Alberta Land Surveyors’ Association

PUPIL HANDBOOK

PREPARED BY THE REGISTRATION COMMITTEE OF THE ALBERTA LAND SURVEYORS’ ASSOCIATION FOR THE USE OF THE MEMBERS AND THEIR ARTICLING PUPILS

APPROVED BY COUNCIL ON OCTOBER 6, 2016
HOUSEKEEPING CHANGES UPDATED ON JANUARY 9, 2020
UPDATES MADE ON SEPTEMBER 16, 2020
Commencing Articles ............................................................................................................. 3
Learning Outcomes ............................................................................................................... 3
Articling Process ...................................................................................................................... 4
Eligibility and Approval for Articles ....................................................................................... 5
Prior Field Service Credit ....................................................................................................... 7

General Guidelines and Responsibilities ............................................................................. 9
Responsibilities of Pupils and Principals ............................................................................... 9
Length of Articled Service ..................................................................................................... 9
Affidavit of Service .................................................................................................................. 9
Field Work Guidelines .......................................................................................................... 10
Office Work Guidelines ......................................................................................................... 11
Transfer of Articles ............................................................................................................... 11
Leave from Articles ............................................................................................................... 12
Extensions ................................................................................................................................ 13
Costs ....................................................................................................................................... 14
Unemployed Articling Pupils .................................................................................................. 14
Breach of Articles .................................................................................................................... 15
Termination of Articles by Mutual Consent ........................................................................... 15
Accommodation ...................................................................................................................... 16

Principles and Practice of land surveying Examinations ..................................................... 17
Registration and Costs .......................................................................................................... 18
Written Exam Procedures and Conduct ............................................................................... 18
Examination Syllabus ............................................................................................................. 20
  Principles and Practice of Land Surveying Part 1 (Offered in April – 4-hour exam) .......... 20
  Principles and Practice of Land Surveying Part 2 (Offered in October – 4-hour exam) ... 21

Project Report Examinations ................................................................................................. 23
Purpose .................................................................................................................................... 23
Learning Outcomes ............................................................................................................... 23
Registration Committee Approved Topics ............................................................................ 24
General Guidelines ............................................................................................................... 24
Automatic Rejection ............................................................................................................... 24
Role of the Principal .............................................................................................................. 25
**Learning Outcomes**

The Alberta Land Surveyors' Association (ALSA) as a self-governing body, desires to promote and increase the knowledge, skill and proficiency of surveyors in all things relating to their profession in order to protect the public. The ALSA is responsible for the examination, licensing, and registration of cadastral surveyors in Alberta.

The ALSA has established a set of high-level core competencies that pupils must have prior to entry as a professional member. The ALSA will be examining the understanding of professional skills and professional duties. The areas that fall under professional skills and professional duties are shown in the following flowchart:
Growth and changing technology demand high standards of academic and professional skills in the profession of land surveying. In order to ensure that the public of Alberta receives quality service, the Registration Committee has prepared this information package to assist principals and articling pupils in the process of entering this challenging profession.

**Articling Process**

To become registered as an Alberta land surveyor, applicants (both foreign and domestic trained) are required to go through the articling process. An applicant (pupil) may enter into articles with an Alberta land surveyor (principal) if the pupil holds a Certificate of Completion issued by the [Canadian Board of Examiners for Professional Surveyors](https://www.cpes.org) (third party assessor of academic/practical experience qualifications). The principal must be in active practice for at least 2 years and may not accept more than one pupil in any one calendar year. The articles must be approved by the Registration Committee. Land Surveyor's from other Canadian provinces are eligible to write the jurisdictional exam under the Agreement of Internal Trade.

Below is the outline of the requirements for all pupils to become registered as an Alberta land surveyor.
Eligibility and Approval for Articles
(Sections 2 & 3 Examination and Training Regulation)

PURPOSE
An individual (pupil) may enter into articles with an Alberta land surveyor (principal) if the pupil holds a certificate of completion issued by the Canadian Board of Examiners for Professional Surveyors. The principal must be in active practice for at least 2 years and may not accept more than one pupil in any one calendar year. The articles must be approved by the Registration Committee. This is done through an initial interview with the pupil, the principal, and the Registration Committee. The purpose of the initial interview is to ensure the pupil and the principal are aware of their obligations to each other and the ALSA throughout the articling process. This interview is required prior to the Registration Committee approving articles. The pupil and the principal will be informed by the ALSA after this interview if the pupil's articles have been approved.
PROCESS
Unless the Registration Committee permits otherwise, the pupil must submit the following to the ALSA:

- A copy of the certificate of completion from the Canadian Board of Examiners for Professional Surveyors
- The articling contract with their principal in the form prescribed in the bylaws
- The declaration of good character
- The fees required by the bylaws

- Action plan on how the pupil intends to complete their articles. Action plan must include the following:
  - Timeline showing when the pupil will:
    - complete their field and office time
    - write professional exams
    - submit their project reports
    - sit for their qualifying exam
  - Provide detailed commentary on how the pupil will receive the necessary experience to become an Alberta land surveyor
  - Action plans must be signed and dated by both the pupil and principal

An initial interview with the pupil, the principal, and a minimum of three members of the Registration Committee will be scheduled by the ALSA within six months of receiving the articling paperwork and fees. Pupils will receive credit for any field time, office time and examinations written prior to approval of articles. During the interview the action plan to complete articles submitted by the pupil and principal will be reviewed by the Registration Committee to ensure that it is realistic. This interview is required prior to the Registration Committee approving articles. The interviews are generally held online, but a pupil and principal can request a face to face meeting. There are three possible outcomes to this interview:

- Registration Committee approves articles.
  - Administration notifies the pupil and principal regarding approval of articles within two weeks of the interview.

- Registration Committee defers approval of articles until additional information is received.
  - Administration sends letter to pupil and principal regarding deferral of articles within two weeks of the interview.

- Registration Committee refuses articles. The Registration Committee will not approve articles if:
  - The principal is unable to provide the pupil with sufficient training and experience.
  - The principal accepts more than one pupil under articles per calendar year.
    - The principal may accept two pupils per calendar year if one of the pupils is transferring articles or any other extenuating circumstance.
  - Administration will send the written decision with reason(s) to the pupil and principal within three weeks of the interview.
APPEAL PROCESS
An individual whose articles are refused by the Registration Committee may, within 30 days of receiving a notice of refusal and the reasons for it, request the Council to review the articles by serving on the Registrar a written request for review by the Council setting out the reasons why, in the individual’s opinion, the articles should be approved. The Council must, after receipt of a request, review the articles. An individual who requests a review must be notified in writing by the Association of the date, place and time that the Council will review the articles, and is entitled to appear and make representations to the Council when it reviews the articles.

