

### **RECIPROCAL MEMBERSHIP APPLICANTS – CHECKLIST**

1. Membership within CIP
2. Application Form/Fees
3. Recognized degree – photocopy of university degree
4. Transcripts – original copy
5. Mentor/Sponsor
6. AICP – proof of current membership – examination required
7. RTPI – proof of current membership – examination required
8. PIA – proof of current membership – examination required
9. Letter from Employer – confirming that you are employed in a planning position (experience witnessed by a supervising full member of CIP, AICP, RTPI and PIA)

#### **\*Degree Evaluation\***

If you have a foreign degree you wish us to consider, you must arrange to have it evaluated. Please note that there is no need to do this if your degree was found acceptable by the Reciprocal Professional Membership body (AICP, RTPI or PIA). However, if there are other degrees you feel are important, evaluation by one of the following bodies is required:

- *Canadian Information Centre for International Credentials*

Tel: 416-962-9725      Website: [www.cicic.ca](http://www.cicic.ca)

- *International Qualifications Assessment Service (IQAS)*

Tel: 780-427-2655      Website: [www.learning.gov.ab.ca/iqas](http://www.learning.gov.ab.ca/iqas)