

## **Joint Policy on Categories of Membership**

### **Section 1 – General**

1. **API:** means “Atlantic Planners Institute”
2. **MCIP:** means “member of the Canadian Institute of Planners.”
3. **LPP:** means “Licensed Professional Planner.”
4. **RPP:** means “Registered Professional Planner.”

### **Section 2 – Regulators of Membership**

1. The Atlantic Planners Institute (API) is a Provincial and Territorial Institute or Association (PTIA) of the Canadian Institute of Planners (CIP). It serves as the PTIA for those Atlantic PAs who do not have provincial legislation for regulation or name protection.
2. API is composed of the four Provincial Associations as set out in the API By-law which control Membership through provincial regulations or bylaw. These organizations are:
  - a) Licensed Professional Planners Association of Nova Scotia (LPPANS)
  - b) New Brunswick Association of Planners (NBAP)
  - c) Newfoundland and Labrador Association of Professional Planners (NLAPP)
  - d) Prince Edward Island Institute of Professional Planners (PEIIPP)

### **Section 3 - Categories of Membership**

1. Membership in the API shall consist of the following categories:
  - a) Regulated Member (Member)
  - b) Non-Regulated Member

### **Section 4 - Regulated Members**

1. A Regulated Member will be registered in one of the four Provincial Associations in the following subcategories:
  - a) Registered Member in New Brunswick or Prince Edward Island, or Licensed Member in Nova Scotia, or full member in Newfoundland (MCIP/LPP/RPP); and
  - b) Candidate Member
2. Members in good standing in one of the Provincial Associations can automatically become non-voting members of API and are entitled to the following privileges:
  - a) to be appointed to committees of the API; and
  - b) to receive a copy of API documents designed for distribution to Members.
3. Regulated members in good standing in one of the Provincial Associations may hold office in API.

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4. Members carry obligations including but not limited to the following:
  - a) Members, in all categories, shall comply with:
    - i. this and any policies or national standards relating to Members;
    - ii. CIP's Code of Professional Conduct and/or any Code of Professional Conduct that may be adopted by the Provincial Associations; and
    - iii. any Code of Ethics that may be adopted by Provincial Associations.
  - b) Members in all categories shall pay the fees assessed for that category of membership by the Provincial Association and any other administrative fees levied by API.
5. Members in all categories, shall adhere to mandatory continuous professional learning (CPL) program requirements, as may be amended from time to time and shall report annually or by year end (December 31st) on that professional development.

### **4.1 Registered Members of the Canadian Institute of Planners (MCIP)**

1. Registered Members of the Canadian Institute of Planners may also be recognized as a Registered Professional Planner (RPP) or Licensed Professional Planner (LPP).
2. Membership as an MCIP, RPP and/or LPP entitles a person to the following privileges:
  - a) to practice professional planning as defined in the provincial Acts;
  - b) use of the title of MCIP and RPP, or LPP as set out in the CIP By-Law and the respective provincial Acts;
  - c) use a Seal issued by the Canadian Institute of Planners and/or their respective Provincial Association; and
  - d) to receive notices from API.
3. Any RPP, LPP or MCIP from another Canadian PTIA who is registered to practice in Atlantic Canada may retain their membership in any other jurisdiction subject to the rules and regulations of that jurisdiction.

### **4.2 Candidate Members**

1. Candidate members shall be limited to persons:
  - a) who are employed in the field of planning and meet post-secondary educational and practical experience requirements; and
  - b) who have been recommended for Candidate Membership by the Professional Standards Board; and
  - c) who have been accepted as a Candidate by the relevant Provincial Association.
2. Membership as a Candidate entitles a person to the following privileges:
  - a) to practice planning in one of the Atlantic provinces under the supervision of an MCIP, RPP, or LPP;
  - b) to identify themselves as a Candidate of the relevant Provincial Association and of API and CIP; and to receive any notices from API.

### **4.6 Non-Practicing Status**

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1. Non-Practicing status is available to Candidate and Full Members experiencing a temporary interruption in their practice as a professional planner. Non-practicing status may only be granted for not less than six months and a maximum of one year. The period of leave may be extended for an additional 12 months upon approval.

### Section 5 – Non-Regulated Members

1. A Non-Regulated Member will be registered in one of the four Provincial Associations in the following subcategories:

- a) Pre-Candidate Member;
- b) Student Member;
- c) Retired Member;
- d) Subscriber Member

#### 5.1 Pre-Candidate Members

1. Pre-Candidate members shall be limited to persons:

- a) who do not hold an academic degree from a Professional Standards Board Accredited Planning School, but who are employed in the field of planning and who are working toward completing their Professional Portfolio, demonstrating 5 years of planning experience, in order to allow them to apply to the Professional Standards Board as a Candidate member;
- or
- b) who hold an academic degree from a Professional Standards Board Accredited Planning School, but who have not yet applied to be a Candidate Member through the Professional Standards Board.

2. Membership as a Pre-Candidate entitles a person to the following privileges:

- a) to identify themselves as a Pre-Candidate of API and the relevant Provincial Association.
- b) to receive notices from API.

3. A member may only maintain Pre-Candidate membership for a maximum of two years.

#### 5.2 Student Membership

1. Student members shall be limited to persons:

- a) who are currently enrolled, or have ceased to be enrolled for less than one year, in a planning school accredited by the Professional Standards Board or are enrolled in a related program and has declared their intention to pursue a career in Planning or a related field.

2. Membership as a Student Member entitles a person to the following privileges:

- a) to identify themselves as a Student Member of API and the relevant Provincial Association;
- b) and to receive notices from API.

#### 5.3 Retired Member

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1. A Retired Member is a Member of the Canadian Institute of Planners (MCIP, RPP or LPP) who is no longer practicing as a professional planner.
2. Membership as a Retired member entitles a person to the following privileges:
  - a. to serve on committees of API and Provincial Associations;
  - b. to identify themselves as a Retired member of API and their Provincial Association; and
  - c. to receive notices from API.

### 5.4 Subscriber Member

1. Subscriber members shall be limited to persons:
  - a) who are non-professional planners granted membership to API who in the opinion of the Provincial Association's governing body have demonstrated significant interest in the field of planning; and
  - b) who have paid all fees set by API or the Provincial Association.
2. Subscribers are entitled to the following privileges:
  - a) to receive any notices of API.

## Section 6 - Change of Status

1. Candidate members may become Full Members of API by being approved for membership in a Provincial Association, by meeting the Member Registration requirements of the Provincial Association by-laws and by meeting the requirements for being registered as a planner in Canada as assessed by the Professional Standards Board.
2. Persons who have not paid all appropriate fees, who have not met requirements for Continuous Professional Learning or who have lost their good standing with the Provincial Association or the Canadian Institute of Planners will have no Member privileges in API or the Provincial Association. Nor will they be eligible for a transfer to another PTIA in Canada.
3. Persons who have been suspended or expelled in accordance with Provincial Association regulations will have no Member privileges in API or the Provincial Association.
4. Non-Practicing or Retired Members who wish to be reinstated as a Member shall follow the appropriate procedures of the Professional Standards Committee's Membership Standards Policy Manual and any other additional requirements of the respective Provincial Association, including any administrative fees levied by API.