SUPPORTS IN PLACE FOR THE PUPIL
Additional information on the prerequisites for articles and the approval of articles is in the Examination and Training Regulation. The principal is the primary support for the pupil throughout the articling process. The initial interview is designed to ensure that the principal is going to provide the support required to the pupil.

Prior Field Service Credit
(Policy 1993.12.028)

PURPOSE
The purpose of prior field service credit is to allow pupils to claim field service prior to entering into articles. Prior field service credit may be recognized towards the articling requirements. No discretionary field service will be granted.

- Up to 25 percent, to a maximum of 12 months, of cadastral field service performed at the party chief level in Alberta prior to commencement of articles may, at the discretion of the Registration Committee, be recognized towards articling requirements provided it was served under an Alberta Land Surveyor qualified to article pupils and is certified by that Alberta Land Surveyor.
- Field service performed and approved under previous articles will be reviewed on a case-by-case basis. If previous articles were terminated due to unsuccessful completion of examinations it is recommended not all previous field service time be approved.

PROCESS
For field service not under a previous set of articles, the pupil must submit the following forms to the ALSA, which are available online at https://www.alsa.ab.ca/Careers/For-Articling-Pupils, to apply for prior field service credit:

- Affidavit for Prior Field Service Credit
- Recording Details for each calendar year (information on how to fill out the recording details can be found in the Appendix to the Affidavit of Service)

The pupil must submit the affidavit for prior field service credit and the recording details for each calendar year to the Association prior to the pupil submitting their initial affidavit of service. The Registration Committee will not accept an application for prior field service credit if the pupil has submitted their initial affidavit of service.
The recording details for the affidavit for prior field service credit is an excel spreadsheet that automatically calculates time based on what is entered by the pupil. The Registrar reviews the spreadsheet submitted by the pupil and removes time based on the following criteria:

- When the pupil claims field assistant time.
- When the pupil claims discretionary time.
- When the pupil claims more than 12 months of time per calendar year.

For field service under a previous set of articles, the pupil must submit a letter to the Registration Committee requesting field service credit. ALSA Administration will provide the approved affidavits that are on file to the Registrar. The Registrar will review all affidavits and remove any discretionary time.

The Registrar provides a recommendation to a minimum of three members of the Registration Committee who verify and approve the recommendation. After the Registration Committee meeting, a copy of the approved prior field service credit is sent to the pupil and principal within two weeks.

APPEAL PROCESS
A pupil whose time was not approved may, within 30 days of receiving the approved affidavit for prior field service credit, request an appeal. The appeal shall be heard by a panel with a minimum of three members of the Registration Committee who were not involved with the original decision. The appeal is based on the material the Registration Committee had at the time of the original decision.

SUPPORTS IN PLACE FOR THE PUPIL
The Registration Committee has developed a document named “Appendix to the Affidavit of Service” which outlining how to fill out the recording detail to aid the pupil. This document can be found on the ALSA website at [https://www.alsa.ab.ca/Careers/For-Articling-Pupils](https://www.alsa.ab.ca/Careers/For-Articling-Pupils).
Responsibilities of Pupils and Principals

The *Examination and Training Regulation* and the Articles of Agreement set out the responsibilities of the principal and pupil to one another.

The principal must provide the pupil with sufficient practical training and experience. In addition, the principal will instruct the pupil in the course of study required under the provisions of the *Land Surveyors Act, Regulations* and generally in the art, practice, and profession of an Alberta land surveyor. The principal will be personally responsible for the training given and experience received.

The pupil must faithfully and diligently serve and obey the lawful and reasonable commands of the surveyor and not be absent from the surveyor during the period of articles without the surveyor's consent. Furthermore, the pupil will be of good character and act in accordance with the Code of Ethics.

Length of Articled Service
*(Section 4 & 16 Examination and Training Regulation)*

A pupil must complete at least 2 years of articled service consisting of at least 18 months of field practice and 6 months of office practice. A pupil has 5 years to complete all the articling requirements and become registered as an Alberta land surveyor. For more information on how to extend the articling period see the section on extensions.

Affidavit of Service
*(Section 9 Examination and Training Regulation)*

**PURPOSE**

The affidavit of service describes the surveying operations that the pupil was engaged in during the preceding calendar year. The purpose of the affidavit of services is to ensure that the pupil is engaging in land surveying in both the field and office and acquire the core competencies that are required to become a land surveyor. Pupils are required to submit an affidavit of service on an annual bases even if they have completed all of their field and office time.

**PROCESS**

On or before January 15 of each year, a pupil must provide to the Association with an affidavit of service. Pupils are required to submit an affidavit of service on an annual basis even if they have completed all of their field and office time. Failure to do so will result in the automatic termination of articles. The pupil must submit the following forms which are available online at [https://www.alsa.ab.ca/Careers/For-Articling-Pupils](https://www.alsa.ab.ca/Careers/For-Articling-Pupils):

- Affidavit of Service of an Articled Pupil Form
- Recording Details (information on how to fill out the recording details can be found in the Appendix to the Affidavit of Service)
- Annual Articling Report

The affidavit of service is maintained on an Excel spreadsheet that automatically calculates time based on what is entered by the pupil. The Registrar reviews the spreadsheet submitted by the pupil and notes.
instances where time should not be approved and makes a recommendation to the Registration Committee. The basis for the Registration Committee not approving time is as follows:

- When the pupil is not under articles.
- When the pupil is on a leave from articles.
- When the pupil claims time on an approved affidavit submitted earlier in the year.
- When the pupil claims time for field assistant time.
- When the pupil's field time exceeds 6 months of discretionary time.
- When the pupil claims more than 12 months of time per calendar year.
- When the pupil claims time for vacation, studying, attending safety courses, etc.

The Registrar provides a recommendation to the Chair or Vice Chair or a member of the Registration Committee who verifies the recommendation. The Registration Committee approves the time based on the Registrar's recommendation at the February full committee meeting. A copy of the approved affidavit of service is sent to the pupil and principal two weeks after the meeting. Time that is not approved is noted on the affidavit of service along with the reason.

A pupil who fails to submit an affidavit of service on or before January 15th will result in the automatic termination of articles. If articles are terminated, the pupil has the option to apply for a new set of articles. If the Registration Committee approves new articles, the pupil may request prior field service credit.

