

# 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 Agrology' 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>			<b><u>Mentor Signature</u></b>
Provided a brief oral report at a branch meeting <i>Usually done at a branch AGM</i>			<b><u>Mentor Signature</u></b>
Attended a Branch PD event <i>A branch PD event that forms a part of the branch AGM OR a separate event</i>			<b><u>Mentor Signature</u></b>
1. Volunteered at a Branch/BCIA event <b><u>OR</u></b> 2. Attended a Branch Exec Meeting/Conf Call <b><u>OR</u></b> <i>*Contact your Articling Coordinator</i> 3. Served on <i>any</i> professional group		1.	<b><u>Mentor Signature</u></b>
		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		<b><u>Mentor Signature</u></b>
<b>At the conclusion of the Articling Program the articling registrant must arrange for submission of the following to the BCIA office.</b>			
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 <b>directly</b> to BCIA office at <a href="mailto:p.ag@bcia.com">p.ag@bcia.com</a>	Two letters of reference submitted <b>directly</b> to BCIA office at <a href="mailto:p.ag@bcia.com">p.ag@bcia.com</a> <i>Can be from a supervisor, clients, co-workers or any registered professional in good standing.</i>
<b>Mentee Declaration:</b> 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.			
<b>FINAL SIGN OFF BY MENTEE:</b> _____ <b>DATE:</b> _____			
<b>Mentor Declaration:</b> 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.			
<b>FINAL SIGN OFF BY MENTOR:</b> _____ <b>DATE:</b> _____			