<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, asking questions, and meeting their branch executive team</p>	<ul style="list-style-type: none"> ○ These are online courses ○ Topics include: <ul style="list-style-type: none"> ● "What is Professionalism?" ● History of BCIA ● Development of a professional body ● Professional Governance Act, Bylaws, Code of Ethics ● Duty to Report ● The scope of Agrology ● Issues facing Professional Agrologists today ● PD Requirements <p><i>*Complete the two declarations in the online PD Report stating the courses have been completed</i></p>
<p>Attend a branch Annual General Meeting</p>	<ul style="list-style-type: none"> ○ Branch events familiarize the registrant with how BCIA functions at a branch level ○ Encourages volunteerism ○ An articling registrant is encouraged to let their name stand for positions on the branch executive. Branch Director is a good "entry position" that expose the registrant to decision making within a professional organization. <p><i>*To be "signed off" on program checklist by mentor</i></p>
<p>Brief oral report at a branch meeting</p>	<p>The articling registrant is to make a <u>short</u> oral report at a branch meeting. Indicate this when registering online for an event (branch AGM or other).</p> <p>Scope of the oral report should include:</p> <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. <p><i>*To be "signed off" on program checklist by mentor</i></p>
<p>Attend a branch PD event</p>	<ul style="list-style-type: none"> ○ Branch events familiarize the registrant with how BCIA functions at a branch level ○ Encourages volunteerism ○ The articling registrant is encouraged to attend branch PD events and become involved in branch activities. Branch PD activities and events are excellent forums for professional development and expanding your professional network. <p><i>*To be "signed off" on program checklist by mentor</i></p>

<i>Element of Program</i>	<i>Expectations/Comments</i>
<i>Volunteer at a Branch/BCIA event* OR sit in at a Branch Executive Meeting/ Conference Call* OR serve on any Professional Group</i> <i>(*contact your Articling Coordinator)</i>	<ul style="list-style-type: none"> ○ Choose one of three options ○ 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 <p><i>*To be "signed off" on program checklist by mentor</i></p>
<i>Attend a BCIA Annual General Meeting</i>	<ul style="list-style-type: none"> ○ 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 <p><i>*Completion of element is verified by staff</i></p>
<i>Complete the BCIA Ethics for Professionals Workshop</i>	<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 <p><i>*Complete the declaration in the online PD Report stating the course has been completed</i></p>
<i>Complete Indigenous Foundational Knowledge training</i>	<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 <p><i>*Complete the declaration in the online PD Report stating a course(s) has been completed</i></p>
<i>Complete the Professional Liability webinar - module #1: Professional Negligence and Regulatory Offences</i>	<ul style="list-style-type: none"> ○ Available to all registrants as a PD opportunity and is a requirement of the Articling Program ○ 73 minute webinar is self-paced found behind the registrant log-in of the BCIA website <p><i>*Complete the declaration in the online PD Report stating the webinar has been completed</i></p>

<i>Element of Program</i>	<i>Expectations/Comments</i>
<i>Document Continuing Professional Development and Areas of Practice</i> in BCIA profile under PD Reports Must be completed before paying renewal fees.	<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 Regulated registrants are required to complete and accurately report a minimum of 125 PDH over a three-year period ending with the current reporting year with <u>no less than 30 PDH</u> annually. 42 PDH on average.
<i>A minimum of 2X/year meetings between articling registrant and mentor</i>	<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 ○ <i>*To be "signed off" on program checklist by mentor</i>
<i>Track using the BCIA Articling Program page in your BCIA profile</i>	Documenting your progress through the Articling Program is important and tracks completion of the program elements. End of program documents are uploaded here with the mentor letter and other reference letters sent directly to p.ag@bcia.com

Program Checklist

The Program Checklist is available on the BCIA website. The checklist is to verify the completion of elements or milestones throughout the program of which were outlined on the previous pages 7-9. Ensure to keep your checklist updated as you move along in the program.

There are selected elements of which will require a mentor signature to sign-off on the particular element.

As a recap, the Articling Program includes the following elements:

- Completion of the “The Introduction to the Profession of Agrology” course
- Completion of the “Orientation to BCIA” course
- Attendance at a branch Annual General Meeting (AGM)
- Completion of a brief oral report at a branch meeting
- Attendance at a branch PD event
- Volunteer at a Branch/BCIA event OR sit in on a Branch Executive Meeting/Conference Call OR serve on any professional group
- Attendance at a BCIA Annual General Meeting (AGM)
- Completion of the BCIA Ethics for Professionals workshop
- Completion of Indigenous Foundational Awareness training
- Completion of the Professional Negligence and Regulatory webinar
- Meet with mentor a minimum of 2X per year to discuss progress of Articling Program

“Signed off” as indicated on the checklist is the signature of your mentor to show engagement in both the mentoring process and the Articling Program.

Verification of program elements is done by BCIA staff once final documentation is submitted for the advancement of full status.

Requirements for Completion of the Articling Program

Once you have completed your articling term with working full time (1 year or 2 year as per your letter of acceptance) and all of the Articling Program elements, the following must be submitted. These are submitted via the Articling Program page in the BCIA profile; by email for mentor and reference letters

Completed Articling Program Checklist	The Articling Program Checklist is an engagement document between the mentor and mentee. Verification of all program elements is done by BCIA staff when final documentation is submitted for the advancement of full status. Upload the completed checklist with mentor signatures to the 'Articling Program' page in the BCIA profile.
Articling Program Review – an essay of 1500 to 2000 words	<p>The Review should not focus on initial academic training, but rather focus on your development as a professional during the Articling Program. The review should integrate all elements of the Articling Program, including:</p> <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 • A summary of your work experience and responsibilities in agrology during the articling program • 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 including commentary on the relationship with their mentor. <p>Upload the written review of the Articling Program to the 'Articling Program' page in the BCIA profile.</p>
Letter of recommendation from the Mentor to be submitted directly to BCIA office at p.ag@bcia.com	The letter should confirm the mentoring relationship and that all requirements of the program have been met to the mentor's satisfaction and that the articling registrant has completed the required amount of work experience within

