



Professional Standards Board for the Planning Profession in Canada Orientation for Sponsors

Short History of PSB

- Part of CIP's Planning for the Future Project (2006)
- CIP signed administrative services contract December 2011
- Board named March 2012
- Inaugural Board meeting April 30, 2012
- PSB incorporated September 10, 2012

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PSB Board

- John Jarvie, Chair
- Diana Hawryluk, Vice-Chair
- Bruce Curtis, Treasurer
- Chris Leach, Director; Chair, PEEC
- Finlay Sinclair, Director; Chair, APC
- André Daigle, Director
- Brian Kropf, Director

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Legal Structure

- Federally incorporated
- Operates under Shared Services Agreements with its members
- Members are API, APPI, MPPI, OPPI, PIBC, SPPI and CIP
- All Shared Services Agreements with member PTIAs and CIP have been signed
- PSB and CIP will also sign Association Management Services Agreement for provision of administrative services

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PSB Structure

- Reporting to the Board of Directors, PSB has two standing Committees:
 - Professional Education and Examinations Committee (PEEC)
 - Members nominated by PSB members in August 2012 and appointed by PSB Board December 2012
 - Oversees Ethics & Professionalism Course and Professional Exam
 - Accreditation Program Committee (APC)
 - Members nominated by PSB members in August 2012 and by ACUPP in September 2012 and appointed by PSB Board December 2012
 - Oversees accreditation of university planning degrees
- PSB implements and administers standards approved by the Professional Standards Committee, which consists of representatives of CIP and all PTIAs except OUQ

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Overview of PSB Process

- Potential Candidate members apply to PSB for admission to our processes through 3 entry routes:
 - Accredited Degree (recognized by CIP and Affiliates)
 - Reciprocal Agreement (with AICP, PIA or RTPPI)
 - Prior Learning Assessment and Recognition (PLAR)
- After review, we submit recommendations for successful candidates to PTIAs as Candidate members
- All Candidate members must complete:
 - Mentorship - 1 year minimum
 - Sponsorship – (1 year minimum for PLAR and Reciprocal Agreement Candidates; 2 years minimum for Accredited Degree Candidates)
 - Ethics & Professionalism course and examination
 - Professional examination
 - Mentorship/Sponsorship is not over until the Mentor/Sponsor is satisfied
 - Candidate cannot take Professional examination until all other steps are completed

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What Are the Requirements To Be a Sponsor?

- A Registered/Certified member in good standing of CIP and a PTIA (RPP, LPP, MCIP)
- More than 3 years' experience as a Registered/Certified member
- Must be at arms-length from the Candidate – not a direct supervisor, subordinate, close work colleague or in any personal or business conflict of interest
 - Can work for the same employer if no day-to-day contact or close personal relationship
- Review of Sponsor's training materials

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What is a Sponsor's Role?

- Objective third-party
- Key part of the profession's quality assurance process
- Reviews, verifies and validates the Candidate member's *Record of Practical Work Experience*, which records his/her responsible professional planning experience
- Ensures that all requirements for practical work experience have been met:
 - Work was performed as indicated, and accurately documented and consistent with professional competencies
 - Work constitutes acceptable responsible professional planning experience
- Provides guidance to the Candidate (if necessary) after reviewing the *Record of Practical Work Experience*

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What is Acceptable Responsible Professional Planning Experience?

Responsible professional planning experience is work the candidate does that:

- Comprises analysis, projection, design or program development which specifically requires consideration of the inter-relationships of space and time among resources, facilities and activities, and which expresses this consideration in a manner to influence the deposition of land or the allocation of resources, facilities or services;
- Shows a specific relationship to public policies or programs for controlling or influencing the development of communities
- Comprises a substantive component of initiative, judgment, substantial involvement and personal accountability or definition or preparation of significant elements of the program of work
- Relates to the professional competencies

It does not include technical, clerical or administrative work performed in support of the planning function.

