

APPLICATION REQUIREMENTS

(Revised April, 2011)

GENERAL

To be read in conjunction with the SALA Membership Categories Document. Review the following spreadsheets to determine what to submit, based on the membership type you are pursuing:

MEMBERSHIP TYPE	APPLICATION FEE	SUPPORTING DOCUMENTS REQUIRED w. APPLICATION						
		Transcripts	Degree/ Diploma	Biographical Sketch/ Resume	Endorser's Forms (1 or 2)	Proof of CSLA Membership	Declaration of CSLA Membership	Evidence of Enrollment
See Note:	1	2	3	4	5	6	7	8
FULL								
SASKATCHEWAN	\$40.00	Yes	Yes	Yes	Yes (2)			
OUT of PROVINCE	\$40.00					Yes (Full)	Yes	
AFFILIATE								
ASSOCIATE	\$20.00	Yes	Yes	Yes	Yes (1), or	Yes (O/P)	Yes (O/P)	
STUDENT	\$20.00*			Yes				Yes
ALLIED	\$20.00				Yes			

NOTES:

1. **Submit the fee with the application.** Make cheques payable to the Saskatchewan Association of Landscape Architects. **Application fees are non-refundable.**
*For students, the application fee is applied to the membership fee.
2. A copy of all relevant transcripts is required.
3. A copy of all relevant Degrees, Diplomas, and Certificates are required.
4. The biographical sketch is a brief (one page or less) outline of your past professional and life experiences, also noting future professional goals and expectations. An up to date resume will highlight all pertinent professional and education accomplishments. Any other information the applicant considers relevant can be submitted with the application.
5. Endorser's Forms (available for download at the SALA website) are to be completed by full members (in good standing) of the Saskatchewan Association of Landscape Architects (SALA), or full members (in good standing) of another component organization of the Canadian Society of Landscape Architects (CSLA). Endorser's forms are to be submitted by the endorser directly to the Chair, Examining Board. Endorsers in doing such attest to the applicant's professional ability and character, methods of practice, and experience and qualifications in terms of the membership category applied for.
6. Proof of CSLA membership for Out of Province full members or associate members is required in the form of a letter from the CSLA component organization in question, stating the applicant's membership classification and standing at the time of application.
7. Complete and sign the Declaration of Membership that is part of the SALA Membership Application.
8. Submit proof of student status. This could be a letter from the school in question, or a copy of current student identification.

APPLICATION PRODEDURES:

Submit application, application fee and supporting documents to the Chair of the SALA Examining Board. Refer to this document and the Membership Categories document to determine what information and fees are required. If you have any questions, please contact the Chair, Examining Board.

Letters of endorsement (standard SALA forms) will be forwarded directly to the Examining Board by the endorser. The applicant should forward two items to the endorsers:

1. The complete application package for them to review, and;
2. The endorser's form.

The endorsers in turn, will return the application package to the applicant, and forward the completed Endorser's Form directly to the Chair, Examining Board.

APPLICATION REVIEW TIMES:

Applications will be accepted by the SALA Examining Board at any time; however the Examining Board reviews applications only 3 times per year – **January, April and September**. It is the responsibility of the applicant to ensure their application is complete – Applications requiring additional information from the Applicant or Endorser may delay Examining Board reviews until the next scheduled review date.

- Applications received in the months of October, November, and December of any given year will be reviewed in **January**, recommendations sent to SALA Council for the February Executive meeting. SALA Council will review the recommendations, whereas upon Council decision the applicant will be notified.
 - Successful applicants are invoiced for 9 months (3/4 year) dues (April to December – current year).
- Applications received in the months of January, February and March of any given year will be reviewed in **April**, recommendations sent to SALA Council for the May Executive meeting. SALA Council will review the recommendations, whereas upon Council decision the applicant will be notified.
 - Successful applicants are invoiced for 6 months (1/2 year) dues (July to December – current year).
- Applications received in the months of April, May, June, July, August and September will be reviewed in **October**, recommendations sent to SALA Council for the November Executive meeting. SALA Council will review the recommendations, whereas upon Council decision the applicant will be notified.
 - Successful applicants invoiced for 12 months (full year) dues (Jan to December – upcoming year).

OTHER INFORMATION:

Applicants requested for a personal interview will be notified of date, time, place and requirements. One requirement will be a portfolio of work to substantiate the applicant's abilities in the areas identified on the endorser's form.

Incomplete or not accepted applications will be returned. **Application Fees are non-refundable.**

MEMBERSHIP DUES:

Current Membership Dues for all categories of membership are posted on the Membership page of the website under the Membership Fees tab at the bottom of the page. Annual dues are invoiced December 1 for the upcoming year and are prorated as applicable for members joining part way through the year.

If you have any questions, please contact:

Kari MacKinnon, Administrator
Saskatchewan Association of Landscape Architects
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