	<p>the program based on the mentee's acceptance letter; confirm if 2X/year meetings occurred and PD reports were discussed.</p> <p>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> <p><i>The letter should be submitted directly to the BCIA office from the mentor</i></p>
<p>Two letters of reference to be submitted <u>directly</u> to BCIA office at p.ag@bcia.com</p>	<p>The intent of these letters is to confirm a professional approach to working in the field of agrology. These letters should confirm:</p> <ul style="list-style-type: none"> • your area(s) of practice • that your work experience during your articling term was undertaken in an ethical manner • that you demonstrated technical expertise in your area of practice • that your work completed was to an acceptable level. <p>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.</p> <p><i>These letters should be submitted directly to the BCIA office from the persons who drafted the letters</i></p>

Once all documentation has been submitted

The Registrar determines if all requirements for completion of the Articling Program have been met, that includes:

- completed Articling Program Checklist, indicating all program elements have been completed
- satisfactory Articling Program Review
- satisfactory Letter of Recommendation from mentor
- two satisfactory Letters of Reference
- confirmation by Registrar that registrant is currently working in the field of agrology; the articling registrant is expected to have worked full time in agrology during their term – can be an accumulation of time to equal full time work.

On successful completion of the Articling Program, the Registrar will inform the registrant of their elevation to full status and registration status will be changed in the profile and the BCIA listing of registrants.

Section 2

Important Documents

Letter(s) from the Registrar

Mentoring Agreement

Code of Ethics – Bylaws Schedule A

BC Institute of Agrologists Bylaws

*Professional Governance Act (PGA) & Office of the
Superintendent of Professional Governance (OSPG)*

Duty to Report



Letter(s) from the Registrar

A key document associated with the Articling Program is the **Letter of Acceptance**, indicating you are a registrant of the Institute, and conveying articling status. Keep your letter in a safe place in your personal records or place at the back of this journal with FORMS if printing. The letter is posted to the Articling Program page within your BCIA profile.

This letter stipulates:

- the length of full time work experience in the field of agrology (articling term) to be met within your articling program
- commencement date of your program
- instruction to seek a mentor
- branch Articling Coordinator's contact
- required Articling Program elements

It is the expectation of the Institute that you will complete the Articling Program within **three years** of commencement. An extension fee will be applied to your annual articling fee if articling status is maintained for more than three years.

If one becomes unemployed at anytime during the articling term and it's an extended period of time, requesting on leave status is an option. It best reflects the current situation and places the articling term on hold with all program elements still available to complete. It is the requirement of working in agrology for two years (or one year if applicable) that will need to be fulfilled prior to submitting documentation for full status, by extending out the articling term.

Mentoring Agreement

The Mentoring Agreement can be found on the BCIA website or place at the back of this journal with FORMS if printing.

Once your mentoring agreement is completed and signed by both yourself and your mentor **within 2 months** of being notified of registration, you must *immediately* forward to the BCIA Office at p.ag@bcia.com which in turn will be shared with the branch Articling Coordinator by staff. *Articling Program elements will not be recognized until the Mentoring Agreement is submitted. **Articling Program Registrants who have not submitted their signed mentoring agreement in the two months since their notice of acceptance into BCIA, will have their articling term held in abeyance (put on hold) until the mentoring agreement is received. This, in effect, will extend the articling term to however long the signed agreement is outstanding.***

The mentor relationship is the key point of the Articling Program and will not function effectively without it. Be engaged with your mentor and learn from your mentor, asking questions regarding ethics and conduct in the workplace.

It is your responsibility to complete the Articling Program with the mentor guiding you along.

Code of Ethics - Schedule A of BCIA Bylaws

Introduction

The practice of agrology is a privilege and is regulated by BCIA pursuant to the terms of the *Professional Governance Act* (SBC 2019). In compliance with this legislation the BCIA is mandated under Section 22(h) and Section 57(2) to establish, monitor and enforce standards of professional ethics of all registrants.

The profession demands and holds registrants accountable for integrity, competence and objectivity in their conduct as they fulfill their professional responsibilities to the public, the employer/client, the profession and courts or tribunals.

Duties and Responsibilities:

All BCIA registrants **must** exercise integrity, competence, and objectivity in their professional conduct at all times and **must**:

1. Hold paramount the safety, health and welfare of the public, including the protection of the environment and the promotion of health and safety in the workplace;
2. Practice only in those areas of practice where their training, education, experience and ability make the registrant professionally competent;
3. Have regard for the common law, relevant federal and provincial legislation and regulations, BCIA Bylaws, sound scientific principles, recognized standards of practice and policies relevant to the practice of agrology;
4. Maintain competence in relevant specializations, including but not limited to active participation in continuing education and technical upgrading to ensure knowledge of advances in regulated practice and relevant science.;
5. Provide accurate information in respect of qualifications and experience;
6. Provide professional opinions that distinguish between facts, assumptions and opinions;
7. Avoid situations and circumstances in which there is a real or perceived conflict of interest and ensure conflicts of interest, including perceived conflicts of interest, are properly disclosed and necessary measures are taken so a conflict of interest does not bias decisions or recommendations;
8. Maintain the confidentiality of all information concerning the business and affairs of the client and employer acquired in the course of the professional relationship, and must not divulge any such information unless disclosure is expressly authorized by the client or employer or is required by law or by the duty to report outlined in Paragraph 11 below;
9. Not engage in dishonourable or questionable conduct, in professional practice, extra-professional activities or private life, that casts doubt on the Agrologist's professional integrity or competence, or reflects adversely on the integrity of the profession of agrology;
10. Abstain from making unwarranted, undignified and misrepresentative statements in public about other registrants, BCIA, or registrants of other professional bodies and must ensure their communications with other Registrants and other professionals are characterized by respect, courtesy, honesty and good faith;
11. Report to BCIA and, if applicable, any other appropriate authority or professional regulatory body, if the registrant, on reasonable and probable grounds, believes that the continued practice of a regulated practice by another registrant or other person, including firms and

employers, might pose a risk of significant harm to the environment or to the health or safety of the public or a group of people;

12. Present clearly to employers and clients the possible consequences if professional decisions or judgments are overruled or disregarded;
13. Clearly identify each registrant who has contributed professional work, including recommendations, reports, statements or opinions;
14. Undertake work and documentation with due diligence and in accordance with any guidance developed to standardize professional documentation for the profession of agrology;
15. Abide by any additional ethical principles and directives as determined by the Lieutenant Governor in Council from time to time.

