

Articling Agrologist Program Checklist

Name: _____

Commencement Date: _____

Name of Mentor: _____

Branch: _____

The elements below should be completed within three (3) years of your commencement date. The elements do not have to be attained in any particular order. Articling members may attend events and a branch AGM at any of the eight branches.

Element of Program	Date Completed mm/dd/yy	Location	Mentor or Branch Executive Verification
*A.Ag. to attend the A.Ag. workshop on "The Profession of Agrology" (preferably to be completed first if possible)			Print Name
			Signature
*A.Ag. to attend a branch Annual General Meeting (does not have to be your home branch)			Print Name
			Signature
*A.Ag. to provide a brief oral report to a branch meeting (usually done at a branch AGM)			Print Name
			Signature
*A.Ag. to attend a Branch PD event (Branch AGM's are not considered a Branch PD event)			Print Name
			Signature
*A.Ag. to volunteer at a Branch/BCIA event OR sit in at a Branch Executive Meeting/Conference Call (contact your A.Ag. Coordinator)			Print Name
			Signature
*A.Ag. to attend an Annual General Meeting of BCIA (different location each year depending on the branch hosting the conference)			Print Name
			Signature
*A.Ag. to attend the BCIA Ethics for Professionals workshop			Print Name
			Signature

Element of Program	Name of A.Ag. member	Mentor or Deputy Registrar Verification	
*A.Ag. to document in A.Ag. journal work experience in field of agrology. This is to assist in the final A.Ag. written review *Meetings 2X/year with A.Ag.	Ongoing until A.Ag. term is complete	Mentor	Print Name
			Signature
*A.Ag. to complete the Professional Liability course - module #1: Professional Negligence and Regulatory Offences (behind member log-in of BCIA website)	Complete the declaration in the online PD detail reporting form stating the course has been viewed	Deputy Registrar	
*A.Ag. to document professional development and declare area(s) of practice (in member profile) annually	Mandatory for all regulated members	Deputy Registrar	
At the conclusion of the A.Ag. program the A.Ag. must arrange for submission of the following directly to the Deputy Registrar:			
*A.Ag. to submit a copy of this completed checklist to the BCIA office via email	When all elements completed satisfactorily	Deputy Registrar	
*A.Ag. submits their written review of the A.Ag. program to the BCIA office via email (mentor to review the A.Ag. report before submission)	When all elements completed satisfactorily	Deputy Registrar	
*A.Ag. solicits two letters of reference to be submitted directly to the BCIA office via email (can be from A.Ag.'s supervisor, clients, coworkers or any registered professional in good standing)	When all elements completed satisfactorily	Deputy Registrar	
*Mentor submits letter of recommendation to BCIA office via email	When all elements completed satisfactorily	Deputy Registrar	

By submitting this completed checklist, I certify that I have completed all of the elements of the articling agrologist program.