

# THE ROAD TO REGISTRATION



# MALA

MANITOBA ASSOCIATION OF  
LANDSCAPE ARCHITECTS

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## A. Step One: Internship or Pre-Internship, Determine Eligibility

### Overview

Based on your previous Education and Work Experience, you can determine if you qualify for a MALA Internship or Pre-Internship.

### Internship

As of March 2024, there are two ways in which Applicants can be eligible for Internship with the Manitoba Association of Landscape Architects. The Applicant must meet one of the following two requirements:

1. Option 1

Applicant holds a Bachelor of Landscape Architecture or Master of Landscape Architecture degree from a CSLA Accredited University Program, or an Accredited Aligned International Degree from an institution recognized by the Association (To determine if your International Degree is eligible, please contact the MALA Executive Director).

2. Option 2

Applicant has successfully completed the Pre-Internship Program based on their previous Education and Work Experience in one of the following three categories:

- A. Is a graduate of an Unaccredited or Related Degree (see further information below), has completed a minimum of two (2) years of Work Experience PRIOR to becoming a Pre-Intern (see further information below), has completed a minimum of two (2) years of Work Experience in a related field under a MALA Professional Advisor, AND has logged 3,600 hours in the MALA Experience Record Book (ERB), OR
- B. Is a graduate of a Related Diploma or Unaccredited Related International Degree (see further information below), has completed a minimum of four (4) years of Work Experience PRIOR to becoming a Pre-Intern (see further information below), has completed a minimum of four (4) years of Work Experience in a related field under a MALA Professional Advisor, AND has logged 7,200 hours in the MALA Experience Record Book (ERB), OR
- C. Is a graduate of an Unrelated Degree or Diploma or has no formal Post-Secondary Education (see further information below), has completed a minimum of six (6) years of Work Experience in a related field PRIOR to becoming a Pre-Intern (see further information below), has completed a minimum of six (6) years of Work Experience in a related field under a MALA Professional Advisor, AND has logged 10,800 in the MALA Experience Record Book (ERB).

If you meet one of these two requirements, you may apply to the Internship Program (see Step Two).

## Pre-Internship

The requirement to be eligible for Pre-Internship with the Manitoba of Landscape Architects means you must meet one of the following three requirements:

1. Option 1
  - A. Applicant is a graduate of an Unaccredited or Related Degree (think Bachelor of Environmental Design, Master of City Planning, or an unaccredited Bachelor of Landscape Architecture or unaccredited Master of Landscape Architecture), AND
  - B. Applicant has completed a minimum of two (2) years of Work Experience in a related field prior to applying for Pre-Internship.
  
2. Option 2
  - A. Applicant is a graduate with a Related Diploma or an Unaccredited Related International Degree (think Architectural Technologist, or a Landscape Architectural Technologist, or a Certified Engineering Technologist), AND
  - B. Applicant as completed a minimum of four (4) years of Work Experience in a related field prior to applying for Pre-Internship.
  
3. Option 3
  - A. Applicant is a graduate with an Unrelated Degree or Diploma (think Bachelor of Science or Arts), or has no formal Post-Secondary Education, AND
  - B. Applicant has completed a minimum of six (6) years of Work Experience in a related field prior to applying for Pre-Internship.

If you meet one of these three requirements, you may apply to the Pre-Internship Program (see Step Two).

Refer to Appendix A - MALA Path to Membership and Appendix B - Table 1: Path to Registration for graphic representations of the requirements for each stage along the path to membership.

## B. Step Two: Apply for Intern/Pre-Intern Membership

### Overview

Once you have determined eligibility for Membership, you may apply for Intern / Pre-Intern membership to begin your internship period.

### Details

1. Download the Application For Admission Form from the MALA Website: <https://www.mala.net/profession/member-downloads/>
2. 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 out. You are not asking them to be your MALA Professional Advisor at this point, only to endorse you. All they are required to do is sign and date your application. *\*See Step Three to learn more about the MALA Professional Advisor.*
3. Scan and email your application to the MALA Executive Director at mala@mala.net. You will also need to send an e-transfer for the application fee of \$63.00 (includes GST) to the same email address. It's good to know that 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.

## C. Step Three: Experience Record Book

### Overview

Congratulations, you have been granted Intern / Pre-Intern membership and official started your internship with the Manitoba Association of Landscape Architects. The majority of people enter into the Intern / Pre-Intern Membership with the end goal of being granted Full Membership in the MALA. Requirements for Full Membership include the logging of relevant experience and a successful passing of all four sections of the L.A.R.E. (Landscape Architectural Registration Examination). Prospective applicants to Full Membership to the MALA are required to document their work experience during the internship / pre-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 of admission to Full Membership upon completion of your ERB and passing of all four L.A.R.E. Sections.