**APPEAL PROCESS**

A pupil whose time was not approved or whose articles are terminated, may request an appeal within 30 days of receiving the approved affidavit or notice of termination. The request for an appeal must be in writing and explain the reasons for the appeal. The appeal shall be heard by a minimum of three members of the Registration Committee. For appeals of time, the appeal is based on the material the Registration Committee had at the time of the original decision. For appeals where articles are terminated, the pupil will be asked to provide extenuating circumstances for not submitting the affidavit on time.

**SUPPORTS IN PLACE FOR THE PUPIL**

When a pupil enters into articles, they receive a letter outlining the January 15th date as well the date is posted on the ALSA website. Starting in December, reminders are sent weekly to the membership leading up to the January 15th date. Prior to January 10th a separate reminder email is sent to all pupils. The Registration Committee has developed a document named “Appendix to the Affidavit of Service” which outlining how to fill out the recording detail to aid the pupil. This document can be found on the ALSA website at [https://www.alsa.ab.ca/Careers/For-Articling-Pupils](https://www.alsa.ab.ca/Careers/For-Articling-Pupils).

**Field Work Guidelines**

*(Internal Registration Committee Policy)*

Of the two years of articled service, at least eighteen months of training shall be devoted to practical field training, at the party chief level or higher, primarily in cadastral surveying in Alberta. The Registration Committee may grant a pupil 6 months discretionary field time for construction surveys, surveys of Canada Lands and surveys outside of Alberta. For more information, see the appendix to the affidavit of service which is available online at [https://www.alsa.ab.ca/Careers/For-Articling-Pupils](https://www.alsa.ab.ca/Careers/For-Articling-Pupils).
Office Work Guidelines

Of the two years of articled service, at least six months shall be spent in the office on such duties as dealing with clients, preparing job specifications, planning projects, carrying out or supervising final computations, the preparation of plans of survey and processing of final returns. Since a reasonable knowledge of business is vital to any surveyor entering into the practice of surveying, all pupils are expected to familiarize themselves with business practices, contractual arrangements, and office organization and procedure. Familiarity with this area of professional practice is vital.

Transfer of Articles

(Section 7 Examination and Training Regulation)

PURPOSE

The articling process allows a pupil to transfer articles from the service of one Alberta land surveyor to another. The purpose of the transfer interview is to ensure the pupil and the principal are aware of their obligations to each other and the ALSA throughout the articling process.

PROCESS

A pupil may transfer articles from the service of one Alberta land surveyor to another. In order for a transfer of articles to be approved by the Registration Committee, the pupil must submit the following to the ALSA:

- Transfer of Articles form prescribed in the Bylaws
- Affidavit of service that describes the surveying operations that the pupil was engaged in from January to the date of the transfer
- Transfer report filled out by the pupil and new principal
- Action plan on how the pupil intends to complete the remainder of their articles. The action plan must include the following:
  - Timeline showing when (if applicable) the pupil will:
    - complete their field and office time
    - write professional exams
    - submit their project reports
    - sit for their qualifying exam
  - Provide detailed commentary on how the pupil will receive the necessary experience to become an Alberta land surveyor
  - Action plans must be signed and dated by both the pupil and principal.
- Pay the required fee

A transfer interview is required prior to the Registration Committee approving a transfer. The ALSA will schedule the transfer interview with the pupil, the new principal, and a minimum of three members of the Registration Committee within six months of receiving the transfer paperwork and fees. Pupils will receive credit for any field time, office time and examinations written prior to approval of the transfer. Transfer interviews are generally held online, but a pupil and principal can request a face to face meeting. There are three possible outcomes to this interview:

- Registration Committee approves transfer.
  - Administration notifies the pupil and principal regarding approval of the transfer within two weeks of the interview.
- Registration Committee defers approval of the transfer until additional information is received.
Pupil Handbook

- Administration sends letter to pupil and principal regarding deferral of the transfer within two weeks of the interview.
- Registration Committee refuses the transfer. The Registration Committee will not approve the transfer if:
  - The principal is unable to provide the pupil with sufficient training and experience.
  - The principal accepts more than one pupil under articles per calendar year.
    - The principal may accept two pupils per calendar year if one of the pupils is transferring articles.
  - Administration will send the written decision with reason(s) to the pupil and principal within three weeks of the interview.

**APPEAL PROCESS**
A pupil whose transfer is refused by the Registration Committee may, within 30 days of receiving the written decision, request an appeal. The request for an appeal must be in writing and explain the reasons for the appeal. The appeal shall be heard by a panel with a minimum of three members of the Registration Committee who were not involved with the original decision. A pupil who requests an appeal will be notified in writing by the Association of the date, place and time that the Registration Committee will review the appeal, and is entitled to appear at the appeal. A member of Registration Committee who was involved with the original decision may appear as well. The appeal is based on the material the Registration Committee had at the time of the original decision.

**SUPPORTS IN PLACE FOR THE PUPIL**
The principal is the primary support for the pupil throughout the articling process. The transfer interview is designed to ensure that the principal is going to provide the support required to the pupil.

**Leave from Articles**
*(Section 10 Examination and Training Regulation)*

**PURPOSE**
A pupil, with the permission of their principal, may take a leave from articles for the purposes of attending a course of study at a university, college or technical school or for the purposes of a leave under the Employment Standards Code (i.e. maternity leave, parental leave, compassionate care leave, etc.).

**PROCESS**
To request a leave from articles, the pupil must provide to the Registration Committee a letter signed by both the pupil and principal setting out the details of the leave. The letter must be received within 6 months prior to the leave or 6 months after the leave is ended. Leaves are reviewed on an as needed basis by a minimum of three members of the Registration Committee.

When a request for a leave has been approved by the Registration Committee, the pupil and principal will receive written notification. The pupil may not be credited with any office time or field time towards their articles during that leave. The pupil may submit written project reports and may undertake the professional exams.
APPEAL PROCESS
A pupil whose leave was not approved by the Registration Committee may, within 30 days of receiving notice, request an appeal. The appeal shall be heard by a panel with a minimum of three members of the Registration Committee who were not involved with the original decision. A pupil who requests an appeal will be notified in writing by the Association of the date, place and time that the Registration Committee will review the appeal, and is entitled to appear at the appeal. A member of Registration Committee who was involved with the original decision may appear as well.

SUPPORTS IN PLACE FOR THE PUPIL
Leaves from articles are discussed at the initial interview with the Registration Committee.