BC Institute of Agrologists Bylaws

The Bylaws guide BCIA forward as the profession of agrology upholds its protection of the public interest and assists in the responsible development of British Columbia's natural resources and environmental sectors under the *Professional Governance Act (PGA)*.

BCIA Bylaws provide rules by which the Institute operates. They state the manner in which the BCIA governing Council is established (i.e. composition, nominations and elections processes including that of Council officers). Non-practicing registration categories and the rights (e.g. voting) for all registrants are established in the Bylaws.

Bylaws may be changed by Council including changes to the Fee Schedule, without a vote by registrants.

BCIA Bylaws, including:

- **Schedule A – Code of Ethics,**
- **Schedule B – Oath of Office, and**
- **Schedule C - Fees**

All documents are available on the BCIA website. Please take the time to read the information.

<INSERT BCIA BYLAWS AFTER PAGE 17>

Regulated Practice and Title Rights

As of February 5, 2021, the definition of agrology is prescribed as the "Regulated Practice" of the profession and is intended to outline the activities in which agrologists are allowed to practice within British Columbia. The definition of the regulated practice of agrology under the Professional Governance Act is outlined in the Agrologists Regulation which is available on the BCIA website and here: https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/10_2021

The Agrologists Regulation maintains exclusive use of the title for registrants in good standing with the BC Institute of Agrologists. These include:

Professional Agrologist (PAG)
Articling Agrologist (AAG)
Technical Agrologist (TAG)
Articling Technical Agrologist (ATAG)

No individual may present themselves with any of these titles without being in contravention of the Professional Governance Act.

Professional Governance Act (2018) & Office of the Superintendent of Professional Governance (OSPG)

The *Professional Governance Act (the PGA)* enacted in 2018, provides a new regulatory framework for professions in BC. The Office of the Superintendent of Professional Governance (OSPG) was established under the Ministry of the Attorney General in June 2019. The OSPG strengthens government oversight while being independent from the ministries that regulate sectors in which professionals practice. It provides the impartiality needed to create an effective and trusted framework for professional governance.

The PGA brings regulatory bodies under one act and provides a consistent governance framework for their professions that incorporates best practices of professional governance. The OSPG is responsible for administering the PGA and for ensuring that best practices for professional governance are implemented. The *Agrologists Act* of which BCIA has been operating under for many years was repealed in February 2021 when the PGA became fully in force.

The new legislation standardizes how regulatory bodies govern their registered professionals. This includes expectations on codes of ethics, continuing education, reconciliation with Indigenous peoples and transparency in their organizational governance. It increases public access to information on the governance of the regulated professions and ensures professionals continue to be held to the highest ethical and technical standards. For a background pathway of implementation of the PGA please reference the BCIA website.

The Professional Governance Act is available on the BCIA website and here:

<https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/18047>

Under the PGA, “Reserved Practice” or practice rights have been granted to BCIA with enforcement by September 2022. Once enforced, any person providing any of the stipulated services **must** be a registrant of BCIA or be subject to prosecution for unregistered practice (or, in certain circumstances, registrants of another profession). It is expected that there will be statutory exemptions.

As per directives relating to the PGA, all BCIA Registrants must provide the following information on the BCIA register:

- name
- status
- area(s) of practice
- region
- employer/business and employer/business contact.

In order to have this information available to the public, BCIA Registrants are required to verify that their employer information is **current, complete and correct**. **At log in, your current Registrant Information will appear on screen. Any incomplete information will appear in RED.**

Duty to Report

The Professional Governance Act (PGA) was fully enacted on February 5, 2021 by the provincial government. One of the additional significant duties that have been placed upon the Registrants of BCIA prescribes what is colloquially known as the “Duty to Report”. That duty has two related aspects of which BCIA Registrants need to be aware now. This brief summary is taken from the current “BCIA Ethics for Professionals” course which is a requirement for all articling registrants as part of their respective articling period.

PGA Section 57 (2) requires codes of ethics for resource professionals to include the duty to,

i. “report to the regulatory body and, if applicable any other appropriate authority, if the registrant, on reasonable and probable grounds, believes that the continued practice of a regulated practice by another registrant or other person, including firms and employers, might pose a risk of significant harm to the environment or to the health or safety of the public or a group of people”. Please note that the current BCIA Code of Ethics adopted as of March 1st, 2020 includes this aspect.

PGA Section 58 goes beyond the ethical responsibility of Section 57 as it prescribes a duty to report,

- 58(2) “If a registrant has reasonable and probable grounds to believe that a identified registrant (which means a registrant of any regulatory body subject to the PGA) is engaged in the regulated practice that may pose a risk of significant harm to the environment or to the health or safety of the public, or a group of people” then, they must report this to the registrar even if the information on which the belief is based is confidential.

Comments

- This wording sets a high standard for reporting. It is meant to increase the number of serious concerns about competence or unprofessional or unethical conduct being brought to the attention of regulatory bodies, while not requiring reporting for lower level misconduct.
- A significant caveat to this standard is that Registrants should be able to reasonably identify unethical behaviour of another Registrant, regardless of profession or area of expertise but may only be able to identify incompetent behaviour of a Registrant with similar areas of practice and expertise.
- The Registrant should take reasonable steps to make that identification, but failure to do so is not a breach of the duty, and the reporting duty is not triggered.
- This duty is NOT meant to require Registrants to raise concerns about the risk of significant harm arising from government policies or authorization decisions a Registrant may be operating under. Registrants however may bring their concerns respecting a certain policy or practice (rather than the work of a Registrant) to the attention of the regulatory body which may forward the concern to the government.
- This duty is NOT triggered by non-registrants engaging in regulated practice as agrology does not yet have practice rights. Once practice rights have been confirmed there will be a new duty added to the Code of Ethics requiring the reporting of non registered practice.
- The test or standard for “reasonable and probable grounds” considers what a reasonable person would conclude based on objective and credible information. “Reasonable” is a subjective

assessment which means fair, just, moderate, suitable under the circumstances, rational, governed by reason, not immoderate or excessive. “Probable” means supported evidence strong enough to establish presumption but not proof.

