

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 completed 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
Completed 'Profession of Agrology' in-person workshop OR webinars & follow up questions online <i>Complete first if possible.</i>			Print Name
			Signature
Attended a branch Annual General Meeting <i>Does not have to be your home branch.</i>			Print Name
			Signature
Provided a brief oral report at a branch meeting <i>Usually done at a branch AGM</i>			Print Name
			Signature
Attended a Branch PD event <i>Branch AGM's are not considered a Branch PD event.</i>			Print Name
			Signature
Volunteered at a Branch/BCIA event OR attended at a Branch Executive Meeting/ Conference Call <i>Contact your A.Ag. Coordinator.</i>			Print Name
			Signature
Attended an Annual General Meeting of BCIA <i>Different location each year depending on the branch hosting the conference.</i>			Print Name
			Signature
Attended the BCIA Ethics for Professionals workshop			Print Name
			Signature

Element of Program	Name of A.Ag. member	Mentor or Registrar Verification	
<input type="checkbox"/> A.Ag. to document in A.Ag. journal work experience in field of agrology. <input type="checkbox"/> Meetings, at least 2X/year with A.Ag.	Ongoing until A.Ag. term is complete	Mentor	Print Name
		Signature	
Complete the Professional Liability course - module #1: Professional Negligence and Regulatory Offences <i>Log-in to BCIA website, go to Member Resources</i>	Complete the declaration in your PD Reports under Professional Negligence and Regulatory Offences Declaration	Registrar	
Document professional development and declare area(s) of practice annually <i>Log-in to BCIA website, go to PD Reports</i>	Mandatory for all regulated members	Registrar	
At the conclusion of the A.Ag program the A.Ag must arrange for submission of the following directly to the Registrar.			
Submit a copy of this completed checklist to the BCIA office via email	When all elements completed satisfactorily	Registrar	
Submit written review of the A.Ag. program to the BCIA office via email <i>Mentor to review the A.Ag. report before submission.</i>	When all elements completed satisfactorily	Registrar	
Two letters of reference submitted directly to the BCIA office via email <i>Can be from A.Ag.'s supervisor, clients, coworkers or any registered professional in good standing.</i>	When all elements completed satisfactorily	Registrar	
Mentor submits letter of recommendation to BCIA office via email	When all elements completed satisfactorily	Registrar	

By submitting this completed checklist, I certify that I have completed all of the elements of the Articling Agrologist Program.