**CANDIDATE APPLICATION – CHECKLIST**

**Surname of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**All candidates are to provide the following:**

Copy of your current resume.

**If applying for CH(in training) or CHTech(in training)**

Copy of proof of enrollment in a post-secondary surveying or geomatics program or

Copy of proof of graduation from a post-secondary surveying or geomatics program

**If you are NOT applying as a CLS Commission holder you will also need one or more of the following:**

Copy of Certificate for Category A or B course

Copy of BSc in Surveying

Copy of CBEPS Certificate of Completion

Copy of Diploma or Certificate in surveying obtained from a learning institution

**Where the candidate has BSc in Surveying (or equivalent) education qualifications and applying for Level 1 or Level 2 Certification**

An official transcript(s) of marks (official copy to be mailed or e-mailed directly to the ACLS Registrar, see addresses at the end of the form).

Detailed course description of material covered in each course during the year taken, together with a breakdown of the number of hours spent on each major part.

The number of hours in the academic term that were reserved for (a) classes and (b) laboratory assignments.

List of prerequisites for each course taken.

**Copies of Marine Course, Equivalent or higher Certificates for the following:**

Industry Canada - Restricted Operator’s Certificate (Maritime) – ROC(M)

Transport Canada – Marine Emergency Duties: Domestic Vessel Safety (MED-DVS) or MED A3 or International Standards for Training, Certification and Watchkeeping (STCW) Basic Safety Training Course equivalent.

Transport Canada – Small Vessel Operator Proficiency (SVOP)

**CBEPS C1, C2, C4, C5, C6, C7 and C12 Subjects for Level 2 applicants**

For each subject as follows:

Confirmation from CBEPS that you passed the exams for the subjects or was exempted OR

IHCS Self-Assessment Form

**CBEPS E2 – Advanced Hydrographic Surveying Examination – Level 1**

Confirmation from CBEPS that you passed the E2 exam or was exempted OR

IHCS Self-Assessment Form

**CBEPS E2 – Advanced Hydrographic Surveying Limited Examination – Level 2**

Confirmation from CBEPS that you passed the E2 exam or was exempted OR

IHCS Self-Assessment form for limited E2

**Hydrographic and Offshore Surveyor Logbook and Summary (or Executive Management logbook for Level Executive applicants)**

Number of separate logbook forms: \_\_\_\_\_\_

**Project Report for Level 1 and Level 2 applicants**

Copy of Approved Project Report OR

Application for Project Report Approval

OR

High Level Management Evidence for Level Executive applicants

**Association of Canada Lands Surveyors**

C/o Registrar

900 Dynes Road, Suite 100E

Ottawa ON K2C 3L6

Canada

[registar@acls-aatc.ca](mailto:registar@acls-aatc.ca)