- A Registrant must believe the identified registrants practice may pose a “significant harm to the environment or to the health and safety of a group of people”. Applied contextually “Significant” means a noticeably or measurably large amount; “Harm to the environment” means damage or detriment to external conditions affecting the growth of plants or animals.
- Failure to meet the statutory duty to report could result in many different sanctions including but not limited to deregistration of a Registrant, imprisonment or a fine up to \$200,000.

Filing a Report

- If a Registrant is unsure of whether they should be reporting, they may seek advice from their own regulatory body or the regulatory body of the identified registrant. An employer/partner may seek advice from the Office of the Superintendent of Professional Governance or from a regulatory body.
- The regulatory body must treat a report under s.58 as a complaint. Wherever possible the regulatory body shall be the complainant rather than the Registrant that filed the initial report
- When a regulatory body receives a complaint, they will follow the steps outlined in their complaint and discipline process, which may lead them to:
- Dismiss the complaint if the registrar determines there are no grounds for a complaint, or if the complaint is deemed to be frivolous, vexatious or made in bad faith;
- Initiate an investigation;
- Take extraordinary action to protect the public by imposing limits or conditions on the registrant’s practice, or by suspending the registration of the registrant; or
- Refer the complaint to a different entity if the complaint is outside the regulatory body’s jurisdiction

Reprisals

The PGA specifically prohibits any reprisals being taken as against a Registrant who acts in accordance with the duty to report as follows:

- 58(4) “If a person terminates the employment of an identified Registrant; revokes, suspends or imposes restrictions on the privileges of the identified Registrant or dissolves a partnership or association with the identified Registrant based on a belief described in subsection (2), the person must promptly report this in writing to the registrar of the identified Registrant’s regulatory body.”
- 103 “A person must not evict, discharge, suspend, expel, intimidate, coerce, impose any pecuniary or other penalty on or otherwise discriminate against a Registrant because that Registrant (a) has reported a matter as described in Section 58 with respect to a Registrant or other persons”....
- If a registrant is experiencing reprisals for their role in making or assisting in a complaint or prosecution, they may talk to their regulatory body (through the complaint intake process) or to the OSPG through OSPGEnquiries@gov.bc.ca; and/or may seek legal recourse.

Section 3

Working in Agrology

Continuing Professional Development
Professional Development Requirements
Examples of Professional Contributions & Case Studies
Professional Development Audit Program
Developing a Professional Network



Continuing Professional Development

It is the responsibility of each registrant to accurately record an ongoing record of participation in professional development activities in order to assure the public of their expertise in their declared areas of practice. Registrants can and should choose professional development activities that maintain, improve and expand their skills and knowledge, and are relevant to their area of practice or support the development of a new area of expertise.

Continuing competence through on-going professional development is critical in meeting the registrants' responsibility to **uphold the public interest**. Through lifelong learning, registrants remain up-to-date in their specialized areas of practice, and are informed about the current issues involving the profession of agrology.

The **PD Reports** section under the BCIA profile section of the website allows registrants to report PD activities on an ongoing basis. In addition to reporting Professional Development activities under **PD Reports**, registrants are encouraged to maintain a personal detailed record of all professional development activities, including the dates, locations, subject material and a rationale on what was learned and how that relates to the registrant's area of practice

The Professional Development Guidelines of the Institute and case studies illustrating the application of the guidelines are provided on the BCIA website and under PD Reports of your BCIA login. Your PD information that is entered online will be referenced in the event you are randomly selected for a registrant PD audit or if chronic low PD reporting is exhibited. For additional information regarding the PD Audit process go to the BCIA website.

Articling registrants may claim the following PD hours for Program Elements

- 1.5 PD hours for "The Introduction to the Profession of Agrology" course via the declaration
- 1 PD hour for "Orientation to BCIA" course via the declaration
- 8 PD hours for the BCIA Ethics for Professionals course via the declaration
- 2 PD hours for the BCIA AGM
- 2 PD hours for a Branch AGM
- 1.5 PD hours for the Professional Liability online webinar via the declaration
- 6+ PD hours for Foundational Indigenous Awareness Training

Additional PD hours may be claimed according to the event when attending branch PD events, BCIA conference presentations and field tours.

Prior to payment of annual renewal fees, practicing and on leave registrants are required to:

- **record the reporting year's PDH online and**
- **declare their current areas of practice for the reporting year**

When Reporting PD, registrants should be sure to document:

- | | |
|-------------------------------------------------|----------------------------------------------|
| • topic or title or article | • length of activity |
| • type of activity (ie. webinar, tour, seminar) | • area of practice / relevancy to profession |
| • date of activity | |

Professional Development Requirements

Practicing (PAg, AAg, TAg, ATAg) registrants are required to complete and accurately report a minimum of 125 PDH over a three-year period (an average of 42 PDH per year), with no less than 30 PDH annually.

On leave registrants are required to complete and accurately report PD hours but at a minimum of 50% of the PDH requirement, and the reduction is only during the time on leave. Registrants must declare their **areas of practice** annually.

If you require additional clarification interpreting the Professional Development guidelines, please contact the Provincial Professional Development Coordinator at admin@bcia.com or by phone toll free 1-877-855-9291.

Minimum Requirements		
	Annual (hours)	Three Year Period (hours)
Continuing Education	10 PDH	50 PDH
Total PDHs (including Continuing Education)	30 PDH	125 PDH

Registrants must maintain an ongoing record of participation in professional development activities.

Continuing competence is demonstrated through recorded professional development. Regularly recording Professional Development in your online PD Report under the BCIA profile allows registrants to track professional development under the categories of:

1. Professional Practice
2. Continuing Education
 - 2.1. General Professional Learning
 - 2.1.1. Formal
 - 2.1.2. Informal
 - 2.2. Agrology Professional Learning
 - 2.2.1. Formal
 - 2.2.2. Informal
3. Professional Contributions
4. Professional Service

On Leave Registrants

Registrants who are temporarily on leave for education, parental, medical or other reasons are required to report no less than 50% (15 PDH) of the annual professional development minimum requirement only while they are on leave. On leave registrants returning to regulated status should ensure that the 3-year professional development requirement is met within the following reporting year.