### Details

1. Review the MALA Downloads on their website: <https://www.mala.net/profession/member-downloads/>
2. Look through the available downloads under the *Intern/Pre-Intern* heading found under the Membership Policies tab. Most relevant will be the available downloads under the Experience Record Book (ERB) heading.
3. MALA requires that you track your work experience for at least two (2) years, and gather a minimum 3,600 hours in specific categories until you complete the minimum required hours for each. The categories are as follows:
  - A. Schematic Design (minimum 600 hours, recommended 900 hours)
    - i. Gathering of Background Information
    - ii. Site Inventory & Analysis
    - iii. Evaluation & Interpretation of Data
    - iv. Feasibility Studies
    - v. Development Program
    - vi. Concept Sketches
    - vii. Study Models

- viii. Preliminary Design Drawings
  - ix. Preliminary Cost Estimates
  - x. Presentation Drawings
  - xi. Master Planning
- B. Detailed Design (minimum 600 hours, recommended 900 hours)
- i. Site Layout Plans
  - ii. Grading & Drainage Plans
  - iii. Planting Plans
  - iv. Irrigation & Lighting Plans
  - v. Landscape Structures / Site Features
- C. Construction Documentation (minimum 600 hours, recommended 900 hours)
- i. Construction Drawings
    - i. Layout Plan
    - ii. Grading Plan
    - iii. Planting Plan
    - iv. Construction Details
  - ii. Technical Specifications
  - iii. Contract Documents
- D. Contract Administration (minimum 300 hours, recommended 400 hours)
- i. Tender Evaluation / Contract Award
  - ii. Site Instruction / Change Orders
  - iii. Project Management, Site Meetings, Inspections & Reports
  - iv. Progress Payment Claims, Holdbacks, Deficiencies
  - v. Certificates of Completion & Acceptance
- E. Office Practice (minimum 25 hours, recommended 50 hours)
- i. Proposal Preparation
  - ii. Fee Calculation
  - iii. Meetings / Client Contact
  - iv. Office Correspondence
- F. Other Experience (minimum 375 hours, recommended 450 hours)
- 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. Download and review *MALA Policy - Experience Record Book Requirements* to become familiar with MALA's ERB Policy. Point #5 is very important.
5. Download and review *MALA Policy - Professional Advisor* to familiarize yourself with what their role is within your internship period and who is qualified to serve as MALA Professional Advisor.
6. Select your MALA Professional Advisor (reach out to them and ask if they are interested, first!). 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. Once you have selected your MALA Professional Advisor, reach out to the MALA Executive Director and notify them of your selection.
7. 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.
8. Start logging your relevant experience. It is helpful to compile your hours within a spreadsheet, outlining each project, timeline, and what categories of work you complete to track your 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 this situation. A sample spreadsheet is attached as Appendix D. It is provided as a tool only for tracking your hours and is not required for submission.



## **D. Step Four: Register for Landscape Architectural Registration Exams (L.A.R.E.)**

### **Overview**

If you are an Intern, you will be required to successfully write all four (4) L.A.R.E. exams (Pre-Interns need not worry about this section, yet). The L.A.R.E. Exams are administered through CLARB - the Council of Landscape Architecture Registration Boards. Each L.A.R.E. section is offered three times per year, April, August and December. The exams are offered by PSI Testing Centres and can either be taken in-person or online. Registration for the exams typically open up 3 months before the test period (ie: registration for April exams opens in January, August exam registration opens in May, December exam registration opens in September).

Before you can register for any exams, you must sign up for CLARB's Council Record Book. Instructions and videos on how to sign up and register for both the Record Book and the Exams can be found on [www.clarb.org](http://www.clarb.org). As of December, 2023, the cost for CLARB's Council Record Book is \$210 (USD) annually, and the cost for the four exams is \$525 (USD) each. It is typical to anticipate an overall cost of \$2,520 USD (conversion as of December 2023 is approximately \$3,500 CAD), if it takes you 2 years to successfully complete all four exams.

### **In Person at PSI Test Centre**

In person tests are typically offered at the PSI Testing Centre located at the Manitoba Institute of Trades and Technology (135 Henlow Bay), however PSI has in the past rented space at the Marriott Winnipeg Airport and set up temporary testing facilities when test taking demand is high.

Details:

1. You will need to arrive at least 15 minutes early to your exam to allow for putting all your items in lockers, filling out any paperwork, and verifying your ID.
2. NOTHING is allowed with you into the testing room. This includes scrap paper, pens, phones, watches, water bottles, etc. All of these items will need to be left in your locker (lockers and locks are provided by PSI).
3. You will then be asked to show ONE piece of photo ID. Driver's license works great. Passports do as well.

4. You will be asked to show your bare arms and hands, neck, and behind your ears. It's excessive but be sure to wear clothing that allows for easy check by the staff proctoring your exam. It can also be very cold in the proctoring room in the winters and hot in the summers, so be sure to dress in layers to allow for varied temperature control to keep you comfortable and relaxed.
5. You will be writing in a room with others who are writing *different* exams. Sometimes this can be distracting. You are provided noise cancelling headphones for this reason.
6. You MAY take bathroom breaks during the exam, HOWEVER, any exam question that has been previewed prior to your break will be locked after you return. This means that all your answers must be finalized before leaving the room, as you will be unable to change those answers afterwards. It is a good idea to review the exam in batches and finalize those answers before moving onto the next batch.

