

AGROLOGIST-IN-TRAINING

MENTORSHIP AND CERTIFICATION REQUIREMENTS AND PROCESS

Introduction

Newly accepted registrants to the Manitoba Institute of Agrologists are entitled to practise agrology as an Agrologist-in-Training.

All Agrologists-in-Training must conform to requirement of the MIA by-laws, as well as guidance and requirements outlined in the Code of Ethics and Practice. These documents and The Agrologists Act of Manitoba are all available on the MIA website (www.mia.mb.ca) and it is your responsibility to review them.

Terms of Acceptance and Registration to Practise Agrology

Your Member Information and Profile

It is your responsibility to make sure your contact information is current at all times. It is easy to enter and make changes to your Personal Profile through the Members' Only section of the MIA website: www.mia.mb.ca. MIA is not responsible for keeping your personal records up to date.

Professional Practice Area(s)

You are required to declare the area(s) of professional practice in which you are competent and accountable. Your information must be completed online through your Personal Profile. Select from the available options to declare your personal practice areas.

Practice only in areas where your education competency and training are appropriate for the work you are doing. This is one of the most important aspects of professional practice in the public interest.

Formal academic training alone does not provide all of what you need to become a competent agrology professional. A completed competency profile includes other requirements that indicate you are able to combine knowledge, skills, and behaviours expected in your industry and specific practice sector, particularly if you are in the early stages of your career. Some requirements are necessary building blocks to understand professional and associated legal specifics for a regulated professional in Manitoba.

Description of your MIA status

You may use the title descriptor Agrologist-in-Training until you achieve full status. No other abbreviation or short form describing your status with MIA is acceptable. It is also acceptable to describe your registration and professional status with MIA by stating you are registered to work as an agrology professional in Manitoba.

Labour Mobility – Eligibility to Practice Agrology in Another Province

The Agreement on Internal Trade entitles those with a Professional Agrologist (P.Ag.) designation to work in any province and without further assessment, in a defined area of practice competence.

This labour mobility provision does not apply to those with a Technical Agrologist (Tech.Ag.) designation because not all provinces have a Tech.Ag. or a similar designation. If you have the Tech. Ag. designation and wish to practice agrology in another province, you will need to contact the other provincial agrologist regulator to confirm what your status may be.

Requirements to Gain P.Ag. or Tech.Ag. Status and Title

1) Experience

Minimum of one year Canadian agrology work experience.

2) MIA Jurisprudence and Ethics (J & E) Seminar and Assignment

The J & E seminar provides individuals with information and knowledge regarding “professional” practice that is not part of the academic curriculum. You will receive separate information about the date, time, location, and cost of the seminar.

Seminar assignment will be communicated shortly after the seminar. Successful completion of the assignment is part of the Agrologist-in-Training process.

3) Professional Engagement

Attend the MIA Annual General Meeting (AGM) or one other provincial agrology institute’s AGM.

4) Mentorship and Certification Process - Agrologist-in-Training Certification Form

Your professional progress must be monitored and endorsed by an experienced agrologist, with the P.Ag. or Tech.Ag. designation.

Within 15 days of receiving the letter of acceptance, you must provide MIA with the name of the registered agrologist who will work with you in a mentor role and will complete the Certification Form (Appendix 1 and 2). MIA will send the Certification Form and guide document to your mentor when we receive the name from you.

The Certification Form must be completed, signed, and submitted directly to the MIA Registrar by your mentor.

5) Continuing Professional Development (CPD)

All practising members of MIA shall be required to demonstrate that they are continuing their professional education and development in order to maintain their membership and professional designation. Agrologists shall pursue technical upgrading in order to remain competent in their field of expertise. The requirement is stated in MIA’s bylaws (Article XVII and XIX) and the Code of Practice.