Retired Registrants

Registrants with retired status are not required to maintain or report their PD activity. Retired registrants remain bound by the provisions of the Professional Governance Act and Bylaws. Retired registrants choosing to return to practicing status will be required to demonstrate on-going Professional Development.

Examples of Professional Contributions & Case Studies

Pages 6-9 of the Professional Development Guidelines outlines examples of when to and when not to claim professional development units or hours. Following this are case studies that are meant to further illustrate what constitutes PDH along with some concluding remarks. *A table showing what would be reported follows these case studies. Reference pages 3 & 4 of the guidelines for Categories numbering.*

Claiming professional development hours can be very straightforward or it can be a bit of a grey area for others. If any doubt contact the BCIA office for assistance.

Professional Development (PD) Audit Program

The Professional Governance Act requires that the British Columbia Institute of Agrologists (BCIA) include programs to continue the education of its registrants. BCIA is committed to a Professional Development (PD) Program and policies that assist registrants in ensuring and making evident their professionalism. On-going professional development is a basic tenet of professionalism. Thus, it is the responsibility of all BCIA registrants to maintain competence through ongoing professional development.

Professional Development Audit Program - A Program to Ensure BCIA Registrants Maintain Professional Knowledge, Abilities, and Skills

1. Registrant must have adequate substantiation of professional development activities that have been included in annual PD reports.
2. Practicing registrants are required to report a minimum of 125 PDH over a three-year period (annual average 42 PDH) with no less than 30 PDH annually.
3. A minimum of 50 PDH over a three-year period with no less than 10 PDH should be declared annually under the Continuing Education category.

4. The declared PDHs must be relevant or pertinent to the registrant's stated area of expertise and competency or support development of a new area of expertise.
5. Identification of non-compliance and suggested requirements to bring professional development up to at least minimum standard within a given period of time.

Documents to download from the BCIA website that are useful:

- PD Audit Information Brochure
- PD Audit Program Guide
- Enforcement of Compliance with PD Requirements (Council Approved)

<INSERT PROFESSIONAL DEVELOPMENT GUIDELINES AFTER PAGE 25 >

Developing a Professional Network

Record your contacts

- Collect business cards of Agrologists and other professionals that work within your area(s) of practice.
- Record the expertise and experience of these individuals, and other contact information of their businesses or agencies. Visit their websites and learn more about them.

Set up a LinkedIn account and link to BCIA

LIKE the BCIA Facebook

Attend your branch social, PD activities and AGMs

Check out the BCIA Events listings.

- Be aware of potential opportunities for continuing professional development.

Volunteer on your local branch executive or a BCIA Standing Committee/Working Group

Section 4

Fostering Professionalism

The Profession of Agrology

Orientation to BCIA

Professional Negligence and Regulatory Offences

BCIA Ethics for Professionals

Foundational Indigenous Awareness Training



The Profession of Agrology

Articling Course as noted on Page 7

The **Profession of Agrology** workshop consists of the following topics:

- “What is Professionalism?”
- History of BCIA
- Development of a professional body
- Professional Governance Act, Bylaws, Code of Ethics
- Duty to Report
- The scope of Agrology
- Issues facing Professional Agrologists today
- PD Requirements
- An overview of other resource professions and their governance

Following the course, you will be directed to complete a short assessment. Once you have successfully completed the assessment, you add the declaration of completion to your PD Report.

To view the course, log-in as a registrant to the BCIA website. Your local branch may host the course as a 2 to 3 hour in-person workshop, if appropriate, as it lends itself to be a good networking opportunity.

Orientation to BCIA

Articling Course as noted on Page 7

This webinar covers topics all registrants must become familiar with and incorporate into their professional life. It introduces you to the Institute, the Professional Governance Act and Bylaws, where to find information on the governance model used by Council, an introduction to the profession and professionalism, the need for continuing professional development and the requirements of ethical behavior.

Following the course, you will be directed to complete a short assessment. Once you have successfully completed the assessment, you add the declaration of completion to your PD Report.

To view the course, log-in as a registrant to the BCIA website.

*It is highly encouraged to complete these two articling courses at the start of the Articling Program.

Professional Negligence and Regulatory Offences webinar

Articling Webinar as noted on Page 8

This 73-minute webinar was developed specifically for BCIA registrants.

The presentation covers:

- the concepts of negligence and negligent misrepresentation
- defences to negligence claims
- regulatory offences and the defence of due diligence
- minimizing the risks of both types of liability

The Professional Negligence and Regulatory Offences is Module 1 of the Professional Liability series.

Articling registrants are encouraged to also view Module 2 – An Overview of Governance and Professional Conduct. Each webinar is 1.5 PD hours.

To view the course, log-in as a registrant to the BCIA website.

Once you have successfully completed the assessment, you add the declaration of completion to your PD Report.

BCIA Ethics for Professionals workshop

Articling Workshop as noted on Page 8

Using case studies and examples, this course takes a look at professionalism, the code of ethics, and responsibilities of professional registrants.

The BCIA Ethics for Professionals is delivered as a two part online workshop with group discussions of a number of case studies relevant to registrants. BCIA may offer this course as an in-person workshop in conjunction with the annual BCIA conference.

Notices are sent out to articling registrants regarding the workshop dates with registration posted on the BCIA website.

To view the course, log-in as a registrant to the BCIA website. Once you have successfully completed the course, you add the declaration of completion to your PD Report. 8 PD hours may be claimed.

On completion of the Ethics workshop, you will receive a certificate of completion.

Foundational Indigenous Awareness Training

Articling Training as noted on Page 8

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. Having the training encourages reconciliation with Indigenous peoples.

For additional guidance, log-in as a registrant to the BCIA website.

All new articling registrants with an acceptance date of January 1, 2021 and later are required to complete a foundational knowledge course respecting Indigenous peoples (including the foundational content as outlined by BCIA) as part of their Articling Program.

