

**The Manitoba Association of Landscape Architects**  
a component organization of the Canadian Society of Landscape Architects

**MALA POLICY**  
**EXPERIENCE RECORD BOOK REQUIREMENTS**

**PURPOSE OF POLICY**

This policy is designed to clarify the purpose and requirements for obtaining and completing an Experience Record Book (ERB) prior to being admitted as full Member of the Association. According to Article 6, Section 1a, Subsection 2 of the Association's By-laws, it is compulsory for applicants to full membership to have had "not less than two years practical experience in an approved landscape architectural apprenticeship program under the supervision of a Member."

In order to provide a detailed record and proof of this period of internship, the ERB was devised and adopted by Council on November 22, 1984. Individuals entering this internship program are required to apply for Associate membership in the Association, as the ERB can only be obtained by an Associate. The ERB is completed during the period of internship under the supervision and signature of the MALA Advisor, and it is then submitted with the application for admission to full membership.

**POLICY STATEMENTS**

1. Prospective applicants to full membership in the Association are required to document their work experience during the internship program in the prescribed ERB.
2. Participants in the internship program are required to join the Association as Associates until they are accepted to full membership.
3. Only Associates may obtain and submit a complete ERB.
4. The work experience shall be of not less than two (2) years duration, regardless of obtained Bachelor's or Master's degrees.
5. Not more than six (6) months may be credited for work experience prior to becoming an Associate, which period, if applicable, must also be documented in the ERB.
6. Associates working in a recognized landscape architectural practice require the signature of the Professional Advisor in their ERB. The Professional Advisor is confirmed by Council for the record.
7. Associates not working in a recognized landscape architectural practice require the signatures of the supervisor at their place of employment and the Professional Advisor in their ERB. The Professional Advisor is formally appointed by Council for the record.
8. Potential applicants who are self-employed require the signatures of their Professional Advisor (appointed by Council) and a MALA Member in their ERB.

Endorsed by Council January 8, 1992  
Approved at the Annual Meeting February 20, 1992  
Amended by Council October 16, 2001  
Amended by Council March 15, 2007