

## Application Procedures

1. Applicants should carefully read all material provided with this application.
2. Please determine your correct category of membership and complete the relevant portion of the application. Incomplete applications will delay processing and membership.
3. Provide your endorsers and professional advisor with the correct forms for their confidential recommendation. It is the endorsers' responsibility to forward their endorsements to the chair of the Examining Board. **(These may be emailed either with the Application package or directly to [registrar@oala.ca](mailto:registrar@oala.ca))**
4. Submit your completed application form, required documentation, professional advisor's signed consent form and non-refundable application fee to:

**Ontario Association of Landscape Architects**  
**3 Church Street, Suite 506**  
**Toronto, ON M5E 1M2**  
**Attention: Examining Board Chair**  
**Or by email to: [registrar@oala.ca](mailto:registrar@oala.ca)**

5. The Examining Board will act on applications for membership at their first regular meeting following receipt of the complete application. Examining Board meeting dates are posted on the OALA website calendar. Incomplete applications will not be considered. Candidates who are accepted for membership will be notified in writing by the Association upon OALA Council's approval of the Examining Board's recommendations.
6. Applicants who are required to attend an interview will be notified by the Association as to date, time, place, and requirements.
7. Required Documentation:
  - Academic record transcript **(original or certified copy)**
  - Academic degree, certificate or diploma (copy)

## Application Submission Checklist:

- Application completed (pages 2-3)
- Payment provided or completed online (page 4)
- Professional Advisor Form completed and submitted (page 5)
- Endorser Form completed and submitted (page 6)
- Communication consent form completed (page 7)
- Academic transcript sent to OALA office (original or certified copy)
- Copy of academic degree, certificate or diploma

## APPLICATION FOR ASSOCIATE MEMBERSHIP

### A. APPLICANT INFORMATION

Name *(Please Indicate Mr./ Ms.)*

#### Home Address

City

Province/State

Postal/Zip Code

Home Telephone

#### Name of Employer/Business

Address

City

Province/State

Postal/Zip Code

Business Telephone

Email to use for communication:

Address to use for communication:

Home

Business

I wish to receive *Ground:*

*Landscape Architecture Quarterly*

Hardcopy (by mail)

Digital only (viewed online)

### B. EDUCATION - Membership Candidacy Option

Please select your candidacy option, and fill out the education fields that apply to you:

A. Bachelor or Master of Landscape Architecture

B. Other Education

#### Bachelor of Landscape Architecture Degree:

School

Date Received

#### Master of Landscape Architecture Degree:

School

Date Received

Three Year Diploma in Landscape Architectural Technology  
from Ryerson Polytechnic University (1972 – 2000) **OR**  
Bachelor of Architectural Science - Landscape Architecture  
– Landscape Architecture Option from Ryerson Polytechnic  
University (2000 – 2003)

*Continued on next page...*

Date Received



3 Church Street, Suite 506  
 Toronto, ON M5E 1M2  
[oala@oala.ca](mailto:oala@oala.ca) (416) 231-4181  
[www.oala.ca](http://www.oala.ca)

# Membership Application Package For OALA Associate Membership

## Other Education:

Degree/Diploma:	Institution:	Date Received:
1. _____	_____	_____
2. _____	_____	_____

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Name of any professional organizations to which you currently belong

## C. EXPERIENCE

List all employment after graduation starting with the most recent; use additional pages **if required**.

### NOTE:

For **Option A**, experience is not a requirement.

For **Option B**, minimum 4 years' experience post-graduation in a landscape architectural environment is required

Start/End Dates:	Employer of Supervising LA:	Nature of Work:
1. _____	_____	_____
_____	_____	_____
_____	_____	_____
2. _____	_____	_____
_____	_____	_____
_____	_____	_____

## D. ENDORSER / ADVISOR

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Name of Endorser

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Name of Advisor

*Note: Advisor must be a full member of the OALA with a minimum 4 years' experience as a full member.*



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# Membership Application Package For OALA Associate Membership

Applicant's Name: \_\_\_\_\_

## APPLICATION AND REGISTRATION FEES

Please use the following information to calculate the required application and registration fees. These fees are non-refundable.