All other registrants will be required to complete a similar course by December 31, 2022. BCIA will organize and manage foundational select Indigenous training throughout 2020 and 2021. BCIA will retroactively accept certain courses taken since January 1, 2019 as meeting this requirement.

Acceptable foundation courses on Indigenous Awareness should be no less than one-day (6 hours) or a combination which totals 6 hours.

Once you have successfully completed a course, you add the declaration of completion to your PD Report.

Section 5

Useful Information, Resources & Forms

Registrant Status and Obligations

Website Resources and Branches/Districts

Navigating the BCIA Registrant's Section

Registrant's Resources

Forms



Registrant Status and Obligations

Registrants in good standing, with the exception of student members and honorary agrologists, shall be eligible to vote at elections or on motions at an AGM and can hold office in the Institute. In addition to the requirements of the Professional Governance Act and Bylaws, BCIA registrants shall be subject to the continuing professional development guidelines and policies.

Professional Agrologist (PAg) or Technical Agrologist (TAg) Status

Professional Agrologists and Technical Agrologists have full rights and privileges as Registrants, including the use of a seal and the titles “Professional Agrologist” or “Technical Agrologist” and the respective designations “PAg” or “TAg” and must report professional development hours annually at the required minimum amount of 30 PD hours per year, and 125 PD hours over a three-year reporting period ending with the reporting year.

Articling Agrologist (AAg) or Articling Technical Agrologists (ATAg) Status

Articling Agrologists and Articling Technical Agrologists have full rights and privileges as Registrants without the use of a seal but are authorized to use the titles “Articling Agrologist” or “Articling Technical Agrologist” and the respective designations of “AAg” or “ATAg” and must attend professional development activities specified by the Institute during their articling terms, plus report professional development hours annually at the required minimum amount of 30 PD hours per year, and 125 PD hours over a three-year reporting period ending with the reporting year.

If registration is changed to an on leave category the articling term is put on hold and the articling registrant will be required to extend their articling program accordingly in order to reach the equivalent of 24 months (or 12 months if applicable) of working in the field of agrology. The articling registrant is welcome to attend events as part of the articling program while on leave and continue to engage with their mentor.

Non-Practicing Status - Parental Leave / Educational Leave/ Medical Leave / Agrologist On Leave

Non-Practicing registrants have the right to receive information circulated to the active registrants of BCIA and to attend BCIA events but cannot practice agrology, use their seal (if applicable), nor use their professional title or designations, but must continue to report professional development hours annually and pay a reduced annual fee. Registrants who are temporarily on leave for parental, education, medical or other reasons are required to report no less than 50% of the annual professional development minimum requirements only during the time on leave. Ideally, those who are on leave and returning to a practicing status should attain the 3 year professional requirement within the following reporting year. A registrant may remain non-practicing for up to 3 consecutive years and can return at any time by paying the associated fee for the year (may be pro-rated) and submitting the appropriate form online

Website Resources

The BCIA website offers essential information and resources to registrants. Take time to familiarize yourself with the various sections of the BCIA website at www.bcia.com

About BCIA

This section on the website includes information about:

- The Institute and Agrology
- Professional Governance Act & Bylaws
- Agrologists Agronomes Canada
- BCIA Council, Standing Committees & Working Groups
- Areas of Practice and Professional Development
- Protecting the Public, Duty to Report and the Complaint Process

Registrants

This section of the website provides information about:

- Registration Requirements and Applications to BCIA
- Articling Program and Mentoring Program
- Forms including Change of Status and all Articling Program forms
- Ordering a Stamp and Fee Schedule

Resources

This section includes:

- Professional Development Resources
- Tools for BCIA Registrants
- Links to past presentations

News

This section includes:

- Newsletters, Quarterly Registration Updates
- Agrologists of the Month, Photos, and Recognitions
- AGM minutes

Registrant Resources (behind log-in)

The Registrant Resources provides access to information and resources available to BCIA registrants only. This area includes:

- Professional development materials and webinars
- Annual Budgets, Audited Financial reports and Council meeting minutes
- Branch executive resources
- And more!

Branches

This section includes a listing of branch executives and upcoming branch events and a description of branch executive roles. Consider getting involved with your branch's activities to support your local chapter. *If you have links to resources that you would like to share with others, please forward this information to the BCIA office.*

Districts and Branches

Under the *Professional Governance Act (PGA)* and Bylaws, BCIA Council structure includes seven (7) Registrant Councillors and up to four (4) Lay Councillors plus the immediate past President, which will be a non voting position, and is comprised from three (3) districts based on numbers per branch as follows:

District 1 (2 Councillors) - Peace River, Cariboo Central Interior, Kootenay Boundary Branches and Registrant at Large (those outside of BC)

District 2 (2 Councillors) - Kamloops, Okanagan, and Fraser Valley Branches

District 3 (3 Councillors) - Vancouver and Victoria & Islands Branches

To comply with the *PGA*, Council has directed that the election of Councillor(s) be done by District, via online voting.

BCIA has eight (8) regional branches throughout the province. Registrants are usually assigned to the branch in their region, and attend the professional development events and AGM organized by their local branch. **Nonetheless, all BCIA registrants are welcome to participate in events hosted by other branches if desired.**

Branch Annual General Meetings (AGMs)

Branches typically hold their AGMs in the following months:

Cariboo Central Interior - October	Okanagan - January
Fraser Valley - January	Peace River - December
Kamloops - November	Vancouver - February
Kootenay Boundary - October	Victoria & Islands - October

Navigating the BCIA Registrant's Section

The Registrant section on the BCIA website provides registrants with access to their personal profile, professional development reporting and record of PD hours reported. Registrants can pay renewal fees and print off their invoices. Your BCIA profile allows you to add a photo and bio and change your contact information. You can also view all past BCIA events you have registered for and review any BCIA emails sent out to you.

BCIA Profile

Behind your BCIA profile, you can view your status, branch, mentor, position (on a BCIA committee or branch) and educational information. However, you are unable to change this information yourself thus if there are changes or inaccuracies, please contact the BCIA office.

