CANDIDATE APPLICATION – INSTRUCTIONS AND DIGITAL FILE STRUCTURE

To ensure the candidate's application is processed efficiently it is critical that the supporting documentation is submitted in a clear and unambiguous manner, **which if not the case will delay certification**. These instructions lay out some of the specifics to achieve that goal to avoid the ACLS International Hydrographer Certification Panel (ACLS IHCP) having to use additional resources when reviewing the candidate's application and supporting documentation. Please read the ACLS IHCS Candidate Handbook and refer to other various ACLS IHCS instructions when completing the ACLS IHCS forms.

Please note: All documentation has to be provided in digital form either through email or a file service to the ACLS Registrar at registrar@acls-aatc.ca

A. INSTRUCTIONS FOR LEVEL 1 AND LEVEL 2 APPLICANTS

Instructions for Level Executive (CHE) applicants are at the end.

Covering Letter

A covering letter should be included to provide an overall context to the submitted application and supporting documentation. Particularly if the candidate's application is not straightforward and the candidate is requesting any Canadian Board of Examiner for Professional Surveyors (CBEPS) exemptions, leeway with the experience requirements, peculiarities with regarding the Project Report, or any other occurrence which the candidate thinks is unique.

If the candidate has already submitted a ACLS IHCS – Project Report – Approval Request, then the date of approval and any documentation supporting its approval, should be mentioned in the covering letter. Alternatively, if the candidate is submitting a ACLS IHCS – Project Report – Approval Request with the application then that should be stated.

Candidate Application - Form

Generally, it is expected that the candidate will have all supporting documentation to hand prior to the submission of the application. However, do not hesitate to contact the Registrar of the Association of Canada Lands Surveyors (ACLS) at 613-723-9200 or registrar@acls-aatc.ca to discuss your particular situation.

If the candidate has selected "Other" for type of candidate, then be sure to describe what other category the candidate is using when submitting an application. For instance, for Level 1 these could be BSc in Surveying or CBEPS Certificate of Completion, and for Level 2 a Diploma or Certificate in Surveying.

If the candidate does not have any of these academic qualifications, but the candidate believes their training has attained any of the above academic levels or better, then state those qualification. However, it is the candidate's responsibility to discuss and describe how their academic learning institution training meets or exceeds those stated in the current ACLS IHCS – Candidate Application form or ACLS IHCS Flow Chart in the covering letter.

ACLS IHCS – Application Form – Instructions and Digital File Structure

Any financial information provided on the form will only be available to the ACLS staff and will not be forwarded to the ACLS IHCP.

Digital File Structure

The number of supporting digital files for each application are expected to be numerous. Consequently, the ACLS IHCP would expect that the candidate follows the following digital file structure.

The Main Folder name would be "Candidate Surname" for example, Candidate Smith.

The Sub Folders under the Candidate Smith folder would be as follows:
1. Application
2. Marine Courses and Equivalents
3. Exemptions Requests
4. Logbook Entries
5. Project Report

To be able to track the various files for each candidate the file names in each sub folder would use the following format: Year – Surname – Description – Date (day and month) or Period, as shown in the examples below. Remember any copies of documents must be notarized (except as specifically noted), not just a scanned copy of the original document.

Digital File Structure – 1. Application

See the following relevant documents:
ACLS IHCS – Candidate Application – Instructions and Digital File Structure [this document]
ACLS IHCS – Candidate Application – Form
ACLS IHCS – Candidate Application – Checklist

The ACLS IHCS – Candidate Application – If the candidate wishes to pay by credit card, go to the secure ACLS payment system at: https://www.acls-aatc.ca/product/pay-an-invoice/ (indicate "ACLSIHCS" in one word instead of an invoice number). If paying by cheque, then a completed and signed form should be included in the mail, as well as a scanned copy with the digital documentation.

The ACLS IHCS – Candidate Application – Checklist is provided so that the ACLS IHCP will be easily able to appreciate the candidate's background. In the header the candidate is required to enter the candidate's Surname; the Level (either 1 or 2) at which the candidate wishes to be assessed; and the academic training already attained by the candidate (Category A, Category B, Canada Land Surveyor (CLS), or other). Please check the appropriate boxes and don't forget to state the total number of separate logbook entries.

