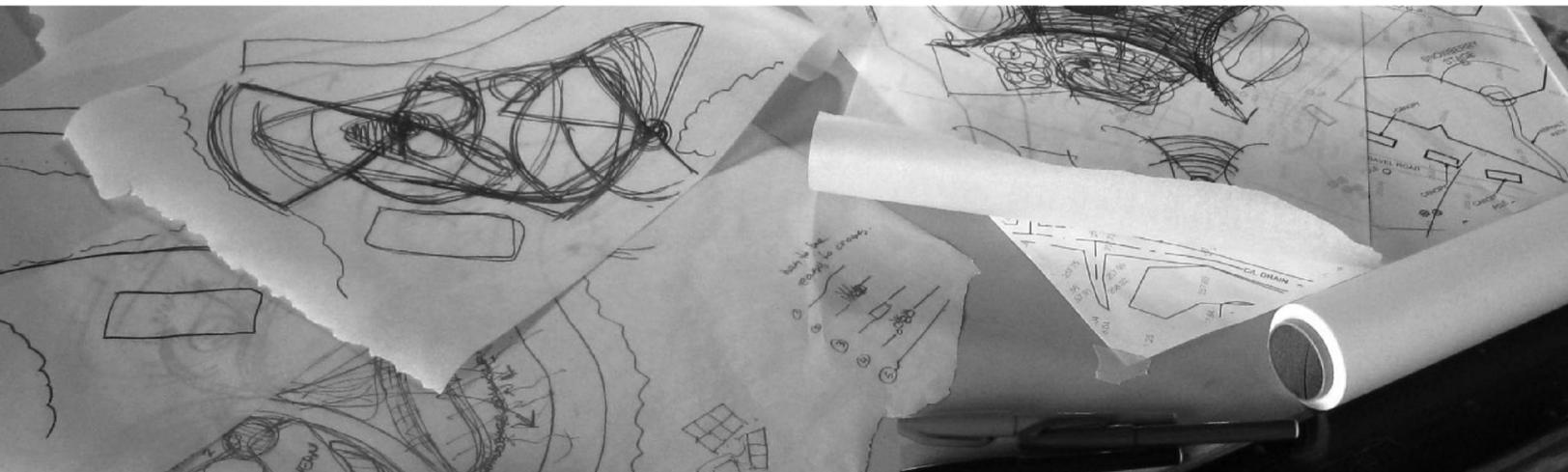


The Road to Registration

By Shannon D. Baxter, 2012
(Revised 2015)



A. How to Apply for Associate Membership...

Overview:

Providing you have met the Associate Membership requirements (contact MALA for latest details) you may apply for associate membership to begin your internship period.

Details:

1. Go to *MALA Downloads* (www.mala.net/downloads.php).
2. Download the *MALA Application (Member-Associate)* form.
3. Fill out the form and have it endorsed by two full members, of whom at least one has been a member for more than three years. Ask around your firm - people will be glad to help you. You are not asking them to be your MALA advisor at this point, only to endorse you. All they are required to do is sign and date your application.
4. Fax or mail your application, including a \$25 cheque, to the MALA office. The email and mailing address you supply on your application is published in the CSLA Membership Directory, so some people prefer to give their office address to maintain personal privacy.

B. During Your Internship Period...

Overview:

Congratulations, you have been granted associate membership and have entered your internship! The majority of people enter into associate membership with the end goal of being granted full membership in MALA. Requirements for full membership include the logging of relevant experience and a successful passing of all four sections of the LARE (Landscape Architectural Registration Examination). Prospective applicants to full membership in MALA are required to document their work experience during the internship period in an Experience Record Book (ERB). The ERB provides a detailed record and proof of your internship period. The ERB is completed during your Internship under the supervision and signature of your MALA Advisor. It is then submitted with the application for admission to full membership upon completion of your ERB and passing of the required LARE Sections.

