

Articling 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 registrants 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 (AGM) <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 AGMs are not considered a Branch PD event.</i>			Print Name
			Signature
Volunteered at a Branch/BCIA event OR attended a Branch Executive Meeting/Conference Call <i>Contact your Articling Coordinator</i>			Print Name
			Signature
Attended an Annual General Meeting (AGM) of BCIA <i>Different location each year dependent on the branch hosting the conference</i>			Print Name
			Signature
Attended the BCIA Ethics for Professionals workshop			Print Name
			Signature

	Name of articling member		
Element of Program		Mentor or Registrar Verification	
<input type="checkbox"/> Document in Articling Journal work experience in field of agrolgy <input type="checkbox"/> Meetings at least 2X/year with mentor	Ongoing until articling term is complete	Mentor	Print Name
			Signature
Complete the Professional Liability course online - module #1: Professional Negligence and Regulatory Offences	Complete the declaration in your PD Reports under Professional Negligence and Regulatory Offences Declaration	Registrar	
Document online professional development hours and declare area(s) of practice annually	Mandatory for all regulated registrants	Registrar	
At the conclusion of the Articling Program the articling registrant must arrange for submission of the following to the BCIA office.			
Submit a copy of this completed checklist via the 'Articling Program' tab in the BCIA profile	When all elements completed satisfactorily	Registrar	
Submit written review of the Articling Program via 'Articling Program' tab in the BCIA profile <i>Mentor to review the articling review before submission.</i>	When all elements completed satisfactorily	Registrar	
Two letters of reference submitted directly to the BCIA office via email at p.ag@bcia.com <i>Can be from a supervisor, clients, coworkers or any registered professional in good standing.</i>	When all elements completed satisfactorily	Registrar	
Mentor submits letter of recommendation directly to the BCIA office via email at p.ag@bcia.com	When all elements completed satisfactorily	Registrar	

By submitting this completed checklist, I certify that I have completed all of the program elements of the Articling Program PLUS worked full time for the time stipulated in my articling acceptance letter