

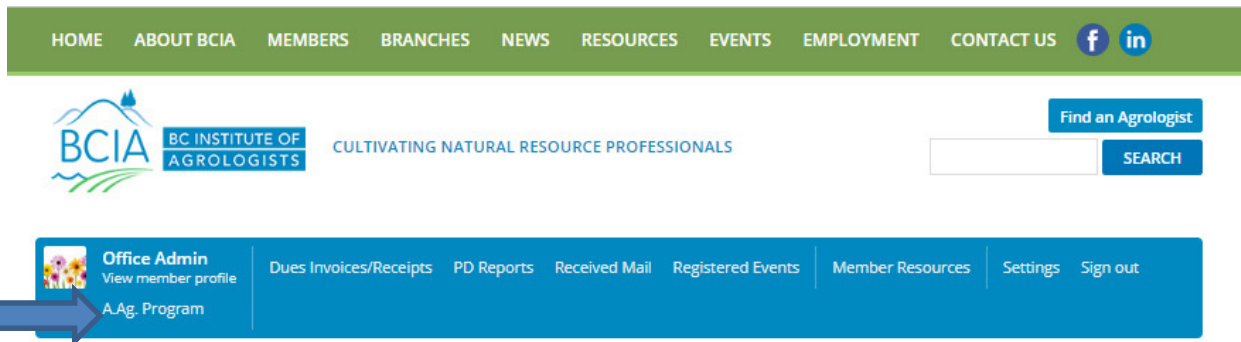
How to track your Articling Agrologist program online

Articling Agrologists can now track all of the AAg program elements online, as well as upload your End of Program documents. You will still be required to present your AAg Program Checklist with the appropriate signatures. However, the new AAg program tab on the blue member profile taskbar will help you and BCIA staff better track your program progress.

We highly recommend that each time you complete a program element, you immediately log into your member profile and enter that element and the date completed.

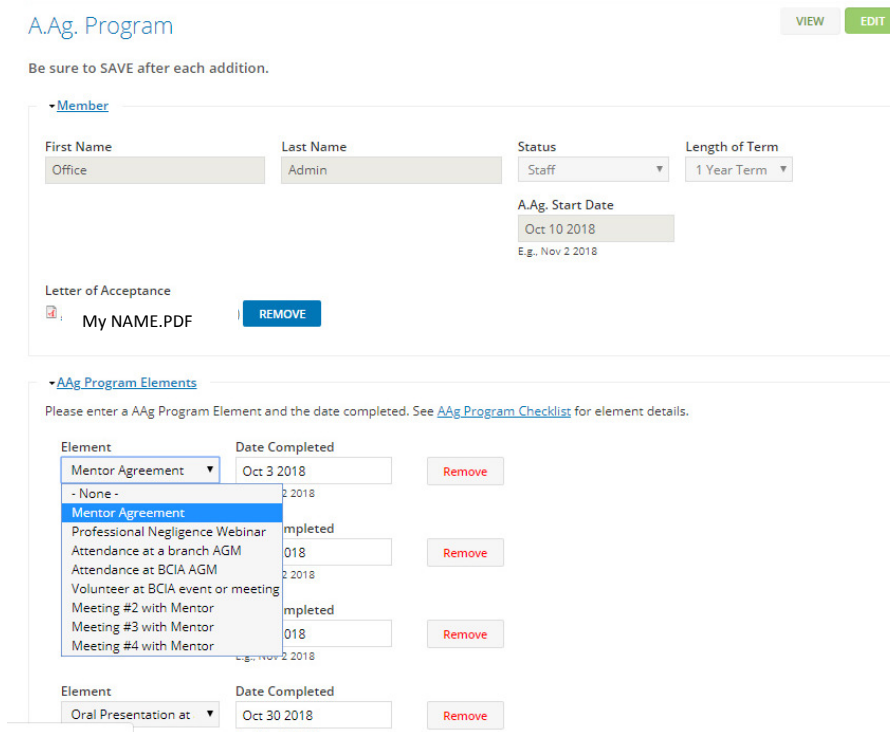
STEP 1 – AAg Program tab

You will find the AAg program tab just under your name on the blue banner after you have logged into your member profile. IF you do not see this tab, please send an email to p.ag@bcia.com to let BCIA staff know to activate the tab.



STEP 2 – Entering your AAg program Elements

When you click the AAg Program tab, you will see your name, status, AAg program start date and length of your AAg term. AAGs who begin their AAg program after Nov. 1, 2018 will also see a copy of their letter of Acceptance.



Under A.Ag. Program Elements you will see a dropdown list of 11 program elements. Depending on your start date, you may be required to complete all or only some of these program elements. Please refer to your Articling Agrologist Checklist in your journal, as that will determine the program elements required at the time you began the program.

As you complete a program element, simply log into your profile, select the appropriate element and the date completed. **BE SURE TO SAVE** at the bottom before leaving the AAg Program page.

Step 2 - Entering AAg Program Elements (continued)

As you list and **SAVE** a program element, you will see that the element is no longer available on the pulldown list. The date will default to the current date. Please be sure to enter the correct date that you completed the Program Element.