## Online Proctoring

Starting April 2022, CLARB began offering online proctoring through PSI as an additional testing option. Online proctored exams are available for all four (4) sections of the L.A.R.E. and can be taken in the comfort of your home or office, but there are very specific guidelines you must follow. A live proctor will monitor your exam through a video feed for the entirety of the exam. There are many guidelines and not all spaces in your home or office would qualify. You will also require a good computer meeting specific system requirements and use of a web camera for the online exam. For a detailed walkthrough on what to expect during the exam, or to see if your space meets the requirements, you can watch this video prepared by PSI [HERE](#).

Details:

1. You must be in a quiet, secure room. Make sure there is a door and that no one else will need access to this room during your exam. Should someone enter the space while you are writing, the test administrator will shut down your exam and you will need to re-schedule your test time and re-take your exam at another time.
2. The area should be well-lit, uncluttered and free of any background noise. Books in the background are a big no-no, as is any whiteboards, cork boards, etc. Anything that could be

considered a possible way of providing answers to any questions should be removed from the space. Background noise should be non-existent. Much like point #1, if the administrator perceives any background noise, they may consider this to be a breach of the secure exam, and your exam will be shut down.

3. You will need to have a desktop/laptop with a webcam and a microphone. Your administrator will have to have access to both to be able to watch and hear you during the entire exam.
4. You should do your system checks well in advance of your exam time to make sure your set up meets all the requirements and are working properly. There is nothing more stressful than technical issues right before your exam. If you have multiple monitors, you will be asked to provide access to the administrator for both monitors.
5. You will need to scan your testing area with your webcam, and a look at the top and bottom of your desk (you will need to look under your computer with the webcam). The administrator will be looking for restricted items including food, drinks, headphones, electronics, cell phones or tables, and any notes or reference materials or scratch paper.
6. You will then be asked to show ONE piece of photo ID prior to testing. This will be held up to your webcam and the administrator will ensure the person writing the exam meets the ID. Driver's license works great. Passports do as well.
7. You MAY take bathroom breaks during the exam, HOWEVER, any exam question that has been previewed prior to your break will be locked after you return. This means that all your answers must be finalized before leaving the room, as you will be unable to change those answers afterwards. It is a good idea to review the exam in batches and finalize those answers before moving onto the next batch.
8. More information can be found on CLARB's website [HERE](#).

## E. Step Five: Study for the L.A.R.E. Exams - Exam Reading Lists

### Overview

The list of required references varies depending on which L.A.R.E. Section(s) you are studying for. You can visit the CLARB website for the most up to date reading list:

[https://www.clarb.org/docs/default-source/take-the-exam/lare\\_recommended\\_reading\\_091423.pdf](https://www.clarb.org/docs/default-source/take-the-exam/lare_recommended_reading_091423.pdf)

### Details

As of December 2023, the newly defined L.A.R.E. Categories and their reading lists are as follows:

1. Inventory, Analysis & Project Management
  - A. Planning & Urban Design Standards - Student Edition / Steiner & Butler
  - B. Site Planning & Design Handbook - 2nd Edition / Russ
  - C. Sustainable Sites Handbook - Calkins
  - D. Site Analysis - 3rd Edition / LaGro
  - E. Project Management for Design Professionals - Ramroth
  
2. Planning & Design
  - A. Landscape Architectural Graphic Standards - Student Version / Hopper
  - B. Landscape Architecture Documentation Standards - Design Workshop
  - C. Sustainable Stormwater Management - Liptan & Stanten
  - D. Sustainable Sites Handbook - Calkin
  - E. Site Planning & Design Handbook - 2nd Edition / Russ
  
3. Construction Documentation & Administration
  - A. Construction Contracts - 3rd Edition / Hinze
  - B. Landscape Architectural Graphic Standards - Student Version / Hopper
  - C. Time-Saver Standards for Landscape Architects - 2nd Edition / Harris & Dines
  - D. Landscape Architecture Documentation Standards - Design Workshop
  - E. Landscape Architects Portable Handbook - Dines & Brown
  
4. Grading, Drainage & Stormwater Management
  - A. Landscape Architectural Graphic Standards - Student Version / Hopper
  - B. Time-Saver Standards for Landscape Architects - 2nd Edition / Harris & Dines
  - C. Sustainable Stormwater Management - Liptan & Stanten

- D. Site Engineering for Landscape Architects - 6th Edition / Strom, Nathan & Woland
- E. Sustainable Sites Handbook - Calkin

It's worth noting that CLARB states "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 [a] Section." To assist in helping interns feel prepared for the exams, MALA has provided a further list of recommended reading. This list is available at <https://www.mala.net/wp-content/uploads/2022/05/MALA-2-Appendix-LARE-Reference-List-Feb-2017.pdf>.

MALA has also purchased sample question books and study guides over the years for the Interns' reference, which have been donated to the U of M Architecture and Fine Arts Library, so be sure to also search for them as well. CLARB has practice tests for each L.A.R.E. Section available for purchase from the CLARB website. These are helpful to know what types of questions to expect for each exam. You may do each practice exam from CLARB's website three times before they expire.

