



PSB Sponsorship Agreement

We are both voluntarily entering into this sponsorship relationship as part of the PSB process. We agree that:

1. The sponsorship relationship will last for the amount of time required to document at least one (1) year for a Candidate entering through the PLAR or Reciprocal Professional Membership routes and at least two (2) years for a Candidate entering through the Accredited Degree route, and recognize that this may take more than one (1) or two (2) calendar years depending on route of entry. Progress by the Candidate will be evaluated throughout the process, and the mentorship partnership will end by amicable agreement once we agree we have achieved its aim.
2. We will meet at least annually, and at the end of the relationship, to review the Record of Practical Work Experience and the preparedness for writing the Professional Examination required for the successful completion of the PSB process. At each meeting, the sponsor will identify areas still in need of development and/or improvement. We will allow sufficient time for the sponsor to take steps to verify the work experience and exam preparedness as s/he deems necessary. Meeting times, once agreed to, should not be cancelled unless this is unavoidable.
3. The sponsor will review and validate the Candidate's work experience as meeting the PSB standards for responsible professional work experience and, at the end of the sponsorship relationship, will sign the Record of Practical Work Experience provided it meets the PSB standards. S/he will also sign off on the Candidate's exam preparedness based on her/his assessment.
4. In the main, the aim of the sponsorship relationship is to ensure that the Candidate has gained sufficient responsible experience to demonstrate that s/he has:
 - a) Acquired, utilized or demonstrated – through the experience – an acceptable level and range of the competencies enumerated in the standard
 - b) Progressed in his/her level of personal professional responsibility over the period of employment recorded
 - c) Demonstrated evidence of a broad range of planning experience as opposed to a narrowly restricted set of work experience(s)
 - d) Generated original planning documentation and policy development
5. We agree that the role of the Sponsor is as outlined in the [sponsor's guide](#).
6. We agree that the role of the Candidate is as outlined in the [sponsor's guide](#).
7. We confirm that we have both reviewed the sponsor's guide and understand our respective roles and responsibilities in the PSB process.
8. The sponsor agrees to do due diligence in verifying the experience reported by the Candidate as well as his/her exam preparedness.
9. We agree that the Candidate will maintain, and we will both sign, the Record of Practical Work Experience, which is to be submitted to PSB at the end of the process.

Date

Date

Sponsor name printed

Candidate name printed

Sponsor signature

Candidate signature