



ENDORSER'S FORM
(Revised March, 2018)

PLEASE FORWARD THIS FORM TO:
Kari MacKinnon, Administrator
Admin@SALA.sk.ca

Or mail to the SALA Office

Date: _____

RE: Endorsement of Applicant: _____

Number of years I have known the applicant: _____

Category the applicant has applied for: _____

Name of the endorser: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Detailed information is required by the Examining Board to assist in the evaluation of the applicant's competency and experience in the profession of Landscape Architecture. Because of the importance of the information provided on the application form and by the endorser, the endorser must recognize the total responsibility for verification of its completeness and accuracy.

For FULL MEMBER and FULL MEMBER (Out of Province) applicants, the Examining Board is interested in detailed practical experience and competency.

For ASSOCIATE and AFFILIATE applicants, the Examining Board is interested in the breadth of experience rather than level of competency, recognizing that many applicants have limited practical experience.

EXPLANATION OF RATINGS:

High: Professional level of competency, little or no supervision required.

Medium: Reasonable competency, some supervision required.

Low: Generally a lower or poor competency level, close or regular supervision required.

None: No experience.

DESIGN DEVELOPMENT

	HIGH	MEDIUM	LOW	NONE
Survey / Site Investigation				
Land Use Analysis				
Project Related Research				
Master Planning / Feasibility Study				
Concept Sketches / Ideas Communication				
Preliminary Design Drawings				
Presentation Drawing / Graphics				
Site Plan Revisions				
Preliminary Cost Estimation				

OTHER AREAS AND / COMMENTS

DETAILED DESIGN

	HIGH	MEDIUM	LOW	NONE
Base Preparation / Consolidation				
Existing Conditions / Site Preparation				
Grading / Drainage Design				
Layout / Site Materials Design				
Plant Material Design				
Landscape / Construction Details				

OTHER AREAS AND / COMMENTS _____

CONTRACT DOCUMENTS

	HIGH	MEDIUM	LOW	NONE
Contract Drawings				
Contract Specifications				
General Requirements				
Tender Process				
Tender Review / Comparison				
Contract Award				

OTHER AREAS AND / COMMENTS _____

Please refer to Explanation of Ratings on page 2.

CONSTRUCTION ADMINISTRATION

	HIGH	MEDIUM	LOW	NONE
Site Inspection / Reports				
Site Inspection / Reports / Meetings				
Field Instructions / Change Orders				
Progress Payments / Procedures				
Substantial / CCC				
FAC / Contract Close Out				

OTHER AREAS AND / COMMENTS _____

OFFICE PRACTICE

	HIGH	MEDIUM	LOW	NONE
Contractor Relationship				
Client Relationships				
RFP / Proposal Writing				
Consultant Fee Calculation				
Project Meeting / Coordination				

OTHER AREAS AND / COMMENTS _____

Please refer to Explanation of Ratings on page 2.

OTHER AREAS OF EXPERIENCE

GENERAL:

Additional comments or reasons for recommending the applicant for membership in the SASKATCHEWAN ASSOCIATION OF LANDSCAPE ARCHITECTS

FOR ENDORSERS:

I endorse and sponsor the candidate for membership in the category requested and certify that I have personal knowledge of the professional ability and character, methods of practice, and experience of the applicant. The candidate has satisfied the requirements for membership in the category requested, and to the best of my knowledge, the applicant observes and upholds the CODE OF ETHICS stated in the Application Form.

Endorser's signature: _____

Date: _____

Endorser's name (print): _____

PROVINCIAL STAMP: NOTE:

This information will be held in confidence.

**PLEASE FORWARD THIS FORM DIRECTLY TO:
Admin@SALA.sk.ca**

Your assistance in the completion of this Endorser's Form is appreciated.