Details:

1. Go to *MALA Downloads* (www.mala.net/downloads.php).
2. Look through the available downloads in the *MALA ERB* section for reference.
3. MALA requires that you track your work experience for at least two (2) years in specific categories until you complete the required amounts. The categories are as follows:
 - a. *Advisory, Consulting and Pre-Design (60 days)*
 - i. Gathering of Background Information
 - ii. Site Analysis
 - iii. Evaluation and Interpretation of Data
 - iv. Feasibility Studies
 - v. Development Program
 - vi. Preliminary Budget Estimate
 - b. *Conceptual Design (60 days)*
 - i. Conceptual Plans/Sketches
 - ii. Study Models
 - iii. Presentation Drawings and Reports
 - iv. Preliminary Cost Estimate

c. Detail Design (60 days)

- i. Planting Plan
- ii. Site Grading and Layout Plan
- iii. Irrigation and Lighting Plan
- iv. Construction Details
- v. Contract Documents and Technical Specifications

d. Contract Administration (40 days)

- i. Site Instruction/Change Orders
- ii. Project Management, Site Meetings, and Inspections
- iii. Progress Claims, Holdbacks, and Deficiencies
- iv. Certificates of Completion and Acceptance

e. Other Experience (60 days)

- i. You will find your own sub-categories to report within this category. Some examples might be proposal writing, graphic design, community consultations, volunteerism, or Community Planning and GIS work, etc.

4. Review and download *MALA Policy – Experience Record Book Requirements* to become familiar with MALA's ERB Policy. Point #4 is very helpful.
5. Review the download *MALA Policy – Professional Advisor* to familiarize yourself with what their role is within your internship period and who is qualified to serve as MALA Advisor. The advisor does not need to be from your office, but they do need to have been a full member of MALA for at least three years. It is they who will meet with you to review your ERB reports bi-annually and offer mentorship when required.
6. Download *Professional Development Program – Progress Report*. This is the form that your MALA Advisor needs to fill out annually and submit to MALA outlining your progress in completing your internship period. It is short and quick.

7. Start logging your relevant experience. Throughout my internship I found it helpful to compile my hours within a spreadsheet outlining each project, timeline, and what categories of work I completed to help track my progress. If you feel you are not getting enough exposure within a certain area, speak with your supervisor or MALA Advisor for advice on how to change the situation. A sample spreadsheet is attached as part of this document. It is provided as a tool only for tracking your hours and is not required for submission.
8. Once you feel ready to write the LARE, make your appointment to write the required sections through the CLARB website (www.clarb.org). Each LARE section is only offered once or twice a year, so familiarize yourself with the test dates well in advance.
9. Studying for the LARE
 - a. The list of required references varies depending on which LARE Sections you are studying for (check www.clarb.org for regular updates). CLARB states that “studying the references listed...will help you greatly prepare for the exam, however, CLARB makes no assurances that knowing these references inside and out guarantees that you will successfully pass Section I”.
I would also recommend that you go to MALA Downloads and print out the *MALA Info – the LARE Reference List*, which lists various study materials for your reference.
 - b. MALA has purchased sample question books and study guides over the years for the Associates’ reference, which have been donated to the U of M Architecture Library, so be sure to also search for them as well. As part of their ongoing dedication to professional development MALA will reimburse you the cost (\$25) of getting a U of M Alumni Library Card in order to access your study materials.
 - c. Ask around to see who else is writing the LARE at the same time as you. It helps to have a study buddy, or to at least know whom else might have the reading materials.

How to Apply for Full Membership...

Overview:

Congratulations, you have completed your ERB and passed all four sections of the LARE! Now you can apply to MALA for full membership.

Details:

1. Go to *MALA Downloads*.
2. Download the *MALA Application (Member-Associate)* form.
3. Fill out the form and have it endorsed by two Full Members, of whom at least one has been a member for more than three years.
4. Compile the following documents for submittal to MALA:
 - a. Current resume;
 - b. Various ERB Worksheets (found in MALA downloads). The number of worksheets required varies. For example, I worked on approximately 80 different jobs throughout my internship period, but completed only 35 worksheets on my most major projects. If I spent 4 hours doing background research for a project that I did no further work on, I did not complete a worksheet on it. But for projects that I worked on for large amounts of time or scope, I completed worksheets.
 - c. *ERB Recommended Experience Summary* (found in MALA downloads);
 - d. Other supporting documentation if you have it, such as the spreadsheet that I mentioned in #7 of "During Your Internship Period".
 - e. LARE Exam passing grade. CLARB does not mail you anything regarding the exam, so I recommend taking a screenshot off the CLARB website showing your passing grade.
5. Fax or mail your application, including a \$50 cheque, to the MALA office.
6. MALA will contact you regarding the success of your application.