You must earn and report a minimum of 20 credits. After you gain full status and title, you must continue to report CPD every year. Over a three year period, you must earn and report a minimum of 60 credits. Please consult the CPD Program Guide (Appendix 4) for detailed information on how to report. CPD adds value to the profession, the individual agrologist, and responds to public expectations. MIA has an online reporting system that is easy to use and is accessed using a personal identification system detailed on your AIT acceptance letter.

6) Annual Registration Fee

All practising members are required to pay the Annual Registration Fee. Registration renewals usually occur first week of December and invoices are sent electronically.

7) Timeline for Completion of Full Status Requirements

MIA Policy is that all requirements for full status are completed within a maximum time of two years from the date of your acceptance as an Agrologist-in-Training. If you have not completed all the requirements within two years, you will have to request an extension and provide reasons. The Admission and Registration Committee (ARC) will review your request and inform you of the decision.

Process

To gain full status as a Professional Agrologist (P.Ag.) or a Technical Agrologist (Tech.Ag.), an Agrologist-in-Training must be endorsed by an established Manitoba Agrologist following a period of mentorship.

At the end of the mentorship arrangement, an Agrologist-in-Training and Mentor Activity Report and Certification Form (Appendix 1 and 2) must be completed and submitted to the MIA Registrar by an experienced P.Ag. or Tech.Ag. in good standing with MIA.

The purpose of the certification process is to connect Agrologists-in-Training to established professionals and to develop an understanding of the professional practice standards of behaviour as outlined in the Code of Practice. This also gives a sense of community and cooperation among Agrologists in Manitoba. The mentorship process is an important post registration requirement.

This document will help the new registered Agrologist-in-Training and mentor establish a productive relationship resulting in the completion of the Agrologist-in-Training Certification Form.

Steps

- 1) Identify your mentor, and submit your mentor name to MIA
- 2) Meet and engage in a professional, business, or technical discussion with your mentor
- 3) Ask your mentor to complete, sign, and submit the Agrologist-in-Training Certification form to MIA

Frequently Asked Questions

1) Who can mentor an Agrologist-in-Training and complete the Agrologist-in-Training Certification form?

The Institute relies on seasoned Agrologists to help new members understand the level of performance and professionalism required of Agrologists in Manitoba.

Being a mentor is a privilege and a responsibility. It is a privilege to help an Agrologist-in-Training earn a new designation. It is also an immense responsibility to the profession and the public to help ensure a high level of performance and professionalism in the practice of agrology.

It is not recommended to an Agrologist-in-Training to ask his or her current supervisor or manager to act as a mentor, but this is not a rule. Before a Professional Agrologist begins the mentor role both the mentor and mentee must consider if there will be a conflict between company responsibilities and the mentor role accepted in MIA.

2) What is involved in the Mentor/Agrologist-in-Training relationship?

An Agrologist-in-Training and mentor must spend enough time together so that the mentor can develop an informed opinion as to whether the Agrologist-in-Training has the necessary character and professional attributes to attain full status.

This can be accomplished through periodic contacts culminating in the completion of the Certification Form. The meetings will be more productive if the mentor and the Agrologist-in-Training agree on a specific amount of time and on the topics to discuss.

The Agrologist-in-Training is expected to arrange the initial meeting with the mentor. Meetings between the mentor and the Agrologist-in-Training are considered business meetings and records should be kept.

There should be at least one face-to-face meeting and after that, it is up to the Agrologist-in-Training and mentor to arrange contact on a basis that suits both.

3) What should the mentor and Agrologist-in-Training discuss?

The primary desired outcome of the mentorship process is the greater appreciation, by all participants about professionalism in agrology. MIA hopes that through the sharing of experiences and the discussion of current issues in business and agriculture, the Agrologist-in-Training will commit himself or herself to a higher standard of professional practice expected by the public.

