



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



**CONSEIL
DES NORMES
PROFESSIONNELLES**
POUR LA PROFESSION DE
L'URBANISME AU CANADA

Attestation Form

Applying for Professional Planner Candidate Status When Not Employed in the Field of Planning in Canada

Applicant Information:

Full Name: _____

Email Address: _____

Phone Number: _____

Province of Residency: _____

I attest that **I am not currently employed in the field of planning in Canada**. I understand that the Professional Standards Board for the Planning Profession in Canada ("PSB") requires this form to be submitted by all applicants who do not yet hold eligible planning employment at the time of applying for **Candidate Status**. I acknowledge that additional information and documentation will be required once I obtain employment in planning in Canada in order to proceed with candidacy requirements and obtain the Registered Professional Planner/ Licensed Professional Planner certification.

I, the undersigned applicant, acknowledge and agree to the following requirements as part of my application for **Candidate Status**:

1. Reporting Employment in Planning

- I understand that once I obtain employment in the field of planning, I am required to **report my employment to the PSB and to my Provincial or Territorial Institute or Association (PTIA)** .
- I agree to provide the PSB with a **copy of my employment letter and job description** for the purpose of confirming that my position meets the requirements for approved responsible professional planning employment as defined by the PSB definition of planning.

2. Restrictions Prior to Employment Approval

I acknowledge that I **cannot begin or log any of the following** until my employment in planning has been submitted to and **approved by the PSB**:

- Logging eligible responsible professional planning experience.
- Beginning or completing a PSB candidate mentorship
- Beginning or completing a PSB candidate sponsorship.



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- Registering for or completing the Ethical Foundations online course and test.
- Registering for or writing the PSB professional examination.

3. Application Fees

- I understand that **all PSB application fees are non-refundable**, regardless of the outcome of my application or any future changes to my employment status.

4. Membership with a Provincial or Territorial Institute / Association

- I understand only applicants seeking candidate membership with the following Provincial or Territorial Institute or Association (PTIA) are eligible for candidacy without employment in planning: PIBC, APPI, SPPI, MPPI, OPPI, NBAP, LLPANS, NLAPP
- I understand that to **hold Candidate Status**, I must join and maintain **candidate membership in good standing** with my applicable Provincial or Territorial Institute or Association.
- I agree that a lapse in good standing may result in suspension or loss of Candidate Status.

5. Timeline to Complete Candidacy Requirements

- I understand that I will have **seven (7) years** from the date on which my Candidate Status is granted to complete **all candidacy requirements** necessary to become a **Registered Professional Planner (RPP) regardless of the day PSB approval of employment in planning is obtained**.
- I acknowledge that failure to complete the requirements within this timeframe may result in the expiration of my Candidate Status.

Applicant Declaration:

By signing below, I confirm that:

- I have read and understood all statements in this Attestation Form.
- All information I have provided to the PSB is accurate and truthful.
- I agree to comply with all PSB policies, requirements, and conditions related to Candidate Status.

Applicant Signature: _____

Date: _____