Also, if you make an error, you can easily Remove the element and re-enter.

▼ [AAg Program Elements](#)

Please enter a AAg Program Element and the date completed. See [AAg Program Checklist](#) for element details.

Element	Date Completed	
Mentor Agreement ▼	Oct 3 2018	Remove
	<small>E.g., Nov 2 2018</small>	
Element	Date Completed	
Attend a branch PD e ▼	Oct 9 2018	Remove
	<small>E.g., Nov 2 2018</small>	
Element	Date Completed	
Meeting #1 with Mer ▼	Oct 2 2018	Remove
	<small>E.g., Nov 2 2018</small>	
Element	Date Completed	
Oral Presentation at ▼	Oct 30 2018	Remove
	<small>E.g., Nov 2 2018</small>	
Element	Date Completed	
Profession of Agroløg ▼	Oct 30 2018	Remove
	<small>E.g., Nov 2 2018</small>	
Element	Date Completed	
Ethics for Professioni ▼	Oct 30 2018	Remove
	<small>E.g., Nov 2 2018</small>	
Element	Date Completed	
- None - ▼	Nov 1 2018	Remove
	<small>2 2018</small>	
7 o		
+ A		
	Professional Negligence Webinar	
	Attendance at a branch AGM	
	Attendance at BCIA AGM	
	Volunteer at BCIA event or meeting	
	Meeting #2 with Mentor	
	Meeting #3 with Mentor	
	Meeting #4 with Mentor	
	Reference Letters	

SAVE

Step 3 - END of Program and Reference Letters


Once you have completed all of your required Program Elements and the required work in agrology for the 1 or 2 year term from your Program start date, you are ready to complete the [END of Program](#) section.

Click on the blue title END of PROGRAM to expand. In this section you are able to upload a copy of your AAg Checklist, Written Review, and any other documents such as work experience, etc. (No need to email these anymore.)


▼ [END of PROGRAM](#)

Once all above requirements are met, submit the following

AAg Checklist with signatures

 [AAg Checklist - editable.pdf](#) (202.82 KB) [REMOVE](#)

Written Review of the AAg program

 [Conducting an Annual General Meeting for BCIA.pdf](#) (183.2 KB) [REMOVE](#)

▼ [Additional Files](#)

Add a new file

No file chosen

Files must be less than 32 MB.
Allowed file types: pdf doc docx.

▼ [Reference Letters](#)

Reference letters are to be sent to the BCIA office at p.ag@bcia.com. Please list the names of your referen when the letter is received.

Type	Name	<input checked="" type="checkbox"/> Letter received
Mentor	Joe Fresco	
Type	Name	<input checked="" type="checkbox"/> Letter received
Reference #1	Hugh Grant	
Type	Name	<input checked="" type="checkbox"/> Letter received
Reference #2	Sherry Hart	

Click on the blue title [Reference Letters](#) to expand this section. In this section you are only able to enter the names of your Mentor, and the two individuals who are providing your reference letters. These letters must be submitted directly by the individuals by email to p.ag@bcia.com.

Once the office has received each reference letter, staff will check the Letter received box. You will be able to see this when you log in. In this way you can track if your reference has not yet submitted a letter to the BCIA office.

STEP 4 - CERTIFICATION

Once you have

- completed all of your elements
- uploaded your AAg checklist
- uploaded your written report
- entered the names of your mentor and 2 references

You are ready to **CERTIFY** that you have completed your AAg program. Note that you do not have to wait until your Reference letters have been received to do this. *(Please do NOT attempt to CERTIFY before you have completed your Elements and uploaded your AAg Checklist and Written Report, as well as entered the names of your references & mentor.)*

• END of PROGRAM

Once all above requirements are met, submit the following

AAg Checklist with signatures
AAg Checklist - editable.pdf (202.82 KB) REMOVE

I certify that I have completed all of the elements of the articling agrologist program and have notified my mentor and 2 references to submit letters.

Your program will be sent for review.

I Verify Cancel

Reference letters are to be sent to the BCIA office at p.ag@bcia.com. Please list the names of your references below. The box will be checked when the letter is received.

Type	Name	Letter received
Mentor	John Brown	<input type="checkbox"/>
Type	Name	Letter received

Once you CERTIFY, this sends an email to the Deputy registrar indicating that you have completed the A.Ag program.

Reference Letters

Reference letters are to be sent to the BCIA office at p.ag@bcia.com. Please list the names of your references below. The box will be checked when the letter is received.

Type	Name	<input checked="" type="checkbox"/> Letter received
Mentor	Joe Fresco	
Type	Name	<input checked="" type="checkbox"/> Letter received
Reference #1	Hugh Grant	
Type	Name	<input checked="" type="checkbox"/> Letter received
Reference #2	Sherry Hart	

SAVE CERTIFY

Once your reference letters have been received by the BCIA office, you will see the Letter Received box checked.

At this point the Deputy Registrar will review your checklist and written review and verify that all parts of your program have been completed satisfactorily.

You will be notified by email once you have been approved for Professional Agrologist status by the Registrar. Once the Registrar has approved your change of status to P.Ag, you will no longer see the AAg Program tab on your Member Profile.