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The Candidate's Acquisition of Experience

Candidates normally acquire their responsible professional planning experience after they have been enrolled in PSB's processes. *However:*

- Subject to your agreement, a Candidate who has applied through the Accredited Degree route only may log experience gained between the completion of that degree and his/her application to PSB. This option is not open to PLAR or Reciprocal Agreement Candidates

It may well take longer than 2 years (1 year for PLAR and Reciprocal Agreement Candidates) to accumulate the requisite amount of responsible professional experience; for instance, a Candidate who only does responsible professional planning work during half of his/her day-to-day work will take twice as long as the minimum time specified

Responsible professional planning experience must be gained as part of paid employment in planning – volunteer work or work done as part of a co-op placement (except a portion of the co-op experience gained by a student in the University of Waterloo Honours Co-op Planning BA) is not acceptable.

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Record of Practical Work Experience

When a Candidate feels s/he has completed the minimum period of responsible professional planning work, s/he will submit a *Record of Practical Work Experience* to you for you to review, verify and validate:

- Review: in your judgment, does the experience meet the criteria for responsible planning experience, and does it represent at least the minimum amount of such experience?
- Verify: ascertain, through discussion with the Candidate and his/her supervisor(s), whether the work was performed as indicated, was accurately documented, and consistent with the professional competencies
- Validate: if you are satisfied that the work meets the criteria and have verified it, you should validate the *Record* by signing off on it. If you are not satisfied, you should explain your concerns to the Candidate, identify what action s/he needs to take, and return the unsigned *Record*

Note: while the Candidate must submit the *Record* at what s/he feels is the end of the sponsorship period, we encourage them to send it to you periodically (perhaps every 6 months) – this makes it easier for you to verify the work, as it will be fresher in everyone’s mind, and allows you to give feedback on whether the Candidate is on track to meet his/her experience requirement.

Please note that your sign-off on a Candidate’s *Record of Practical Work Experience* is one of the most important things you can do to contribute to the future of the profession. Accordingly, you should be completely satisfied that the work recorded meets the requirements.

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Record of Practical Work Experience:

Contents

- Position held or role undertaken, including the location and employer
- Total duration of the employment period being reported
- Information on reporting relationship(s) – both supervisory (including the supervisor's name and current contact information) and subordinate
- Summary description of the various planning activities and functions performed as well as key projects/initiatives worked upon
- Information on the degree of personal professional responsibility for the work undertaken
- Indication of time (total months) for which responsible professional planning work was undertaken during the duration or period of employment being recorded
- Indication of the functional and enabling competencies acquired, utilized or demonstrated during the period of employment being recorded

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What Should the *Record* Demonstrate?

The *Record* should demonstrate that the Candidate has:

- Acquired, utilized or demonstrated, through the experience, an acceptable level and range of the competencies
- Progressed in their level of personal professional responsibility over the period of employment recorded
- Gained experience in a broad range of planning experience as opposed to a narrowly restricted set of work experience(s)
- Generated original planning documentation and policy development

With regard to the level and range of competencies demonstrated, please bear in mind that the goal is versatility in competence; there is no expectation that an individual will cover all the competencies.

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As a Sponsor, What Are My Responsibilities?

- Read the Sponsors' Guide in the "For Volunteers | Sponsors" section of the PSB website, and contact the office with any questions
- Sign the Sponsorship Agreement
- Ideally, request the Candidate to submit the *Record of Practical Work Experience* to you periodically (e.g. every six months); this will save you the work of reviewing several years' experience at the end of the logging period and provide more immediate feedback to the Candidate
- Satisfy yourself that your Candidate has made sufficient progress against the professional competencies to qualify as a Certified member
- Review the *Record of Practical Work Experience* the Candidate prepares and, only if you are satisfied that it meets the criteria for responsibility and you have verified the work, sign off on it and return it to your Candidate

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