### 1. Application Fees *(to be enclosed or paid by Credit Card)*

- a) Associate Member Application Fee: \$35
- b) Registration Fee for Professional Development Program: \$35
- TOTAL amount due with application: \$70 + HST (\$79.10)**

*Note: These application fees are waived if applicant has graduated within the last 12 months.*

Payment by Cheque or Cash: \_\_\_\_\_ Cheque No: \_\_\_\_\_  
*(enclosed with application)*

Payment by Credit Card: \_\_\_\_\_  
 \_\_\_\_\_  
 CC# \_\_\_\_\_ Expiry (mm/yy) \_\_\_\_\_

*To pay by Credit Card via secure online processing please go to [www.oala.ca/oala-membership-renewal](http://www.oala.ca/oala-membership-renewal) and enter the amount in the custom field titled "Partial Year Membership" and add to cart. Please contact the Registrar if you have any questions or would rather pay by phone.*

### 2. Examination Fees

The Landscape Architect Registration Examination (LARE) is priced by section and varies according to US exchange rates. Exams are held in various locations in April, August and December. OALA members may contact CLARB at [www.CLARB.org](http://www.CLARB.org) for further details regarding cost of exams and registration.

### 3. Membership Dues

Invoices for annual membership dues will be sent to new members after approval of an application by Council and are payable within 60 days of date of invoice. Membership dues for the calendar year during which the application is approved will be prorated based on the date of notification of approval or start of PDP.

Associate Member: **\$149 (2018), \$169 (2019)**  
*Note: Includes CSLA dues*

## PROFESSIONAL ADVISOR CONSENT FORM

The Professional Development Program (PDP) operates on the principle of a practising full member working one to one with an associate (landscape architectural intern). This may be on a day to day basis as an immediate supervisor, or it may be on a less frequent basis as an advisor. The professional advisor's principal responsibility is to provide advice and guidance to the associate throughout the course of the professional development period. The advisor will guide the associate through the duration of the PDP by discussing matters such as work experience, employment selection, professional progress and preparation for the exam.

The professional advisor is expected to guide the development of the associate's skills in all areas of the profession and to ensure that the associate is exposed to as many aspects of the profession as possible. To ensure this full exposure the professional advisor may have to suggest alternative ways for the associate to gain experience away from the job. Alternatives may include volunteer work in the community, completing continuing education courses endorsed by the OALA, or employment moves.

The Association and the associate rely on the advisor to provide sound advice during the professional development period.

Assuming the role of professional advisor requires a substantial commitment. It is important for the advisor to meet with the associate on a regular basis, to review progress and discuss problems. It is estimated that a time commitment of approximately four hours each month spread over one to two meetings is required.

During the professional development period, the Associate is required to submit an experience progress report (EPR) to the Examining Board every four months. A critical portion of this report is the professional advisor's certification of experience gained by the associate during the period of the report.

The advisor is expected to carefully review the statements made in each EPR and to certify that they are consistent with the experience gained by the associate during the relevant period. Requirements and guidelines for professional advisors are given in the professional development program chapter.

I am a Full Member of the OALA in good standing for a minimum of 4 years and I hereby agree to act as professional advisor to:

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Applicant's name (please print)

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Professional Advisor's name (please print)

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Professional Advisor's signature

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Date

**This professional advisor's consent form must be included with your application form for associate status.**

## ENDORSEMENT

To be eligible to endorse an applicant, a person must be full member of the OALA. The endorser must have personal knowledge of the applicant and their recent work experience.

Applicants should refer to the section on membership options for information regarding the number of endorsements required. Associate members require one endorser.

I endorse and sponsor \_\_\_\_\_ (*name of applicant*) as a candidate for **ASSOCIATE** membership and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. The candidate has satisfied the requirements for membership in this category, and to the best of my personal knowledge, the applicant observes and upholds the Association's [Code of Ethics and Professional Practice](#).

\_\_\_\_\_  
Endorser's signature

*I am a full member of the OALA in good standing*

\_\_\_\_\_  
Name printed

\_\_\_\_\_  
Date

## COMMUNICATION CONSENT

### *Please complete with Application*

Canada's anti-spam legislation ("CASL") came into effect July 2014 and regulates the distribution of commercial electronic messages ("CEM"). The legislation requires that we obtain your **EXPRESS CONSENT** to enable us to send you CEM relating to OALA's news, programs, and events via e-mail. With your application, kindly include this signed page to ensure the OALA can continue to update you by email.

The Association currently sends out communication pieces to our database of members, suppliers, sponsors and partners. The pieces can include, but are not limited to, the following:

- Membership standing
- OALA E-newsletter
- Invitations to events and opportunities
- Meetings
- Issues of relevance to members
- Thank you emails
- Sponsorship requests

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Name

Date

I consent to receiving all messages from OALA and acknowledge that I can withdraw my consent at any time by writing to [registrar@oala.ca](mailto:registrar@oala.ca).

I withdraw from receiving any e-mail communication from the OALA.

Thank you.

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