Extensions
(Section 16 Examination and Training Regulation)

PURPOSE
A pupil has five years to complete all the articling requirements and become registered as an Alberta land surveyor. This five-year period may be extended with the approval of both the pupil's principal and the Registration Committee.

PROCESS
To apply for an extension, the pupil must submit the extension of articles form (available at https://www.alsa.ab.ca/Careers/For-Articling-Pupils) prior to their 5-year window expiring

Extension requests are reviewed by a minimum of three members of the Registration Committee. Extension requests are reviewed on an as needed basis.

First extension requests may be granted by the Registration Committees if the pupil has developed an action plan to complete the remaining items within the next calendar year. This is done through a paper review of the pupil's action plan and application for extension.

Second extension and subsequent requests may be only granted only if there are extenuating circumstances. Both the pupil and principal are invited to a meeting to discuss how the provided action plan will be successful, in contrast to previously provided action plans.

Extension requests should be submitted to the Registration Committee not less than one month prior to articles expiring if the pupil does not have a qualifying exam scheduled. Written decisions are provided to the pupil and principal.

Extensions are not guaranteed.

APPEAL PROCESS
A pupil whose extension was not approved by the Registration Committee may, within 30 days of receiving the written decision, request an appeal. The appeal shall be heard by a panel with a minimum of three members of the Registration Committee who were not involved with the original decision. A pupil who requests an appeal will be notified in writing by the Association of the date, place and time that the Registration Committee will review the appeal, and is entitled to appear at the appeal. A member of
Registration Committee who was involved with the original decision may appear as well. The appeal is based on the material the Registration Committee had at the time of the original decision.

**SUPPORTS IN PLACE FOR THE PUPIL**

All pupils’ articles are reviewed at the 3-year mark. If the pupil has not completed 3 or more of the 7 articling requirements, then the Registration Committee sends a letter to both the pupil and principal outlining the Committee’s concerns.

**COSTS**

The cost to apply for a first extension request is $500, second and subsequent extension request is $1000.

Payment must be made on the same day as the application is submitted and can be done by visiting the ALSA website: [http://www.alsa.ab.ca/Events.aspx](http://www.alsa.ab.ca/Events.aspx) and registering for the extension event.

**Unemployed Articling Pupils**

*(Section 12 Examination and Training Regulation)*

**PURPOSE**

Once the Registration Committee becomes aware of a situation where the employment of a pupil has been terminated, the Registration Committee shall require a meeting with the pupil and the principal to set out a plan to continue articles.

**PROCESS**

If a pupil becomes unemployed both the pupil and principal will meet with a minimum of three members of the Registration Committee. The ALSA will schedule the unemployment meeting within six months of receiving notification. In the event that the pupil transfers articles between the time that the meeting is scheduled and the meeting, then the articling pupil or new principal shall inform the committee and the meeting shall be cancelled. There are two possible outcomes of this meeting:

- Order the articles to be continued, or
- Provide advice, suggestions or direction as to the future conduct of the pupil or the principal, or both.

At the meeting the pupil and principal must be made aware of the ramifications of continuing to article on the 5-year window and the Registration Committee must be convinced that it is in the best interests of the unemployed pupil to continue articles under the same principal.

Prior to the unemployment meeting the pupil must submit to the ALSA office an action plan outlining the following:

- Timeline showing when (if applicable) the pupil will:
  - complete their field and office time
  - write professional exams
  - submit their project report
  - sit for their qualifying exam
• Provide detailed commentary on how the pupil will receive the necessary experience to become an Alberta land surveyor
• Provide a schedule of meetings (i.e. biweekly) between the pupil and principal to ensure that the action plan is being effective. If the action plan needs to be updated, provide the Registration Committee with a new copy.

Action plans must be signed and dated by both the pupil and principal.

**Breach of Articles**
*(Section 12 Examination and Training Regulation)*

**PURPOSE**
A pupil may be in breach of articles for the following reasons:
1. Leaves the service of their principal without consent.
2. Breaches any obligation under the pupil’s articles.
3. Is involved in conduct that may question the pupil’s good character.

**PROCESS**
The principal or the Association may report the matter to the Registration Committee who will hold a hearing. Notice of the hearing must be duly sent by registered mail to both the principal and the pupil. The hearing will consist of a minimum of three members of the Registration Committee who may make any of the following orders; articles terminated, suspend articles, permit the articles to continue with or without conditions, make an order as to the future conduct of the pupil, order the pupil to transfer articles.

**APPEAL PROCESS**
A pupil in breach of articles may, within 30 days of receiving the written decision, request an appeal. The appeal shall be heard by a minimum of three members of the Registration Committee who were not involved with the original decision. A pupil who requests an appeal will be notified in writing by the Association of the date, place and time that the Registration Committee will review the appeal, and is entitled to appear at the appeal. A member of Registration Committee who was involved with the original decision may appear as well.

**Termination of Articles by Mutual Consent**
*(Section 13 Examination and Training Regulation)*

A pupil and principal may terminate articles by mutual consent. If articles are terminated by mutual consent, the principal must provide a letter to the Registrar signed by both the principal and pupil notifying the Registrar of the termination. An example of the letter can be found online at [https://www.alsa.ab.ca/Careers/For-Articling-Pupils](https://www.alsa.ab.ca/Careers/For-Articling-Pupils).
Accommodation

PURPOSE
The Alberta Human Rights Commission defines accommodation as the process of making alterations to the delivery of services so that those services become accessible to more people, including persons with disabilities.

Accommodation does not:
1. Require an organization to lower standards to accommodate pupils with disabilities.
2. Relieve the pupils of the responsibility to develop the essential skills and competencies expected of all pupils to be registered as a land surveyor.

PROCESS
Pupils who are applying for accommodation must provide their request in writing to the ALSA at the earliest point possible. The following must be included in the request.
1. What type of accommodation is required?
2. Develop a set of options for accommodating the specific disability.
3. Provide examples of accommodation the pupil has received in the past.
4. Evidence to support the request for accommodation (ex. medical information from the doctor or specialist)

Once the ALSA is aware of a need to accommodate, the request will be review by a minimum of three members of the Registration Committee. The Registration Committee will work with the pupil to develop a plan of accommodation that does not cause undue hardship to the ALSA.

APPEAL PROCESS
If the pupil and Registration Committee fail to develop a plan of accommodation, an outside source will be contacted to mediate/arbitrate.