“Professionalism” is partly based on the idea that an Agrologist has a greater depth of agricultural knowledge of the principles and practices of agrology than the people he or she advises. That is why professions such as agrology, architecture, accounting, engineering, and health care are regulated. Those receiving advice needs to be confident that the Agrologist has sufficient depth of knowledge, understands the consequences of the advice, and is acting with integrity. Providing knowledge and advice requires commitment. Conversations between the mentor and the Agrologist-in-Training should reinforce that understanding.

The discussions regarding professionalism can include the main pillars of professional practice and of agrology as self-regulating professionals.

- Agrologists are registered under authority of “The Agrologists Act” and therefore have a duty of care to the public.
- Agrologists are highly trained and committed to continuing professional development (CPD).
- Agrologists are guided by a comprehensive Code of Ethics and Code of Practice.
- The public is entitled to expect high standards from regulated professionals.

Conversations between the mentor and the Agrologist-in-Training are an ideal opportunity to reinforce that understanding. The mentor may have specific ideas for discussion related to the scope of practice of the new Agrologist.

The important consideration is the quality and the relevance of the discussion on the concept of professionalism.

Ideas and Comments from Former Mentors

- **Jurisprudence and Ethics (J & E)**

Review the learning concepts from the J & E seminar with focus on the assignment section dealing with the concept of “harm”.

- **CPD**

Discuss the concept of what is meant by “life-long learning”, the gains and benefits from continuous learning for the individual, the company or client, and the public. Documenting CPD indicates a review of the learning and development opportunities as they relate to the Agrologist-in-Training and his or her everyday work. CPD is an important way professionals distinguish themselves to the public from non-regulated workers.

- **Code of Ethics**

While fairly detailed and comprehensive, the Code is not intended nor could it cover individual work circumstances, it is a guide. Selecting and discussing sections of the guide can be a useful way of personalizing what the words mean. Some work for organizations with a code of practice or conduct that can also be compared and contrasted with the professional code. Comparing these documents can be a helpful way of noticing how personal responsibility and corporate responsibility are similar and different.

- **Attendance at MIA Meetings or Professional Events**

See if it is possible for the Mentor and Agrologist-in-Training to attend MIA or other professional events and activities together. This can be beneficial for both the mentor and Agrologist-in-Training to gain an understanding of industry specific topics and individual perspectives.

- **Topics of Interest to the Industry**

News and feature articles that affect agriculture and people in general, for example the food vs. fuel debate, is a good topic for discussion. The objective is to identify how a professional might approach an issue and how that would be different from a non-professional. What does the public need/expect from an agrology professional in a given situation? This is always a good question.

APPENDIX 1. AGROLOGISTS-IN-TRAINING & MENTOR ACTIVITY REPORT

Please document contacts and activities including details if necessary. The mentor should be aware of the requirements and help monitor progress.

Date	Continuing Professional Development (CPD)	Professional Ethics and Conduct	Public Issues Affecting Professional Practice	Other

Expected Outcome(s)

Example: Better understand professional responsibilities to the public.

201-38 Dafoe Road / Winnipeg, Manitoba / R3T 2N2

TEL 204.275.3721

FAX 888.315.6661

EMAIL agrologist@mia.mb.ca

APPENDIX 2. AGROLOGIST-IN-TRAINING CERTIFICATION FORM

Instructions for Mentor

Please complete this form and use one of the following methods to submit it to MIA:

- **Mail:** 201-38 Dafoe Rd., Winnipeg, MB, R3T 2N2
- **Email:** agrologist@mia.mb.ca
- **Fax:** 888.315.6661

Agrologist-in-Training (Full Name) _____

Mentor's Name _____

Date of AIT acceptance _____

Agrologist-in-Training Requirements (Verified by MIA)	
Requirements	Date Completed
1. Canadian agrology experience (min. 1 year)	
2. Attendance at Annual General Meeting (AGM)	
3. a) Attendance at MIA Jurisprudence and Ethics (J & E) Seminar	
b) Jurisprudence and Ethics (J & E) Assignment	
4. At least 20 CPD Credits Recorded [Online]	
5. Annual Registration Fee Payment	

Mentor Evaluation

1. Does the Agrologist-in-Training exhibit an understanding of the profession?

Yes No

2. Does the Agrologist-in-Training exhibit a professional attitude?

Yes No

Mentor Comment(s)

Recommendation/Change designation to:

- Professional Agrologist (P.Ag.) Technical Agrologist (Tech.Ag.) Continue Program

Signature of Mentor

Date

APPENDIX 3. AIT REQUIREMENTS CHECKLIST

Use this checklist to ensure you meet the Agrologist-in-Training requirements.