As part of their ongoing dedication to Professional Development, the MALA has provided copies of all the CLARB Recommended Reading lists at two locations - the U of M Architecture and Fine Arts Library, as well as the Millennium Library downtown. Public library cards are available for free, and MALA will reimburse you the cost (approx. \$25) for getting a U of M Alumni Library Card in order to access the study materials.

The MALA Intern / Pre-Intern / Affiliate Member representative who sits on Council is charged with organizing a L.A.R.E. Study group each season. These groups typically meet once a week at a local coffee shop or alternate study location, to help encourage, support, and provide study materials to all Interns prepping to write any one of the four (4) exams. It is encouraged to find Interns to study with as it helps keep focused and encourages dedicated study time each week. Reach out to the Executive Director at MALA to find out who the MALA Intern / Pre-Intern / Affiliate Member Representative is.

## **F. Step Six: L.A.R.E. Exam Content**

### **Overview**

The L.A.R.E. consists of four computer-based exam sections. Each section is independent of the others. All four sections of the L.A.R.E. consist of advanced item types ("drag and place" and "hot spot" items), multiple-choice and multiple-response questions. A demonstration video of the four item types can be found in the "Prepare for the Exam" section of the CLARB website.

The score for each of the exam sections is determined by the number of questions answered correctly. Items left blank are counted as incorrect. Each item addresses one of the areas of knowledge described in the content of the exam and is worth one point each.

During and immediately following the exam administration we collect candidate feedback on exam questions. We also review the item statistics to ensure the items all performed properly. Both candidate feedback and item statistics are reviewed and any adjustments made to the items such as removing the item from scoring are made prior to the score calculations. The exam data and scoring are then thoroughly run through quality control procedures by psychometric professionals.

### **Pretest Items**

All exams include a limited number of pretest items that will NOT be scored and will NOT have an impact on your results. This is common practice within high-stakes testing and allows CLARB to evaluate the items for potential use in future exams. Pretest items are randomly placed throughout the exam and are not identifiable as pretest items.

### **Item types**

There are four (4) item types that can be presented on the L.A.R.E.:

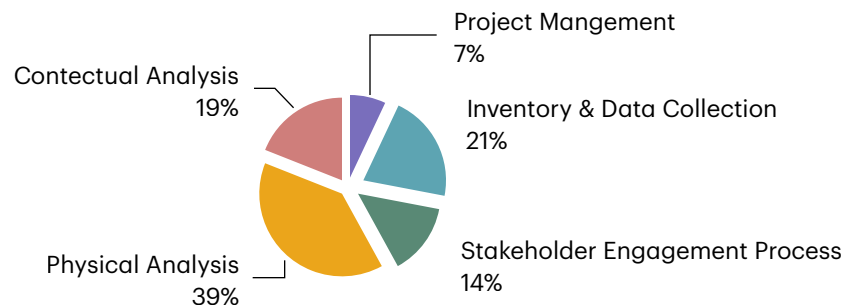
1. Multiple Choice - You will select ONE answer.

2. Multiple Response - You will select TWO OR MORE answers. **Be careful with this one and make sure you read the instructions at the start of each exam. A couple of the exams will explicitly say in the instructions that the answer will be two or more options, but never all of the available answers. If it doesn't state this at the start, it does not apply.**
  
3. Hot Spot - You will be required to select the most appropriate location by clicking directly on the plan.
  
4. Drag and Place - You will be required to choose the appropriate project element(s) and place the element on the site.

Following is a full breakdown and list of content for each exam as of December 2023.

## INVENTORY, ANALYSIS & PROJECT MANAGEMENT

- 90 Scored Items
- 10 Pre-test Items
- Question Types:
  - Multiple Choice,
  - Multiple Response, and
  - Advanced Item
- 3.5 hours seat time, 3 hours of exam time



### CONTENT BREAKDOWN

#### **Project Management:**

- Develop and Manage Design Contracts
- Select and Manage Design Team
- Determine and Manage Design Scope, Schedule, and Budget

#### **Inventory and Data Collection:**

- Collect Related Policy Documents (eg. Municipal planning documents, proposed and existing land use maps, FEMA, EPA, stormwater management policies)
- Assimilate Information from Previous Planning Processes
- Conduct Onsite Investigation and Fieldwork
- Document Site Data
- Identify Adjacent Land Use
- Collect Contextual Data (e.g., natural systems, road networks, demographics, cultural and historical)
- Research Codes, Ordinances, and Permitting Requirements (e.g., site/project specific requirements)

#### **Stakeholder Engagement Process:**

- Identify Stakeholders
- Coordinate with Governing Bodies
- Support Public Participation Process (e.g., consult with clients, summarize feedback, communicate deliverables)
- Evaluate Design Based on Feedback
- Obtain Public and Private Approvals