SUPPORTS IN PLACE FOR THE PUPIL
When a pupil enters into articles, they are required to fill out an articling resume. One of the questions asked is if the pupil requires accommodation which is reviewed at the initial interview. Yearly the pupil is required to fill out an annual articling report. Again, one of the questions asked is if the pupil requires accommodation which is followed up by the Registration Committee.
PRINCIPLES AND PRACTICE OF LAND SURVEYING EXAMINATIONS

(Section 22 Examination and Training Regulation)

Purpose
The purpose of the written exams is to ensure that the pupil is proficient in the following core competencies; evaluation of evidence, measurement and surveying science, understanding of pertinent Acts and Regulations and the ALSA Code of Ethics. The Principles and Practice of Land Surveying Part 1 exam relates to land surveying in urban/municipal environments is offered in April of each year. The Principles and Practice of Land Surveying Part 2 exam relates to land surveying in oil and gas/rural environments is offered in October of each year. The professional examinations (other than the qualifying examinations) will be held in one or more centres in the province of Alberta. These exams are independent of each other and can be written in any order.

Process
The two written examinations, which are 4 hours closed book, will be held in one or more centres in the province of Alberta. These exams are independent of each other and can be written in any order. Pupils may apply to write the professional examinations at any time. Pupils are only allowed three attempts per written examinations. After three attempts, articles are terminated and the pupil may enter into a new set of articles.

The exams and answer keys are developed by a sub group of the Registration Committee. Once a draft of the exam is finalized, the entire examination sub group of the Registration Committee reviews and approves the exam and answer key.

Each pupil is assigned a number by ALSA administration. No members of the Registration Committee are aware of which number corresponds to which pupil. Each exam question is sent to two markers from the Registration Committee who independently mark the exams using the provided answer key. Once the question is marked, the results are provided to a lead marker who is responsible for compiling the marks into a spreadsheet. A mark of 75 percent must be obtained in each of the professional examinations. The final mark of the exam will be an average of all the markers.

Pupils whose articles are not approved by the Registration Committee may write the written exams but will not receive their marks until their articles are approved.

Written examinations will not be returned to individual pupils. Exams will not be posted online or available in hardcopy format.

Appeal Process
Final marks are sent out to the pupils, who have 30 days of receiving the results to appeal. Each appeal is sent to two markers from the Registration Committee who independently mark the exams using the provided answer key. Once the appeal is marked, the results are provided to a lead marker who is responsible for compiling the marks into a spreadsheet. The final mark of the exam will be determined as follows:

- If both markers grade the exam less than 75%, the final mark is the average from the two markers.
- If both markers grade the exam at 75% or greater, the final mark is the average from the two markers.
- If one marker passes the exam and one fails the exam, the lead marker will independently mark the exam. The exam passes if two out of three markers pass the exam and the average mark of the three markers is 75% or greater.
Once the appeal period is over, ALSA administration sends all the pupils who fail a breakdown of their marks.

Supports in Place for the Pupil
The principal is the primary support for the pupil throughout the articling process. Additional supports can be found in the examination syllabus section which provides a sample question and outlines a list of reference material. The reference material can be found on the ALSA website.

Registration and Costs
The cost to write the Principles and Practice of Land Surveying Part 1 exam or the Principles and Practice of Land Surveying Part 2 exam request is $275.00 plus GST. Payment must be made at the time of registration. Registration for written exams will open approximately 1 ½ months prior to the exam date and closes approximately 2 weeks prior to the exam date. Registration is done online by visiting the ALSA website: http://www.alsa.ab.ca/Events.aspx

The cost to appeal the exam is $150.00 plus GST. The fee must be received within 30 day of receiving the initial mark.

Written Exam Procedures and Conduct

- If you are not feeling well, stay home. If you have any of the following symptoms: fever (greater than 38°C) cough, shortness of breath, sore throat, runny nose or are not generally feeling well DO NOT ATTEND.
  - If you are ill, this will not be counted as an exam attempt and your exam fee will be applied to your next sitting. Please email Michelle Woywitka (woywitka@alsa.ab.ca) and Rosalind Broderick (broderick@alsa.ab.ca) so that the invigilators can be notified.
- Physical distancing in place. All attendees are required to keep at least 2 metres (about the length of a hockey stick) apart at all times.
- Masks/face coverings are required. You will need to wear your own mask/face covering upon entering the venue and the exam room. You are permitted to remove your mask/face covering once you are seated as the room will be set up so everyone is physically distanced. IF YOU LEAVE YOUR SEAT FOR ANY REASON YOU MUST PUT YOUR MASK BACK ON. THIS WILL BE STRICTLY ENFORCED.
- Cover coughs and sneezes with your elbow.
- Don’t shake hands, or share beverages.
- Sanitize your hands after touching communal surfaces (provided by the venue).

Each articled pupil must arrive at the examination room 25 minutes before the start of each exam. No pupils will be admitted after 30 minutes of the start of the exam. A mask or face covering must be worn when entering the venue and the exam room. Masks can be removed once seated as physical distancing will be in place. Hands must be sanitized whenever you enter the room. Before an articled pupil takes their seat in the examination room, they must present their government issued photo ID and sign the attendance sheet. In signing the attendance sheet, articled pupils agree to maintain the confidentiality of all questions contained in the examination paper.

Each articled pupil will be issued 1 pen which must be used for answering the examination. Pens DO NOT need to be returned at the end of the examination. The only materials permitted at the tables are those provided by the Registration Committee. All other items (written/printed materials, any electronic device,
coats/sweaters/hats and other apparel, food, snacks, beverages, etc.) are to be placed on the back of your chair or on the floor beside you. Articled pupils may bring their own bottled water to the examination tables if the bottle is transparent and the label has been removed, plastic disposable transparent gloves and hand sanitizer.

During the examination, the only material that may be consulted is the material provided with the examination paper. No other reference material is permitted.

- The examination consists of a specific number of pages. Articled pupils must ensure they have received a complete examination paper.
- Articled pupils must not bring with them any electronic device including calculators, pagers, cellular phones, watches and/or personal digital assistants (PDAs).
- All answers on the examination answer sheets must be completed within the time allotment. The examination is scored based on the answers on the examination answer sheets and examination sketches only.
- Articled pupils will not be permitted to ask questions of the invigilator except in cases of supposed errors in the papers.
- Time will be called out every hour and when there are 15 minutes remaining in the examination period.

