

The Manitoba Association of Landscape Architects Inc.
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 an Intern or Member of the Association. According to Article 6, Section 2a, Subsection 2 of the Association's By-laws, it is compulsory for applicants to Membership to have 3600 hours, a minimum two (2) years, practical experience in an approved landscape architectural internship program satisfactory to Council under the supervision of a Member in good standing. According to Article 6, Section 3a, Subsection 2 of the Association's By-laws, it is compulsory for applicants to hold a B.L.A or M.L.A degree from a CSLA Accredited program or institution recognized by the Association" OR to have successfully completed a Pre-Internship program related to their previous education or work experience.

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. The ERB during the Internship Program is documented for a total of 3,600 hours. The ERB during the Pre-Internship Program is documented for a total of 3,600-10,800 hours related to the Pre-Intern's previous education or work experience and outlined by Table 2: Experience Record Book Hour Requirements. The MALA Examining Board will determine the stream required for each applicant based on their past work/education experience.

Individuals entering the Internship Program are required to apply for Internship status in the Association. The ERB is completed during the period of internship under the supervision and signature of a MALA Professional Advisor, and it is then submitted with the application for admission to Membership.

Those individuals seeking Membership who are applying without an accredited degree in Landscape Architecture shall enter and complete the 'Pre-Internship Program' as described in the Experience Record Book Overview prior to entering the Internship Program. The Pre-Internship Program will follow the same requirements as the Internship Program, however experience hours required will vary according to stream.

POLICY STATEMENTS

1. Prospective candidates to Membership in the Association are required to document their work experience during the Internship and Pre-Internship Programs in the prescribed ERB.
2. Participants in these programs are required to join the Association as Interns or Pre-Interns until they are accepted to Membership.
3. Participants who have joined MALA and qualify for the Internship Program but have no intention of becoming Members must enter the Internship Program under the supervision and signature of a MALA Professional Advisor for a period of no less than two (2) years. After seven (7) years under the Internship Program, the Intern may become an Affiliate Member. Affiliate Members are required to submit Continuing Education Credits on a yearly basis.
4. Only Interns and Pre-Interns may submit a complete ERB.
5. The work experience for the Internship shall be of not less than two (2) years regardless of degree or diploma obtained. Individuals without an accredited degree in Landscape Architecture will need to enter and complete the Pre-Internship Program, the duration is of which is described on Table 1: Path to Registration.

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6. Work experience prior to becoming a Pre-Intern will be required as part of the Pre-Intern Application. This experience is submitted in the application in the form of a Curriculum Vitae. The duration of work experience required is described on Table 1: Path to Registration.
7. Interns or Pre-Interns 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.
8. Interns or Pre-Interns 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.
9. Potential applicants who are self-employed require the signatures of their Professional Advisor (approved by Council) and a MALA Member in good standing for three (3) years 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
Amended by Council October 24, 2014
Amended by Council November 26, 2021
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