Generally at least the following files should be included in this sub folder:
- Scan of the completed ACLS IHCS – Candidate Application – Form
- Scan of the completed ACLS IHCS – Candidate Application – Checklist
- Scan of the signed Covering Letter
- Notarized copies of the candidate's academic (university or college) learning institution training or official transcript(s) sent directly by the institution to the Registrar
- Current resume
- Any other documentation required in the ACLS IHCS – Candidate Application - Checklist

ACLS IHCS – Application Form – Instructions and Digital File Structure

For the example below, Candidate Smith was a graduate from the University of Calgary but is not a Canada Lands Surveyor (CLS). Consequently candidate Smith would have to supply at least these documents using the following file naming convention:

1987 – Smith – UofC BSc in Eng – Degree – xx Jul
1987 – Smith – UofC BSc in Eng – Marks – xx Jun
1987 – Smith – UofC BSc in Eng – Course Handbook – 1983 to 1987
2016 – Smith – Candidate Application – Form – xx Nov
2016 – Smith – Candidate Application – Checklist – xx Nov
2016 – Smith – Covering Letter – xx Nov
2016 – Smith – Resume – xx Nov

Typically a course handbook as mentioned above would provide detailed course and subject descriptions along with classroom and laboratory hours and any associated prerequisites as requested in the ACLS IHCS – Candidate Application form. If this is not the case then it is the candidate's responsibility to provide that information as well.

For such a course handbook or similar, in this specific case, all of the pages will not have to be notarized due to the potential cost to the candidate, but at least the first and last pages will be notarized. However, if the candidate can supply a copy of the email from the academic learning institution with the handbook or similar attached to that email that will suffice. Alternatively, if the candidate can supply a web link to the referenced handbook or similar for the time the candidate was at the academic learning institution (not just the current version), that will also suffice. Such issues should be described in the covering letter.

Where the candidate is a holder of a Canadian BSc in Surveying then the ACLS Registrar will check with the appropriate institution that the degree has been awarded to the respective candidate.

In addition, where the candidate has any foreign academic credential(s), the candidate will provide an international credential evaluation report (basic) (see http://www.canalliance.org/) where the original is to be mailed directly to the ACLS Registrar. The ACLS Registrar will review the international credential evaluation report and inform the candidate if any further education via CBEPS is required.

Digital File Structure – 2. Marine Courses or Equivalents

See the following relevant document:
ACLS IHCS – Marine Courses or Equivalents

For the three (3) marine courses insert images of the candidate's documents in the IHCS – Marine Courses or Equivalents form below the respective "Candidate's Explanation" for each marine course. If the candidate has exactly the same training as specified in the IHCS Application Form this should be straight forward.

If the candidate has similar training for one or more marine courses then the candidate should provide the necessary written explanation with supporting documentation below the respective "Candidate's Explanation" for each marine course. Any copies included in the ACLS IHCS form will have to be notarized. Consequently, there should be no need to provide any other documentation except for scanned notarized ACLS IHCS – Marine Courses or Equivalents form.

Hence Candidate Smith would have to supply just the following document using the file naming convention:
2016 – Smith – Marine Courses or Equivalents – xx Nov

The candidate may have other marine safety training, but unless it is related to a claim for a ACLS IHCS marine course equivalency then it should not be included in the submission. If such marine safety training is related to a claim for ACLS IHCS marine course equivalency, then it should already be included in "2016 – Smith – Marine Courses or Equivalents – xx Nov", and consequently extra copies do not have to be provided in any case.

Digital File Structure – 3. Exemption Requests

See the following relevant document:
ACLS IHCS – Self-assessment – Form

For each exemption requested the candidate shall create a separate sub-folder in which only the supporting documents relevant to that specific exemption request is related. Each exemption request for a CBEPS subject will be considered separately. Consequently it is the candidate's responsibility to provide the necessary supporting documentation which should be in a specific sub-folder related to only that CBEPS subject. This may create duplication in the various sub-folders but that cannot be avoided.

For instance, there could be the following file structure under this folder.
3.1 – ACLS IHCS Self-assessment form
3.2 – CBEPS Exemption – C1
3.3 – CBEPS Exemption – C2
3.4 – CBEPS Exemption – C4
3.5 – CBEPS Exemption – C5
3.6 – CBEPS Exemption – C6
3.7 – CBEPS Exemption – C7
3.8 – CBEPS Exemption – C12
3.9 – CBEPS Exemption – E2

The exemption request is for only those instances where the candidate does not already have exemption from one or more of these specific CBEPS subjects. Currently, there is no exemption to the E2 – Advanced Hydrographic Surveying subject, and this will be used as the example for this instance.