Prohibited Behaviours
Articled pupils found performing any of the following or similar dishonest practices shall be immediately dismissed from the examination, and the matter shall be reported to the Registration Committee:

- Using any books, papers, or other materials other than those provided.
- Communicating with other articled pupils under any circumstances whatsoever during the examination period.
- Exposing written papers to the view of other articled pupils.
- Cheating on the examination.
- Impersonating another articled pupil, enabling an impersonation of another articling pupil or being party to the impersonation of an articled pupil.
- Threatening or belligerent behaviour to others.
- Copying, photographing, scanning or removing any portion of the examination from the room.

Sign-Out Procedure

- No articled pupil shall be permitted to leave during the first 30 minutes of the examination.
- Articled pupils are not permitted to leave the examination room in the last 15 minutes of the examination. Articled pupils remaining during the last 15 minutes of the examination must remain seated until the end of the examination period and then proceed to sign-out.
- Articled pupils must place all issued materials with the exception of the pen (the entire examination paper, and all examination answer sheets, whether used or unused) in the examination envelope. They must return the envelope to the invigilator.
- Articled pupils must sign-out upon giving the envelope to the invigilator and leave the room promptly.
Examination Syllabus

**Principles and Practice of Land Surveying Part 1 (Offered in April – 4-hour exam)**

Pupils will be examined on their knowledge and ability to apply pertinent acts and regulations as it relates to, but not limited to, land surveying in urban/municipal environments. This examination will include questions on evaluating evidence, measurement science, general business practices, the Alberta Land Surveyors’ Association and a variety of real world problems with an ethical component. Typical survey question that may be included: rights of way, subdivisions, condominiums, real property reports, survey control networks, etc. Emphasis will be placed on situations requiring some degree of discretion and professional judgement.

**Reference Material**

- ALSA Manual (including the Manual of Standard Practice) with current amendments. More specifically:
  - Land Surveyors Act and associated regulations
  - Surveys Act and associated regulation
  - Land Titles Act and associated regulations
  - Condominium Property Act and associated regulation
  - Municipal Government Act and associated regulations
  - Public Works Act
- Bylaws of the Alberta Land Surveyors’ Association
- PRB Interpretations
- Land Titles Procedures Manual

**Sample Question:**

The following is a sample of a real world problem with an ethical component question from the Principles and Practice of Land Surveying Part 1 exam. You are approached by a client to complete an unfinished single lot subdivision. The original surveyor, who was a sole practitioner, passed away suddenly. The subdivision is ready to be registered at the Land Titles Office except for the surveyor’s affidavit.

1. The client wants you to sign the surveyor’s affidavit and register the plan at the Land Titles Office. How do you advise the client?
2. What three (3) articles of the Code of Ethics are relevant to this situation and give an example of how these could be breached?
3. You decide to take on the work. What would you do prior to signing the affidavit?
4. Upon review the Certificate of Title for this project, you notice that there are three (3) instruments listed. They are: (1) utility right of way, (2) mortgage, and (3) irrigation order/notice that this property is included in the St. Mary River Irrigation District.
   a. **Scenario # 1:** There is no land dedicated for public purposes. For each of the instruments listed above, explain what will be required to be submitted to Land Titles to register your plan?
   b. **Scenario # 2:** The subdivision approving authority has requested that a 20 metre service road be surveyed and included in the subdivision plan. For each of the instruments listed above, explain what will be required to be submitted to Land Titles to register your plan?
   c. **Scenario # 3:** The subdivision approving authority has requested that the reserve be deferred to the remainder of the quarter. What will you require to accomplish this?
d. **Scenario # 4:** The client has requested that the mortgage only be on the remainder of the quarter section. What is required to be included in the Land Titles package? Should it be listed on the DRR before or after you list your subdivision plan?

**Principles and Practice of Land Surveying Part 2 (Offered in October – 4-hour exam)**

Pupils will be examined on their knowledge and ability to apply pertinent acts and regulations as it relates to, but not limited to, land surveying in oil and gas/rural environments. This examination will include questions on evaluating evidence, measurement science, general business practices, the Alberta Land Surveyors’ Association and a variety of real world problems with an ethical component. Typical survey question that may be included: the D.L.S. township system, unsurveyed territory, wellsites, rights of way, Hybrid Cadastre, natural boundaries, survey control networks and traverse problems, etc. Emphasis will be placed on situations requiring some degree of discretion and professional judgement.

**Reference Material**

- ALSA Manual (including the Manual of Standard Practice) with current amendments. More specifically:
  - Land Surveyors Act and associated regulations
  - Surveys Act and associated regulation
  - Land Titles Act and associated regulations
  - Oil and Gas Conservation Act and Rules
  - Public Lands Act
  - Bulletin 38
- Pipelines Act and associated regulations
- Bylaws of the Alberta Land Surveyors’ Association
- PRB Interpretations
- Land Titles Procedures Manual
- Alberta Energy Regulator Regulations and Directives
- Alberta Environment and Parks Process
- Manual of Instructions and Supplement to the Manual of Instructions for the Survey of Canada Lands

**Sample Question:**

The following is a sample of a real world problem with an ethical component question from the Principles and Practice of Land Surveying Part 2 exam. Exams will not be posted online or available in hardcopy format.

During a survey, you discover two survey monuments 2.75 metres apart. Both monuments are intended to mark the east quarter of the section. There are no other survey plans that show more than one monument at the east quarter.

1. Without measuring to any other survey monuments, list four (4) factors you would use to help determine which survey monument to accept as the correct position.
2. What resources would you use to determine the age and origin of the two monuments?
3. You determine one of the monuments is the original evidence for the east quarter of the section.
   a. **Scenario # 1:** The other monument was placed by a retired land surveyor and is shown on a registered monument plan and not relied upon by any other surveyor. Prior to removing the monument and correcting the plan at Land Titles, what needs to be done?
b. **Scenario #2:** The other monument was placed by a land surveyor, who is now deceased, during a subdivision survey and governs the boundary of that subdivision. Prior to removing the monument and correcting the plan at Land Titles, what needs to be done?

c. **Scenario #3:** The other monument was placed by an active land surveyor. Unfortunately, the surveyor does not agree with your assessment. To resolve the double posting, you refer the matter to the Boundary Panel.
    i. Who can be a member of the Boundary Panel?
    ii. What obligation is there to follow the decision of the Boundary Panel?
    iii. How are Boundary Panel investigations funded?

d. **Scenario #4:** The other monument was placed by an active land surveyor. After discussing the situation with the surveyor, they agree with your assessment. The next day they call back and tell you that they had a crew in the area and have removed the monument.
    i. What two (2) articles of the Code of Ethics are relevant to this situation and give an example of how these could be breached.
    ii. On what grounds could a complaint be made against an Alberta land surveyor, and provide a brief explanation of each?
    iii. Once the chair of the Discipline Committee receives a complaint from the Registrar, they will conduct an investigation. Upon completion of the investigation, the chair can direct the complaint in two (2) ways. What are they?
    iv. If the Discipline Committee agrees with the allegations, the Committee may make one or more orders. List any four (4) orders.
PROJECT REPORT EXAMINATIONS
(Section 22 Examination and Training Regulation)

Purpose
The purpose of the project report is to familiarize the pupil with each part of a survey project, from the initial inquiry by the client to the final product. Project report examinations also test the core competency of professional written communication as well as evaluation of evidence, measurement and surveying science, understanding of pertinent acts and regulations.