#### **Physical Analysis:**

- Determine Appropriate Types of Analyses
- Perform Vegetation Analysis
- Interpret and Review Soils and Geology (e.g., geotechnical, geology, soil map, soil characteristics)
- Perform Topographical Analysis (e.g., slope analysis)
- Identify Physical Opportunities and Constraints
- Perform Utility Analysis (e.g., capacity, availability, proximity, suitability)
- Analyze Existing Environmental Variables (e.g., contamination, erosion, air quality, water quality, micro-climate)
- Perform Circulation Analysis (e.g., multi-modal, access, non-motorized, connectivity)



## Manitoba Association of Landscape Architects

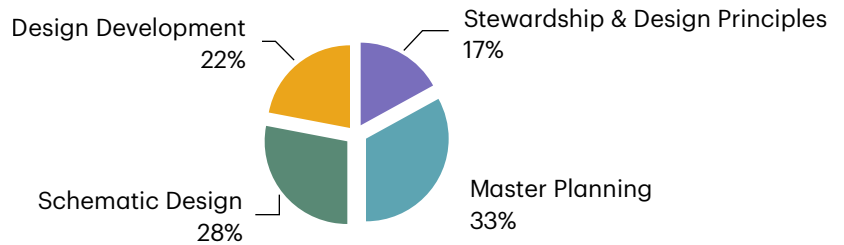
- Perform Visual Resource Analysis (e.g., view sheds, view corridors, aesthetics)
- Perform Hydrological Analysis (e.g., floodplain, site drainage, water shed, surface, sub-surface)
- Review Ecological Analysis (e.g., habitat, biodiversity, ecosystems)

### **Contextual Analysis:**

- Anticipate Impacts of Future Developments
- Identify Contextual Constraints and Opportunities
- Confirm Appropriate Use
- Conduct Code Compliance Review

## **PLANNING & DESIGN**

- 85 Scored Items
- 10 Pre-test Items
- Question Types:
  - Multiple Choice,
  - Multiple Response, and
  - Advanced Item
- 3.5 hours seat time, 3 hours of exam time



### **CONTENT BREAKDOWN**

#### **Stewardship & Design Principles:**

- Plan for Sustainability
- Plan for Climate Resiliency
- Plan for Environmental and Social Equity
- Recognize Historical and Cultural Significance

#### **Master Planning:**

- Formulate Planning Goals (e.g., vision)
- Prepare Project Program (including budget)
- Synthesize Site Analysis
- Establish Opportunities and Constraints
- Determine Appropriate Land Use
- Develop Master Plan (e.g., conceptual plans, planning high level program elements, community planning, determine planning strategies)
- Evaluate Planning Scenarios
- Produce Planning Documents (e.g., land use, parks, open space, regional, historic, site master, corridor, blueways, greenways)
- Establish Design Guidelines
- Develop Phasing Plan
- Communicate Planning Outcomes

#### **Schematic Design:**

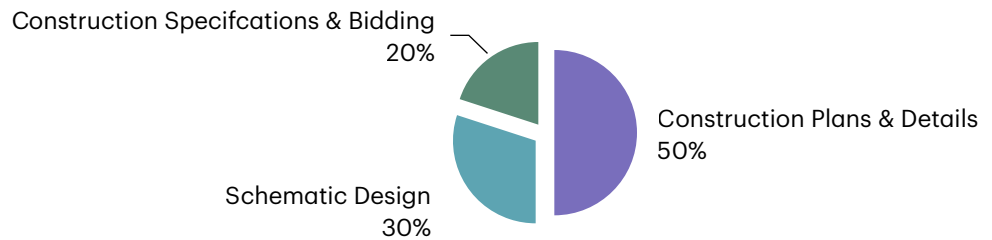
- Develop Design Intent
- Create the Basis for Design
- Prepare Functional Diagram
- Produce Conceptual Diagram
- Develop Schematic Designs
- Evaluate Design Alternatives
- Refine Selected Alternatives
- Produce Graphics, Illustrations, and Diagrams

**Design Development:**

- Refine Design Elements (e.g., material, circulation, lighting, utilities, planting)
- Determine Maintenance Implications
- Collaborate on the Design of Irrigation Systems (e.g., water conservation, sustainability, low water, gray water)
- Identify Required Approvals (e.g., regulatory permitting)
- Develop Opinion of Probable Costs (e.g., schematic, design development, revisions)
- Evaluate Value Engineering Alternatives
- Demonstrate Understanding of Legal Liabilities

## CONSTRUCTION DOCUMENTATION & ADMINISTRATION

- 90 Scored Items
- 10 Pre-test Items
- Question Types:
  - Multiple Choice,
  - Multiple Response, and
  - Advanced Item
- 3.5 hours seat time, 3 hours of exam time



### CONTENT BREAKDOWN

#### **Construction Plans & Details:**

- Identify Required Plan Sheets
- Produce Existing Conditions and Demolition Plan
- Produce Protection and Mitigation Plan
- Produce Layout and Materials Plan (e.g., site furnishings)
- Produce Planting Plans and Details
- Create Details, Elevations, and Sections (e.g., walls, pavements, structures, specialty features, green roofs, drainage details)
- Collaborate on Supplemental Plans (e.g., lighting, irrigation, playground, wayfinding)
- Develop General Notes, Schedules, and Legends
- Comply with Code Requirements and Dimensional Standards
- Perform QA/QC Activities