The ACLS IHCS – Self-assessment form is very detailed to ensure the candidate actually does have sufficient training to be allowed to claim an exemption from undertaking the E2 examination. It is the responsibility of the candidate to ensure as much relevant information is included as possible and that information is presented in the tables in the ACLS IHCS – Self-assessment form in a clear and unambiguous manner.

As before, for a course handbook or similar, in this specific case, all of the pages will not have to be notarized due to the potential cost to the candidate, but at least the first and last pages will be notarized. However, if the candidate can supply a copy of the email from the academic learning institution with the handbook or similar attached to that email that will suffice. Alternatively, if the candidate can supply a web link to the referenced handbook or similar for the time the candidate was at the academic learning institution (not just the current version), that will also suffice. Such issues should be described in the covering letter.

Hence this folder and associated files would be structured as follows:
3 – ACLS IHCS Exemption Requests
    3.1 – ACLS IHCS Self-assessment form
    3.2 – CBEPS Exemption – E2

1987 – Smith – UofC BSc in Eng Handbook – Hydrographic Surveying
1988 – Smith – Course – CAP GPS Short Course – 02 to 03 Oct
2003 – Smith – Seminar – ACLS Hydrographic Surveying – 05 to 06 May
2008 – Smith – Course – University of York, Lassonde School of Engineering, Hydrography – 15 Sep to 27 Nov
2011 – Smith – Paper – Pre and Post Dredge Surveys – Hydro International

Digital File Structure – 4. Logbook Entries

See the following relevant documents:
ACLS IHCS – Hydrographic and Offshore Surveyor Logbook – Instructions
ACLS IHCS – Hydrographic and Offshore Surveyor Logbook – Summary
ACLS IHCS – Hydrographic and Offshore Surveyor Logbook

Remember the logbook entries should only be for the 2, 3 or 5 year required period, as shown on the ACLS IHCS flow chart, from the time of the submission of the application to the ACLS IHCP Experience before those times is generally not relevant to the assessment of the candidate's experience and should not be included. If extra such logbook entries are included, then the candidate should describe the reason(s) why in the covering letter, but any experience two (2) years beyond the required period [for example 4, 6 and 7 years respectively] will not be accepted.

Both pages of the logbook entry should be signed and a company stamp (or similar) applied to each page. Do NOT concatenate the logbook entries into multi-page documents. Keep each two page logbook entries separate.

Generally the list in ACLS IHCS – Hydrographic and Offshore Surveyor Logbook – Summary, should reflect the files Smith would have to supply using the following file naming convention:
2014 – Smith – Logbook – Sydney Dredging – 05 May to 15 Aug
2014 – Smith – Logbook – Sydney Dredging – 12 Sep to 03 Dec
2015 – Smith – Logbook – Vancouver Port – 24 Nov to 07 Jan
2016 – Smith – Logbook – Vancouver Port – 27 Feb to 11 Nov
2016 – Smith – Logbook – Summary – xx Nov

Digital File Structure – 5. Project Report

See the following relevant documents:
ACLS IHCS – Project Report – Submission Guidelines
ACLS IHCS – Project Report – Approval Request

The ACLS IHCS – Project Report – Approval Request **MUST** be submitted to and approved by the ACLS IHCP, before the candidate submits the final Project Report. The selection of an appropriate Project Report is the responsibility of the candidate. The Project Report has to show good technical and administrative processes, as well as demonstrating that the candidate can exercise critical judgement. Consequently, the ACLS IHCP is looking for robust analysis in the Project Report, not just a reciting of technical details and outcomes.

When submitting a Project Report – Approval Request, the candidate should use that opportunity to discuss any unique issues related to the project. The ACLS IHCP may indicate where further information and / or analysis may be expected in the Project Report, if there is any uncertainty or lack of clarity in the document provided by the candidate.

The ACLS IHCS – Project Report – Submission Guidelines should provide the candidate with sufficient instructions. Note that the layout suggested in the Marking Scheme of that document, may be modified to ensure the particular elements of the candidate's Project Report are discussed. For instance, there may be no charts, plans or sketches associated with the particular project. However, there could be other elements that the candidate should discuss, or the candidate could provide more in-depth discussion and analysis of the sections already presented.

Once the final Project Report has been submitted, the ACLS IHCP will consider the information in the Project Report to be confidential, particularly with regard to the Project Critical Analysis component of the Project Report.