A project report is a professional practice examination as described in the Examination & Training Regulation. A pupil must pass two project report examinations while under articles.

Pupil involvement for all project reports shall be hands on or at the supervisory level in every aspect of the project; except for client contact, subdivision authority approval and drafting of the project. The pupil must personally complete the field work for each of the project reports at the party chief or supervisory level. The pupil shall complete each phase of the project under the supervision of an Alberta land surveyor. One of the most fundamental reasons for doing a project is to provide an opportunity for the principal and the pupil to focus on each aspect of the project. It cannot be over emphasized that principal involvement in each project is paramount. The principal is expected to proofread the pupil's report.

Learning Outcomes
Was the pupil able to adequately explain:

- And understand the fundamental procedures and processes that are required to complete a cadastral survey?
- The initial client contact for the project, the scope of work for the project and the basis for determining the fee for the project?
- Any approvals required (either explicit or implied) before proceeding with the survey?
- The research done prior to any actual preliminary plan preparation or field work and why certain work was done or not done?
- The instructions provided to the field crew?
- The assessment of survey evidence and any boundary uncertainties of unforeseen difficulties encountered?
- The process followed to get from the field notes to a completed and checked plan?
- The process necessary to register/file the plan (if applicable)?
- What is required to be submitted to register the plan (if applicable)?
- The various elements of the total invoice for the project?
- The project in a manner that could be easily understood by a non-Alberta Land Surveyor?
- Legislative requirements?
Registration Committee Approved Topics

- Subdivision (must be a plan of survey)
- Bare land condominium
- A stand-alone right-of-way
- Road survey
- Real property report
- Wellsite/pad site
- Other including disposition surveys monumented/hybrid (Requires pre-approval from the Registration Committee).

General Guidelines

- A minimum of one project report should be submitted within two years of the student signing articles and one project report the year thereafter.
- The written portion of the report must be in third person.
- The written portion of the report must be a minimum of 4 pages to a maximum of 8 pages (not including attachments) and must be in 11-point font with 1-inch margins.
- The comments provided by the pupil should be brief, to the point and document the process
- The project report is required to have a level of complexity. For example, a simple four post real property report or two post right-of-way plan with little to no evidence assessment or re-establishment does not meet the complexity requirement.
- The report shall be presented in a professional style suitable for presentation to a client. This includes ensuring the correctness of spelling, grammar and punctuation.
- The reports shall be submitted to the Alberta Land Surveyors’ Association in digital format (PDF only). This should be provided using file sharing software or an ftp site as most reports are too large to send through email.
- The standardized title page, available on the ALSA website, shall be used for each project report
- A passing mark for a project report examination is 75%.
- For clarification of any of the project report comments, please contact Michelle Woywitka (woywitka@alsa.ab.ca). Your request will be forwarded to the appropriate person.

Automatic Rejection

A project report will be rejected and not be marked if:

- There are numerous grammatical, spelling and punctuation errors that make the project report unintelligible.
- The project report is not between 4-8 pages.
- The project report does not include field notes or the field notes are illegible.
- The project report does not include a copy of the final product (the plan must be registerable but not necessarily registered) or the final product is illegible.
Role of the Principal

The principal is expected to actively mentor the pupil throughout the project.

The principal is expected to read the project report before it is submitted.

The principal is expected to ensure that the project report meets the submission requirements before signing the principal sign-off form.

Minimum Required Content

Introduction

- Summary of work/scope of work

Initial Contact

- Initial client contact method, i.e. telephone, fax, letter
- Method of determining compensation
- Whether there was a formal contract
- Provide the components of your cost estimate (do not give hourly rates). Examples of components are crew time, ALS time, drafting, third party, disbursements and so on. This is not an exhaustive list.

Required Approvals

This will depend on the project but in nearly all cases there is some type of approval, explicit or implied, required before proceeding with a survey. For example, prior to a subdivision survey consent from the subdivision approval authority is required. The report should include the process to get consent from the subdivision authority even if this was done by an outside party.

Job Setup

This category covers the research done prior to any actual preliminary plan preparation or field operations and would include all searches for information, i.e. Land Titles, SPIN etc. The report should outline which searches were done and why others were not done. Not all projects would require a search of all the possible sources of information.

Field Work

- The report should describe instructions to the field crew
- A brief discussion of evidence assessment
- A brief discussion on redundancy and sources of error in field measurements
- A brief discussion on accuracies in measurement.
- A brief discussion on integration
- A brief discussion of any re-establishments that were done, both the re-posted and the “on paper” types, with an explanation why the lost corners were not re-posted.
- Any boundary uncertainties encountered should be discussed in some detail
- A brief discussion on establishing the new boundary.
- Any unforeseen difficulties that were encountered
Plan Preparation and Checking

Briefly outline the process followed to get from the field notes to a completed and checked plan. The following steps should be included:

- Plan checking (was a checklist used?)
- Approvals, if any
- Endorsements by encumbrance holders
- Partial discharges
- Accompanying documents

Final Plan Processing

- Briefly outline the process to register/file the plan (if applicable)
- Briefly outline what is required to be submitted to register the plan (if applicable)

Conclusions/Project Summary and Analysis

- Any problems encountered during the completion of the project
- What could have been done to avoid or minimize problems?
- Did you meet or exceed your projected budget? Why or why not? How was this handled with the client (no dollar values required)?
- What did you learn from the project?
- Legislative requirements.