#### **Construction Specifications & Bidding:**

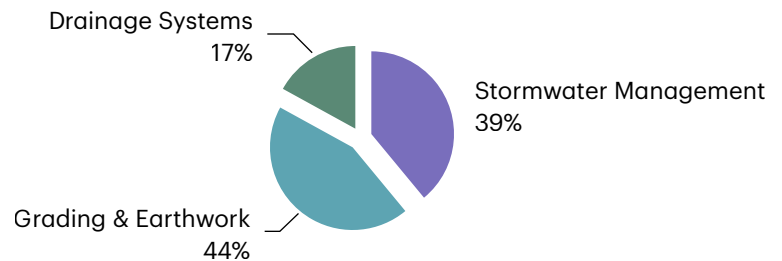
- Develop Project Manual and Front-End Specifications
- Establish Bid Requirements
- Write Technical Specifications
- Facilitate Bid Process (e.g., bid forms, meetings, delivery process)
- Respond to Bidders' Questions and Prepare Addenda

#### **Schematic Design:**

- Conduct Pre-Construction Activities (e.g., walkthrough, meetings)
- Respond to RFIs
- Manage Construction Contract (e.g., budget items, change orders, bulletins, purchase requests, change directives)
- Review Submittals (e.g., shop drawings, materials submittal, product submittals, substitutions, mock-ups)
- Conduct Site Observations and Field Reports
- Perform Project Close-Out (e.g., punch-list, substantial completion, guarantee period, final completion)
- Perform Construction Project Management (e.g., roles and responsibilities, liabilities, scope, schedule, coordination with other disciplines, coordination with owner)

## GRADING, DRAINAGE & STORMWATER MANAGEMENT

- 70 Scored Items
- 10 Pre-test Items
- Question Types:
  - Multiple Choice,
  - Multiple Response, and
  - Advanced Item
- 3.5 hours seat time, 3 hours of exam time



### CONTENT BREAKDOWN

#### **Stormwater Management:**

- Determine Watershed Area
- Determine Stormwater Management System
- Determine Pervious and Impervious Areas
- Develop Sustainable Water Quality Practices
- Select Surface and Sub-Surface BMPs
- Select Building-Systems BMPs (e.g., Green Roofs, Blue Roofs, Brown Roofs, Green Walls, Water Harvesting/Cisterns, Gray Water)
- Develop Erosion and Sedimentation Control Plan
- Obtain Approvals and Permits

#### **Grading & Earthwork:**

- Adhere to Accessibility Standards
- Produce Large-Scale Grading Design (e.g., site, landforms, mass-grading, conceptual, preliminary)
- Produce Detailed Grading Design (e.g., place spot elevations, roadway profile, sidewalk profile, plaza)
- Review Grading Design (e.g., review grading alternatives, evaluate for inconsistencies)

#### **Drainage System:**

- Prepare Drainage Plan and Profile (e.g., design/create a plan or profile)
- Design and Select Drainage Components (e.g., types of drains, selecting the appropriate components)
- Review Drainage Plans (e.g., evaluate existing design or design alternatives)

## G. Step Seven: Apply for Full Membership or Intern Membership

### Overview

Congratulations, you have completed your ERB, your mentorship period, and if you are an Intern, you have successfully passed all four sections of the L.A.R.E.! It is now your time to apply for the next stage of the process.