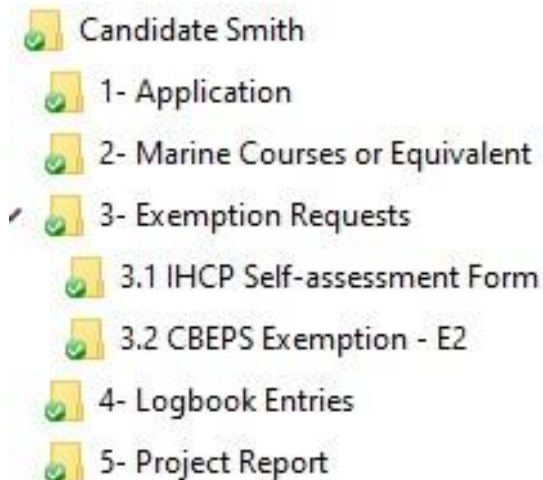Hence Candidate Smith would have to supply these documents using the following file naming convention:
2016 – Smith – Project Report – Approval Request – xx Oct
2016 – Smith – Project Report – ACLS IHCS Letter of Approval – xx Nov
2016 – Smith – Project Report – "Project Title" – xx Nov

File Structure Example

An example of the file structure required based on Candidate Smith is provided below.

Solemn Affirmation

By the Canada Lands Surveyors Regulations "members" are defined as members of the ACLS, CLS Commission holders, licence holders and permit holders who are all required to abide by the ACLS Code of Ethics set out in the Canada Lands Surveyors Regulations. If the person is a not a "member", then the candidate is required to abide by the ACLS IHCS Code of Ethics and complete the ACLS IHCS – Solemn Affirmation form, including the appropriate notarization, once the candidate has been approved by the ACLS IHCP.

This form will be provided to a successful candidate who is not a CLS Commission holder by the ACLS Registrar at the appropriate time.

B. INSTRUCTIONS FOR LEVEL EXECUTIVE (CHE) APPLICANTS

Covering Letter

A covering letter should be included to provide an overall context to the submitted application and supporting documentation. Particularly if the candidate's application is not straightforward.

Candidate Application - Form

Generally, it is expected that the candidate will have all supporting documentation to hand prior to the submission of the application. However, do not hesitate to contact the Registrar of the Association of Canada Lands Surveyors (ACLS) at 613-723-9200 or registrar@acls-aatc.ca to discuss your particular situation.

If the candidate has selected "Other" for type of candidate, then be sure to describe what other category the candidate is using when submitting an application. For instance, these could be BSc in Surveying, CBEPS Certificate of Completion or a Diploma or Certificate in Surveying.

If the candidate does not have any of these academic qualifications, but the candidate believes their training has attained any of the above academic levels or better, then state those qualification. However, it is the candidate's responsibility to discuss and describe how their academic learning institution training meets or exceeds those stated in the current ACLS IHCS – Candidate Application form or ACLS IHCS Flow Chart in the covering letter.

Any financial information provided on the form will only be available to the ACLS staff and will not be forwarded to the ACLS IHCP.

Digital File Structure

The number of supporting digital files for each application are expected to be numerous. Consequently, the ACLS IHCP would expect that the candidate follows this digital file structure.

The Main Folder name would be "Candidate Surname" for example, Candidate Smith.

The Sub Folders under the Candidate Smith folder would be as follows:
1. Application
2. Letters of Reference
3. Logbook Entries
4. Evidence of high level management
5. Evidence of meeting the ACLS IHCS CPD Requirements

To be able to track the various files for each candidate the file names in each sub folder would use the following format: Year – Surname – Description – Date (day and month) or Period, as shown in the examples below. Remember any copies of documents must be notarized (except as specifically noted), not just a scanned copy of the original document.

Digital File Structure – 1. Application

See the following relevant documents:
ACLS IHCS – Candidate Application – Instructions and Digital File Structure [this document]
ACLS IHCS – Candidate Application – Form
ACLS IHCS – Candidate Application – Checklist

The ACLS IHCS – Candidate Application – If the candidate wishes to pay by credit card, go to the secure ACLS payment system at: https://www.acls-aatc.ca/product/pay-an-invoice/ (indicate

ACLS IHCS – Application Form – Instructions and Digital File Structure

"ACLSIHCS" in one word instead of an invoice number). If paying by cheque, then a completed and signed form should be included in the mail, as well as a scanned copy with the digital documentation.