Attachments

The following attachments shall be referenced in the report and included in the returns:

- Job request form
- Job setup sheet
- Document searches
- Document registration (DRR) for plans registered at Land Titles or if the plan is not registered a mock DRR form
- Budgeting (time only, should have no reference to costs)
- Title/disposition searches and related documents
- Brief summary of any correspondence
- Field notes
- Checklists
- Copies of all forms and documents required for submission to approving authorities
- Listing of registered plans and documents searched and a copy of registered plans used
- Other supporting information
- A copy of the final product (the project must be registerable but not necessarily registered)
- Principal sign-off form

Please remember that the foregoing is a guideline not a checklist.
Process
When a project report examination is submitted, the pupil will receive a confirmation email when it is sent to three members the Registration Committee. A cursory review is done by the three makers for automatic rejection items to determine if the report can be marked. Then, two markers from the Registration Committee independently mark the project report examination using the provided marking checklist. Once the report is marked, the checklists are provided to a lead marker who is responsible for compiling comments. A mark of 75 percent must be obtained in each of the professional examinations. The final mark of the exam will be an average of all the markers:

The mark and any comments will be provided to the pupil and copied to the principal by the ALSA office approximately thirty days after the pupil receives the confirmation email.

Resubmission
If a pupil fails to receive 75% or more on the project report examination, then the pupil should resubmit the project report to the Alberta Land Surveyors' Association within sixty days.

If a project report resubmission is required, the responses to the comments shall be incorporated into the project report. A separate document will not be accepted.

When a project report examination is resubmitted, the persons who marked the original project report examination will mark the resubmission to ensure consistency.

A project report examination resubmission will be marked in the same way that an original project report examination is marked. The pupil should address all of the comments from the Registration Committee into the project report examination but it is not mandatory. Pupils are only allowed three attempts per project report examination. After three attempts, articles are terminated and the pupil may start a new set of articles.

Appeal Process
Project report examinations can be appealed in writing within 30 days of the student receiving the results of the project. When the Alberta Land Surveyors' Association receives an appeal of a project report examination, the ALSA shall send the project report examination to three markers who did not originally mark the project report examination. These markers follow the same marking process outlined above.

The appeal markers must re-mark the project report examination and determine if the pupil passes the project report examination, fails the project report examination or that a new project report examination be submitted.

Supports in Place for the Pupil
The principal is the primary support for the pupil throughout the articling process.
Cost

The costs of a project report is $150.00 plus GST. There is no additional cost if the Committee requests a resubmission. Payment must be made on the same day as the project report is submitted and can be done by visiting the ALSA website: http://www.alsa.ab.ca/Events.aspx and registering for the project report event.

The cost to appeal the exam is $150.00 plus GST. The fee must be received within 30 day of receiving the mark.
QUALIFYING EXAMINATION

Purpose
The last requirement of the Registration Committee is an oral examination. The purpose of the oral examination is an in-depth review of all of the core competencies acquired by the pupil during the articling process as well as oral communication. This examination protects the public by ensuring that the pupil is proficient in land surveying prior to registration as a land surveyor.

Process
An articling pupil who has completed all field time, office time, written examinations and project reports may apply to the Registration Committee to attempt the qualifying examination. Qualifying examinations are held on pre-set dates. The examination shall be approximately three hours in duration and time shall be structured as discussed below. A pupil guideline is available on the ALSA website.

- Pupils will give a brief (approximately 5 minutes) introduction of their education and work experience commencing with graduation from high school.
- Following the introduction, pupils will be asked general questions on what they learned during their project reports. This portion of the examination will be approximately 10 minutes in duration.
- The next portion of the examination will be approximately 15 minutes in duration and will consist of opinion based questions. The intent of this portion is for the pupil to demonstrate their opinion on professionalism.
- The final portion of the examination will consist of general questioning on the surveying profession and practice. For the most part, the questions will address technical and professional matters as they pertain to cadastral surveying in the Province of Alberta. However, other general knowledge questions related to technical, business, and ethical topics affecting the Alberta Land Surveyors' Association will be addressed. This portion of the examination will be approximately 2 ½ hours with a 5 to 10-minute break.

At the completion of the examination, the pupil will be asked to leave the examination room while the panel (that has a minimum of three members of the Registration Committee) reaches its decision. The pupil will then be asked to reconvene with the panel and at this time, will be advised of the panel's findings. If the pupil is unsuccessful, the Registration Committee will provide the pupil and principal with a letter within a week of the exam date. The letter will contain the results of the qualifying exam and will outline areas that need improvement. The Registration Committee may impose a waiting time before the next qualifying exam attempt. A pupil has three attempts to pass the oral qualifying examination. After three attempts, articles are terminated and the pupil is required to restart articles.

Appeal Process
Oral qualifying examinations can be appealed in writing within 30 days of the student receiving the written results of the examination. The appeal is reviewed by three members of the Registration Committee who review the qualifying exam documentation, the pupils written reasons for the appeal and conduct any interviews it deems necessary. The outcome of the appeal will determine if the pupil is granted another qualifying examination with no attempt counted against them.
Supports in Place for the Pupil
The principal is the primary support for the pupil throughout the articling process. Additional support can be found in the pupil guideline available on the ALSA website. The pupil guideline provides an outline the topics that will be asked in the oral qualifying examination.

Registration and Cost
The cost of the qualifying exam is $850.00 plus GST. Payment must be made prior to the exam.

The cost to appeal the exam is $150.00 plus GST. The fee must be received within 30 day of receiving the mark.
REGISTRATION AS AN ALBERTA LAND SURVEYOR

(Section 24 Examination and Training Regulation)

If the pupil has passed the qualifying exam, is at least 18 years old and is of good character then they are eligible to be registered as an Alberta land surveyor. Prior to completing your registration as an Alberta land surveyor, the following documents and fees are required by the ALSA:

- Oath of Office sworn before:
  - a Judge of the Court of Queen's Bench or
  - Court of Appeal or
  - A member of ALSA Council who is also a Commissioner for Oaths or
  - The Chair of the Registration Committee who is also a Commissioner for Oaths or
  - The ALSA Registrar who is also a Commissioner for Oaths.

- Discharge of Articles
- Registration Process online Evaluation Form
- Biographical Form
- Photo to be used in ALS News
- Registration Fees
- Proof of professional liability insurance (section 65(1) of the ALSA bylaws).

If a pupil is eligible to be registered as an Alberta land surveyor and is employed at a surveyor's corporation or surveyor's partnership that has provided the Registrar with proof of professional liability insurance, then they shall be deemed to have met the requirements of Section 65(1) of the Association's bylaws (policy 2014.12.016).

Responsibilities of Membership in the ALSA

The Registration Committee expects that, when a pupil is admitted to membership in the Alberta Land Surveyors' Association, professional responsibilities will be carried out in a manner that the public will be well served and that the pupil will be a credit to themselves, clients, employers and the Association.