### Details

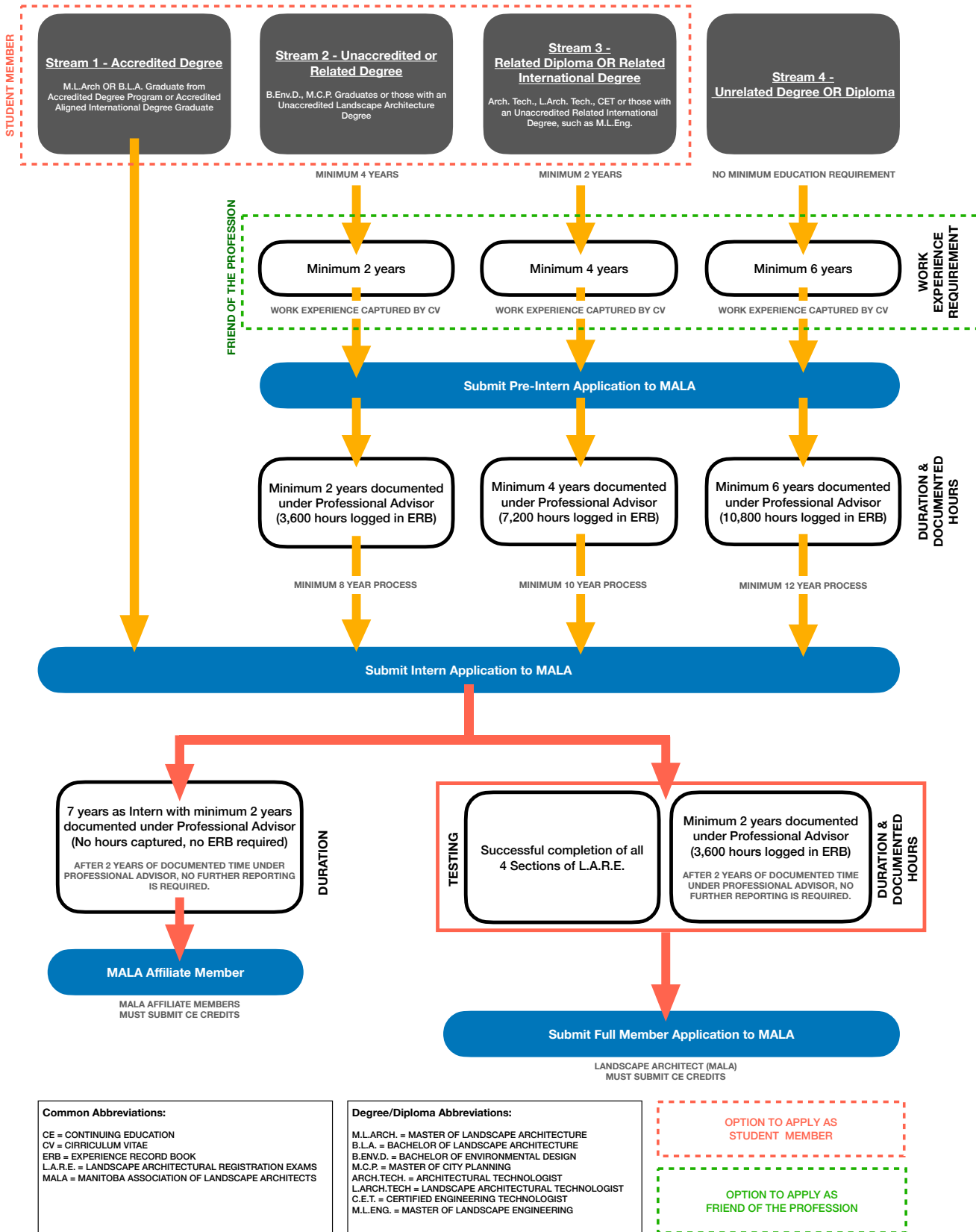
1. Go to MALA Downloads, and download the MALA Application form (same form you filled out to apply for Pre-Intern or Intern Status).
2. Fill out the form, checking off either Intern or Full Member status and have it endorsed by two Full Members, of whom at least one has been a member for more than three years.
3. Compile the following documents for submittal to the MALA:
  - i. Current resume;
  - ii. Various ERB Worksheets (found in MALA downloads). The number of worksheets required varies depending on how many projects you intend to submit that speaks to your hours. You may not need to submit Worksheets for all the projects you worked on during your pre-internship. For example, you may have worked on 80 different projects during your pre-internship period, but only need to complete 35 worksheets for the more major projects. If you spent only 4 hours or so doing background research for a project that you were not involved with further, you do not need to complete a worksheet on that project (don't include those hours on your ERB). But for projects that you worked on for large amounts of time or scope, be sure to complete a worksheet!
  - iii. ERB Recommended Experience Summary (found in MALA downloads);
  - iv. Other supporting documentation if you have it, such as the Sample Spreadsheet, mentioned in #7 of Section C. Step Three: Experience Record Book.

- v. L.A.R.E. Exam passing grades. CLARB does not mail you anything regarding your completed exams, but does provide this information to the MALA Executive Director. It is suggested that you take a screen shot off the CLARB website showing your passing grades with your name. Verify with the MALA Executive Director that this is all that is required.
4. Email your application to the mala@mala.net, and e-transfer \$63.00 for Intern Application or \$89.25 for Full Member application (both include GST) to mala@mala.net.
5. MALA will contact you regarding the success of your application.

