



**PROFESSIONAL
STANDARDS
BOARD**
FOR THE PLANNING
PROFESSION IN CANADA

RECORD OF MENTORSHIP

CANDIDATE:

Candidate Member Name: _____

Candidate Member Address: _____

Candidate Member Telephone Number: _____

Candidate Member Email: _____

I certify that this record of Mentorship and all information contained herein is accurate and represents a true record of my Mentorship:

Candidate Signature: _____ Date: _____

MENTOR:

Mentor Name: _____

Mentor Address: _____

Mentor Telephone Number: _____

Mentor Email: _____

I certify that I have read and reviewed this Candidate Member's completed Record of Mentorship; that I have worked with the Candidate Member for a minimum of one year; that the Record of Mentorship accurately reflects our meetings and the work we have done together; and that I am satisfied that the Candidate Member shows a sufficient understanding and has exhibited appropriate growth in understanding, of concepts outlined in the standards of the profession:

Signature of Mentor: _____ Date: _____

INSTRUCTIONS: BOTH CANDIDATE AND MENTOR SHOULD COMPLETE ALL PAGES OF THIS FORM. PLEASE PRINT AND COMPLETE AS MANY COPIES OF THE NEXT PAGE AS REQUIRED; ONE COPY SHOULD BE PRINTED AND COMPLETED FOR EACH MEETING.

Please submit your signed mentorship agreement and record of mentorship once completed to
certification@psb-planningcanada.ca

MEETING DATE	SUBJECTS DISCUSSED (i.e. competencies, CIP Code of Professional Conduct, etc. – see Mentorship Guide for prescribed topics)	ACTION BY CANDIDATE (i.e. what will you do as a follow-up to the meeting?)	MENTOR'S COMMENTS (i.e. what did you take away from the meeting?)	CANDIDATE'S COMMENTS (i.e. what did you take away from the meeting?)
Examples of what to include in a meeting log:				
January 21, 2017	<p>CIP Code of Professional Conduct</p> <ul style="list-style-type: none"> - Had question about one article in the code, discussed with mentor <p>Public Interest</p> <ul style="list-style-type: none"> - Discussed the meaning of “public interest” and how it relates to day-to-day experiences <p>Competencies Governments, Law and Policy:</p> <ul style="list-style-type: none"> - Discussed the different government policies that affect rural planning, as well as how legislation can affect planning decisions <p>Competencies: Conflict Management:</p> <ul style="list-style-type: none"> - Discussed different approaches to conflict management for 	<ul style="list-style-type: none"> - Read additional materials - Attend a conference - Write a reflection - Meet with another planner - Etc. 	<ul style="list-style-type: none"> - The candidate really understands the concept - The candidate still struggles to make links between content and workplace examples; will need to follow up on this topic. 	<ul style="list-style-type: none"> - The meeting was really helpful as I was struggling to understand a concept - The meeting made me want to learn more about a different subject



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	common planning issues - Discussed current conflict in the workplace and how to apply those approaches to the situation			



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Candidate Signature:_____ Mentor Signature:_____

Instructions: Please print out and complete one copy of this page for each meeting.