Member Profile

Name: Registration #:

Mailing Address:

Email:

Telephone: Cell:

Employer/Company Name:

Position/Title:

1) Experience

Mentor's Name: _____

Canadian Agrology Experience (min 1 year)

Remarks:

4) Mentorship and Certification Process

Certification Form must be signed and sent by Mentor once all requirements are met.

Agrologist-in-Training Certification Form

Remarks:

2) Jurisprudence and Ethics (J & E) Seminar

MIA will advise date, time and location.

J & E Seminar J & E Assignment

Remarks:

5) Continuing Professional Development (CPD)

CPD Credits

Remarks:

3) Professional Engagement

Must attend one MIA AGM or one other provincial agrology institute's AGM.

MIA Annual General Meeting

Remarks:

6) Annual Registration Fee

Payment Invoice Received

Remarks:

APPENDIX 4. CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAM

Practising and registered Agrologists are required to demonstrate that they are continuing their professional education and development.

Ongoing professional development and education is a requirement among all professions in Canada including Agrology. The requirement is stated in MIA's bylaws (Article XVII and XIX) and the Code of Practice.

As cited by (Jasper, 2006) from Benner (2006)¹, "Professional development means to advance oneself as a professional practitioner. It assumes that all professionals will continue to develop throughout their working lives – from becoming a student practitioner, to specialized and advance practice. It assumes they will progress beyond the levels of competences assumed in registration and qualification."

In the same way, agrology professionals must maintain their competence by participating in professional, technical, business, and career development programs. These activities are indicators that the registered Agrologist is credible and highly qualified individuals in whom the public, industry, and other professionals can have confidence. Thus, in order to maintain active practice and registration as a Professional Agrologist or Technical Agrologist in Manitoba, practicing and registered Agrologists are required to record their CPD. CPD is one way that Agrologist professionals can tell the public that they are maintaining competency and proficiency in their work.

Objective

The main objective of the program is to demonstrate that members are continuing their professional education and development.

Guiding Principles

1. Agrologists must continue to upgrade their skills in order to add value and professionalism to their profession, career, employer, and community.
2. The CPD program is designed to help protect from a liability standpoint, the Manitoba Institute of Agrologists, the member, the client, and the public.
3. The CPD program is designed to meet and exceed standards as laid out by the Agrologist Act of Manitoba and other professional organizations so as to be recognized as a leading professional development program nationally and internationally.
4. The CPD program applies to all practicing and registered Agrologist with the following status designation: P.Ag, Tech. Ag., and Agrologist-in-Training.
5. Members must self-assess and submit a report annually.
6. Compliance is mandatory to retain active and practicing status.
7. An audit process to monitor compliance is being conducted at random.
8. The Admission and Registration Committee of the Institute monitors and evaluates the CPD program.

¹ Vital Notes for Nurses: Professional Development, Reflection and Decision Making

Requirements

1. A minimum of 60 credits must be earned by each registered member in one reporting period, a reporting period is three calendar years.
2. Credits must be reported annually by logging in at the MIA Member web portal.
3. The CPD program must include the required credits from professional, technical, business, and career classifications.
4. A practicing and registered Agrologist transferring to MIA may carry forward credits accumulated from originating institute.
5. The annual reporting period is from January 1 to December 31 and all credits earned must be recorded in individual online Member Profile not later than January 31st of the following year.
6. If no credits are submitted a "0" report will be filed for the year.
7. Submission may be subject to audit. Registered members must retain appropriate documentation to support credits for the most recent three-year period. In general, documentation may not be included in online recording but in some cases where the content of the activity might not be generally known, a description of activity must be provided when required.