Under your BCIA profile you **can add and edit** your contact information and employment, plus add any organizations you might belong to and awards you have received. As well, you can add and edit a personal bio and upload a photo. You have the choice to make any of your information viewable to the public, or just to BCIA registrants. To do so, you must go to **Edit** under each entry (for instance your email address), then set the Visibility (on the right) to Public or BCIA only **PLUS** ensure behind your profile pic it is also set appropriately. The email you have set as your primary email will be the one BCIA sends all the email notices to with a record of all notices held in your BCIA profile.

The screenshot displays the BCIA website's Registrant's Section. At the top, a navigation bar includes links for 'Office Admin', 'Dues Invoices/Receipts', 'PD Reports', 'Received Mail', 'Registered Events', 'Member Resources', 'Settings', and 'Sign out'. The 'Office Admin' link is highlighted, showing a sub-menu with 'View member profile' and 'Articling Program'. Below the navigation bar, the 'REGISTRANTS' section is visible, with a list of links on the left including 'List of BCIA Registrants', 'Registrants Contracting Services', 'Registrant Benefits', 'Regulated Practice and Title Rights', 'Requirements', 'Approved Course Listings', 'Definitions and Samples', 'Expedited Admission Program', 'Request Transfer/Dual In', 'Applicants' Q & A', 'Applications', 'Articling Program', 'Mentoring Program', 'Student Membership', 'FORMS - Change of Status and Others', 'Status and Obligations', 'Fee Schedule', and 'Order a Stamp'. The main content area shows the profile for 'Office Admin, Staff' with a member number of 2684. It lists contact information: Phone (Work): 250-380-9292, Email (Personal): notifications@bcia.com, and Email (Work): info@email.bcia.com. There are buttons to 'Add Phone Number', 'Add Email Address', and 'Add Website'. Below this, the 'Member Information' section includes fields for Status, Position, Branch, and Mentor. The 'Address' section shows 'Work (primary)' as 'BCIA, 110-2800 Bryn Maur Rd, Victoria BC V9B 3T4'. A modal window is open, showing the 'Edit Phone Number' form for 'Work: 250-380-9292'. The modal has a 'Type' dropdown set to 'Work', a 'Number' field with '250-380-9292', and 'SAVE' and 'DELETE' buttons. On the right side of the modal, there is a 'Visibility' section with a lock icon and radio buttons for 'Public', 'Private', and 'BCIA Only', with 'Public' selected.

You can set your contact information, bio, education and employment to be viewable by the public or only BCIA members.

Registrant Menu Banner - Blue

When logged in as a Registrant, you will also see the blue menu banner of which includes:

- Invoices/Receipts
- PD Reports
- Received Email
- Registered Events
- Registrant Resources
- Settings
- Sign Out

When you are logged in as a Registrant, you are still able to navigate the public part of the BCIA website. The public website pages are found under the top green banner, and the sidebar titles.

Under Renewal Fee Invoices/Receipts – you are able to review and print all past renewal fee receipts, plus any invoices for unpaid fees.

Under Received Email – you are able to review all BCIA email notices sent out to you through the BCIA bulk emails. This is a handy way to review the monthly news updates and events notices. This does not include any individual emails with BCIA staff, however.

Under Registered Events – you can view all BCIA events that you registered for, as well as any receipts. As of June 2018, all BCIA events now include the PD hours for each event. This provides an easy reference for all registrants when recording PDH.

Under Settings, you can change your login ID and/or your password. You can also stipulate whether you wish to receive any print copies of the BCIA newsletter and renewal notices by mail.

The **PD Reports** is the most important section of your BCIA profile. Every practicing registrant is required to record a minimum of 30 PD hours each year, with a required 3-year total minimum of 125 PD. As well, BCIA requires that a registrant declare up to 3 areas of practice every year (2 areas of a tech).

You CANNOT pay your annual renewal fee until you have entered the reporting year's PD hours AND Areas of Practice.

The payment of the renewal fee is linked to your PD reporting. The PAY NOW button will not activate until both PD hours and area(s) of practice for the reporting year are entered.

PD Reports lists your current year's PD. You can query other years to determine if you have fulfilled the 125 PD hours over the past 3 years. The orange CSV button at the bottom allows you to download your PD report entries as a spreadsheet.

Professional Development Reporting

Year *

2019 ▼

Type *

- Select a value - ▼

- Select a value - ▲

Professional Practice

Professional Practice

Continuing Education (CE)

General CE: Formal

General CE: Informal

Agrology CE: Formal

Agrology CE: Informal

Professional Contributions

Formal Instruction

Publications

Presentations

Advising

Community Scientific Work

Professional Service

Holding A Professional Office

Serving on Professional Groups

Serving as a Mentor

Attending Professional AGMs

Completion Declarations

When you select **Make a New PD Entry**, the list of PD categories pops up when you click on 'Type'. See Section 3 in this journal to review the Professional Development Guidelines and Explanatory Notes on each category.

NOTE: If you have more than one PD activity under a category, you do not need to make multiple entries. You can list each PD activity with the dates, PD hours and description under one entry as noted below with finished product.



 Office Admin View member profile Articling Program	Dues Invoices/Receipts	PD Reports	Received Mail	Registered Events	Member Resources	Settings	Sign out
---------------------------------------------------------------------------------------------------------------------------------------------------	------------------------	------------	---------------	-------------------	------------------	----------	----------

Edit PD Report Continuing Education (CE) | Agrology CE: Informal

[VIEW](#) [EDIT](#)

Year *

2021 ▼

Type *

Agrology CE: Informal ▼

Please select from the list which field of PD report you wish to make.

1 Contact Hour = 1 PDH. Activities that assist a member in maintaining competence in their declared areas of practice or to develop competence in new agrology-related areas of practice. Learning activities with no formal assessment such as short courses, workshops, seminars, live webinars, field tours, or clinics. Can include self-study as defined.