The ACLS IHCS – Candidate Application – Checklist is provided so that the ACLS IHCP will be easily able to appreciate the candidate's background. In the header the candidate is required to enter the candidate's Surname; the Level (Executive); and the academic training already attained by the candidate (Category A, Category B, Canada Land Surveyor (CLS), or other). Please check the appropriate boxes and don't forget to state the total number of separate logbook entries.

Generally, at least the following files should be included in this sub folder:
- Scan of the completed ACLS IHCS – Candidate Application – Form
- Scan of the completed ACLS IHCS – Candidate Application – Checklist
- Scan of the signed Covering Letter
- Notarized copies of the candidate's academic (university or college) learning institution training or official transcript(s) sent directly by the institution to the Registrar
- Current resume
- Any other documentation required in the ACLS IHCS – Candidate Application - Checklist

For the example below, Candidate Smith was a graduate from the University of Calgary but is not a Canada Lands Surveyor (CLS). Consequently, candidate Smith would have to supply at least these documents using the following file naming convention:
1987 – Smith – UofC BSc in Eng – Degree – xx Jul
2016 – Smith – Candidate Application – Form – xx Nov
2016 – Smith – Candidate Application – Checklist – xx Nov
2016 – Smith – Covering Letter – xx Nov
2016 – Smith – Resume – xx Nov

Where the candidate is a holder of a Canadian BSc in Surveying then the ACLS Registrar will check with the appropriate institution that the degree has been awarded to the respective candidate.

In addition, where the candidate has any foreign academic credential(s), the candidate will provide an international credential evaluation report (basic) (see http://www.canalliance.org/) where the original is to be mailed directly to the ACLS Registrar. The ACLS Registrar will review the international credential evaluation report and inform the candidate if any further education via CBEPS is required.

Digital File Structure – 2. Letters of Reference

The applicant is required to provide two letters of reference demonstrating that the applicant has attained a high level of responsibility.

Digital File Structure – 3. Logbook Entries

See the following relevant documents:
ACLS IHCS – Hydrographic and Offshore Executive Logbook – Instructions
ACLS IHCS – Hydrographic and Offshore Executive Logbook – Summary
ACLS IHCS – Hydrographic and Offshore Executive Logbook

Remember the logbook entries should only be for the 2, 3 or 5 year required period, as shown on the ACLS IHCS flow chart, from the time of the submission of the application to the ACLS IHCS. Experience before those times is generally not relevant to the assessment of the candidate's experience and should not be included. If extra such logbook entries are included, then the candidate

should describe the reason(s) why in the covering letter, but any experience two (2) years beyond the required period [for example 4, 6 and 7 years respectively] will not be accepted.

Both pages of the logbook entry should be signed and a company stamp (or similar) applied to each page. Do NOT concatenate the logbook entries into multi-page documents. Keep each two page logbook entry separate.

Generally the list in ACLS IHCS – Hydrographic and Offshore Executive Logbook – Summary, should reflect the files Smith would have to supply using the following file naming convention:
2014 – Smith – Logbook – Sydney Dredging – 05 May to 15 Aug
2014 – Smith – Logbook – Sydney Dredging – 12 Sep to 03 Dec
2015 – Smith – Logbook – Vancouver Port – 24 Nov to 07 Jan
2016 – Smith – Logbook – Vancouver Port – 27 Feb to 11 Nov
2016 – Smith – Logbook – Summary – xx Nov

Digital File Structure – 4. Evidence of high-level management

The applicant is required to provide evidence of high-level management responsibilities such as:
- Project charter
- Field instructions
- Policy development
- Standards development
- Proof of chairing national or international committees
- Papers, publications

So copies of such evidence should be entered in this digital folder.

Digital File Structure – 5. Evidence of meeting the ACLS IHCS CPD Requirements

The applicant has to demonstrate that he or she has cumulated at least 45 hours of relevant continuing professional development (CPD) in last 3 years from application date.

File Structure Example

An example of the file structure required based on Candidate Smith is provided below.

Solemn Affirmation

By the Canada Lands Surveyors Regulations "members" are defined as members of the ACLS, CLS Commission holders, licence holders and permit holders who are all required to abide by the ACLS Code of Ethics set out in the Canada Lands Surveyors Regulations. If the person is a not a "member", then the candidate is required to abide by the ACLS IHCS Code of Ethics and complete the ACLS

IHCS – Solemn Affirmation form, including the appropriate notarization, once the candidate has been approved by the ACLS IHCP.

This form will be provided to a successful candidate who is not a CLS Commission holder by the ACLS Registrar at the appropriate time.