# Appendices



# Appendix A



## Appendix B

**TABLE 1: PATH TO REGISTRATION**

**PRE-INTERNSHIP PROGRAM**

	<b>Stream 1 - Accredited B.L.A. OR M.L.A. Degree OR Accredited Aligned International Degrees*</b>	<b>Stream 2 - Unaccredited OR Related Degrees (B.Env.D., M.C.P., unaccredited B.L.A or M.L.A.)**</b>	<b>Stream 3 - Related Diplomas OR Unaccredited Related International Degrees (Arch. Tech., L.Arch. Tech., CET)**</b>	<b>Stream 4 - Unrelated Degrees OR Diplomas</b>
	<b>Education &amp; Experience Requirements to Qualify as Pre-Intern</b>			
<b>Bylaw Reference</b>	Article 6, Section 3a	Article 6, Section 4a	Article 6, Section 4a	Article 6, Section 4a
<b>Education Requirement</b>	M.L.Arch or B.L.A. Graduate or Aligned International Degree* (minimum 6 years, including Bachelors Degree)	Unaccredited Related Degree** (minimum 4 years)	Related Diploma & Unaccredited Related International Degree** (minimum 2 years)	Unrelated Degree or Diploma
<b>Work Experience Requirement Prior to Application Submission</b>	N/A	Minimum Two (2) years	Minimum Four (4) years	Minimum Six (6) years
<b>Education + Work Experience Total to be Eligible to Apply for Intern/Pre-Intern</b>	Six (6) years	Six (6) years	Six (6) years	Six (6) years
	<b>APPLY TO DIRECTLY TO INTERNSHIP PROGRAM</b>	<b>APPLY TO PRE-INTERNSHIP PROGRAM</b>		
	<b>Education &amp; Experience Requirements during Pre-Internship Period</b>			
<b>Duration</b>	N/A	Minimum Two (2) years documented under professional advisor	Minimum Four (4) years documented under professional advisor	Minimum Six (6) years documented under professional advisor
<b>ERB Requirement Document Under Professional Advisor</b>	N/A	3,600 hours (2 years)	7,200 hours (4 years)	10,800 hours (6 years)
<b>MINIMUM TOTAL (Education + Work Experience)</b>	N/A	Minimum Eight (8) years (Six years of Education & Work Experience plus Two years of Pre-Internship) prior to proceeding to Internship Program	Minimum Ten (10) years (Six years of Education & Work Experience plus Four years of Pre-Internship) prior to proceeding to Internship Program	Minimum Twelve (12) years (Four years of Education & Work Experience plus Six years of Pre-Internship) prior to proceeding to Internship Program
	<b>N/A</b>	<b>APPLY TO INTERNSHIP PROGRAM</b>		

\* Application must come from an Accredited University as outline in MALA By-Law Article 6, Section 3a.

\*\* Not an exhaustive list of unaccredited or related degrees / related diplomas or unaccredited related international degrees. Other related degrees such as M.Arch., B.V.P.1., etc. also apply at the discretion of the Examining Board.

**INTERNSHIP PROGRAM**

	<b>All Streams</b>
	<b>Education &amp; Experience Requirements to Qualify as MALA Intern</b>
<b>Bylaw Reference</b>	Article 6, Section 3a
<b>Education Requirement</b>	M.L.Arch or B.L.A. Graduate (minimum 6 years, including Bachelors Degree), <b>OR</b> Completion of Pre-Internship Program
	<b>Education &amp; Experience Requirements to Qualify as MALA Member</b>
<b>Duration</b>	Minimum Two (2) years documented under professional advisor
<b>ERB Requirement Document Under Professional Advisor</b>	3,600 hours (2 years)
<b>Required Examination</b>	All sections of L.A.R.E.
	<b>APPLY TO MALA FULL MEMBERSHIP</b>

## Appendix C

**TABLE 2: EXPERIENCE RECORD BOOK HOUR REQUIREMENTS**

Experience Record Book Hour Requirements - Pre-Internship Program

	Stream 1 - Accredited B.L.A. OR M.L.A. Degree OR Accredited Aligned International Degrees	Stream 2 - Unaccredited OR Related Degrees (B.Env.D., M.C.P., unaccredited B.L.A or M.L.A.)		Stream 3 - Related Diplomas OR Unaccredited Related International Degrees (Arch. Tech., L.Arch. Tech., CET)		Stream 4 - Unrelated Degrees OR Diplomas		
		Category Minimum	Category Maximum	Category Minimum	Category Maximum	Category Minimum	Category Maximum	
<b>FOUNDATION</b>	Schematic Design	<i>Proceed directly to Internship Program</i>	600 hours	None	1200 hours	None	1800 hours	None
	Detailed Design		600 hours	None	1200 hours	None	1800 hours	None
	Construction Documentation		600 hours	None	1200 hours	None	1800 hours	None
	Contract Administration		600 hours	None	1200 hours	None	1800 hours	None
	Office Practice	None	100 hours	None	200 hours	None	300 hours	
Other Experience	None	600 hours	None	1200 hours	None	1800 hours		
<b>TOTAL HOURS REQUIRED</b>	<b>0 hours</b>	<b>3,600 hours</b>		<b>7,200 hours</b>		<b>10,800 hours</b>		

Must meet category min. in at least TWO (2) of the four "FOUNDATION" categories

\* Required number of hours will be outlined by the Examining Board upon review of Pre-Internship Application.

\*\* Application must come from an Accredited University as outline in MALA By-Law Article 6, Section 3a.

Experience Record Book Hour Requirements - Internship

	M.L.Arch.** OR B.L.A.** OR Completion of Pre-Internship Program	
	Category Minimum	Recommended Requirement
Schematic Design	600 hours	900 hours
Detailed Design	600 hours	900 hours
Construction Documentation	600 hours	900 hours
Contract Administration	300 hours	400 hours
Office Practice	25 hours	50 hours
Other Experience	375 hours	450 hours
	2500 hours	3600 hours
<b>TOTAL HOURS REQUIRED</b>	<b>3600 hours</b>	

\* All hours reported MUST be gained during the Internship Program. No hours gained outside of Internship Program will be permitted towards the ERB hours for the Internship Program.