Units *

10

PDH *

10

Activity Description *

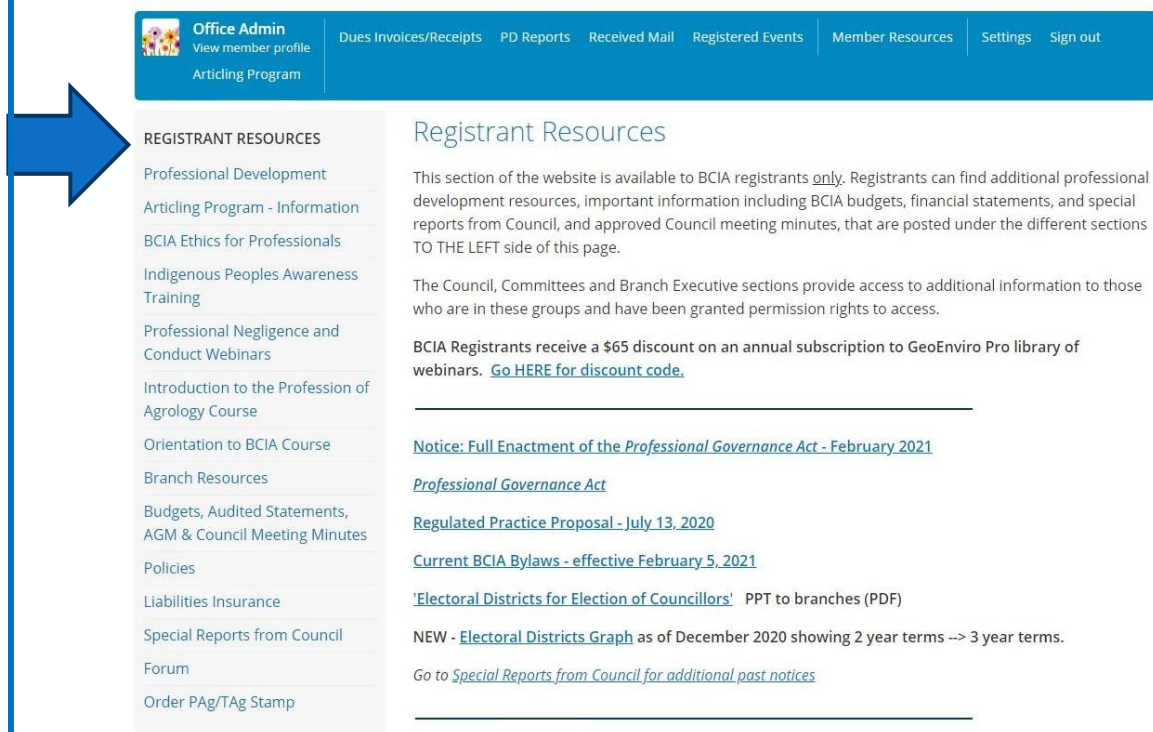
Tour of Salmon Hatchery - Nov 9 - 3 PDH
Plant Identification workshop - Oct 4 - 3 PDH
Food systems seminar - Sept 5 - 3 PDH
Ecological restoration webinar - Sept 28 - 1 PDH

Registrant Resources

The Registrant Resources (Member Resources) section under your BCIA profile provides you with webinars and materials not available to the general public. This is the section where you will find the Professional Negligence and Regulatory Offenses webinar, courses for the Articling Program that includes the BCIA Ethics for Professionals.

Other Professional Development resources, such as webinars and PowerPoints from past branch events and activities are available.

Registrants can also view all approved Council minutes, BCIA budgets and financial reports. BCIA policies, branch executive information and information on group coverage Liability Insurance are also included in this section. Take time to look over the Registrant Resources.



The screenshot shows the BCIA Member Resources page. A blue arrow points to the 'REGISTRANT RESOURCES' section in the left sidebar. The sidebar lists various resources including Professional Development, Articling Program - Information, BCIA Ethics for Professionals, Indigenous Peoples Awareness Training, Professional Negligence and Conduct Webinars, Introduction to the Profession of Agrolgy Course, Orientation to BCIA Course, Branch Resources, Budgets, Audited Statements, AGM & Council Meeting Minutes, Policies, Liabilities Insurance, Special Reports from Council, Forum, and Order PAG/Tag Stamp. The main content area is titled 'Registrant Resources' and contains text about the availability of resources, a notice about a \$65 discount on a GeoEnviro Pro library subscription, and several links to important documents and reports.

Office Admin
View member profile
Articling Program

Dues Invoices/Receipts PD Reports Received Mail Registered Events Member Resources Settings Sign out

REGISTRANT RESOURCES

- Professional Development
- Articling Program - Information
- BCIA Ethics for Professionals
- Indigenous Peoples Awareness Training
- Professional Negligence and Conduct Webinars
- Introduction to the Profession of Agrolgy Course
- Orientation to BCIA Course
- Branch Resources
- Budgets, Audited Statements, AGM & Council Meeting Minutes
- Policies
- Liabilities Insurance
- Special Reports from Council
- Forum
- Order PAG/Tag Stamp

Registrant Resources

This section of the website is available to BCIA registrants only. Registrants can find additional professional development resources, important information including BCIA budgets, financial statements, and special reports from Council, and approved Council meeting minutes, that are posted under the different sections TO THE LEFT side of this page.

The Council, Committees and Branch Executive sections provide access to additional information to those who are in these groups and have been granted permission rights to access.

BCIA Registrants receive a \$65 discount on an annual subscription to GeoEnviro Pro library of webinars. [Go HERE for discount code.](#)

[Notice: Full Enactment of the Professional Governance Act - February 2021](#)

[Professional Governance Act](#)

[Regulated Practice Proposal - July 13, 2020](#)

[Current BCIA Bylaws - effective February 5, 2021](#)

['Electoral Districts for Election of Councillors'](#) PPT to branches (PDF)

NEW - [Electoral Districts Graph](#) as of December 2020 showing 2 year terms --> 3 year terms.

[Go to Special Reports from Council for additional past notices](#)

Forms

- *Mentoring Agreement*
- *Program Checklist*

These forms are available on the BCIA website and were provided to you by the Deputy Registrar when notifying you of successful registration. If printing this journal for your records place the forms at the back of the journal or keep in your personal records.

Your success in the Articling Program is based on how engaged you are with your mentor and the ability to fulfill the requirements in a timely manner. We wish you all the best as you achieve your goals and aspirations as an agrology professional with the BC Institute of Agrologists.