CPD Report Examples

The following CPD reporting examples may help you with your own reporting. Notice that most of the reporting is based on information you gain or information you deliver to help others with their own professional development and that only a few of the credits may come from activities directly associated with the MIA.

Business/Career

Seminars Attended			
KAP AGM - Convention Centre	24-Jan-13	1/2 day seminar	2
MRAC AGM	28-Mar-13	Full day seminar	4
CAMA Lunch and Learn Seminar	30-Jan-14	< 1/2 day seminar	1
Working Effectively with Challenging Customers and Clients	13-Mar-14	Full day seminar	4
Employee Engagement Seminar - MAFRD	10-Jun-14	1/2 day seminar	2
The WHAT, WHO and WHY of RPL/PLAR in Canada, and Reflections on Quality Practice - Webinar	27-Aug-14	< 1/2 day seminar	1
MIA Annual General Meeting	22-Apr-14	< 1/2 day seminar	1
MIA Fall BBQ	25-Sep-14	< 1/2 day seminar	1
Total business/career credits:			16

Technical

Courses and Seminars Developed and/or Presented			
U of M Poultry Production - Presentation on "MCP's Role in Manitoba"	8-Oct-13	< 1/2 day seminar	1
MCP semi-annual meeting preparations	7-Nov-13	< 1/2 day seminar	1
OFFSAP update meeting	4-Mar-14	< 1/2 day seminar	1
Seminars Attended			
Manitoba Forage Council Symposium	7-Dec-11	1/2 day seminar	2
CFGA Conference & AGM - Radisson Saskatoon Hotel	13-Dec-11	Full day seminar	4
CFGA Conference & AGM - Radisson Saskatoon Hotel	14-Dec-11	Full day seminar	4
MB Crop Diagnostic School - Carman	10-Jul-12	Full day seminar	4
CFGA Conference - Toronto	12-Dec-12	Full day seminar	4
CFGA Conference - Toronto	13-Dec-12	Full day seminar	4
PSIW 2011	5-Oct-11	Full day seminar	4
PSIW 2011	6-Oct-11	< 1/2 day seminar	1
OFFSAP/AC Auditor Training	12-Oct-11	Full day seminar	4
AMU conference	31-Oct-11	Full day seminar	4
AMU conference	1-Nov-11	Full day seminar	4
AMU conference	2-Nov-11	< 1/2 day seminar	1
CFO Food Safety & Quality Forum	28-Nov-11	Full day seminar	4
CFO Food Safety & Quality Forum	29-Nov-11	1/2 day seminar	2
PSIW	2-Oct-13	Full day seminar	4
PSIW	3-Oct-13	1/2 day seminar	2
CHEQ Auditor Training	28-Oct-13	Full day seminar	4
CHEQ Auditor Training	29-Oct-13	Full day seminar	4
CFC Auditor Training Session	5-Dec-13	Full day seminar	4
Total technical credits:			67

Other

Non Structured CPD			
World Bank - Government Support to Agricultural Insurance		5 hours reading other sources	1
AgriWeek		Current Affairs	1
Carillon, Free Press		Current Affairs	1
MB Cooperator		Current Affairs	1
AgriWeek		Current Affairs	1
Carillon, Free Press		Current Affairs	1
MB Cooperator		Current Affairs	1
Agri-week and other articles, Harry		Current Affairs	1
Carrillon, Free Press		Current Affairs	1
MB Cooperator, Internet markets		Current Affairs	1
Manitoba Institute of Agrologists			
Member of Council	3-Apr-13	Provincial executive level	10
Total other credits:			20
Total credits			103