Articling Program Checklist

Name: _____

Commencement Date: _____

Name of Mentor: _____

Region: _____

The following elements should be completed within two (2) years of your commencement date or an extension fee is added at renewal time.

Element of Program	**Date Completed** mm/dd/yy	**Location or Declaration**	**Mentor Signature**
Completed 'Intro to the Profession of Agrology' and 'Orientation to BCIA' courses with follow up questions ***Complete first***		Complete the two (2) articling course declarations in your PD Report	
Attended an Annual General Meeting (AGM) of BCIA		Online	
Completed Professional Ethics for Agrologists course (retain proof of completion in own records)		Complete the Ethics for Professionals declaration in your PD Report	
Completed Indigenous Peoples Awareness Training in which reconciliation with Indigenous Peoples is discussed (retain proof of completion in own records)		Complete the Indigenous Training declaration in your PD Report	
Completed the Professional Negligence and Regulatory Offences course		Complete the Professional Negligence Webinar declaration in your PD Report	
Document professional development hours and declare practice area(s) of practice annually	Mandatory for all regulated registrants		
Meetings at least 2X/year with mentor	Discussed program progress and PD opportunities; reviewed PD Hour claims; assisted with networking; reviewed all relevant materials online such as PGA, Bylaws, Duty to Report, etc		

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 account	Upload written review of the Articling Program to 'Articling Program' page in BCIA account *Mentor to review the articling review before submission.*	Mentor submits letter of recommendation of full status **directly** to mentee; mentee will upload to their 'Articling Program' page in BCIA account.	Letters of reference are both sent **directly** to mentee; mentee will upload to their BCIA account. *Can be from a supervisor, clients, co-workers or any registered professional in good standing.*

Mentee Declaration: By signing this completed checklist, I certify that I have completed all 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:** _____