



201 – 38 Dafoe Road, Winnipeg, Manitoba R3T 2N2  
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[admin@agrologistsmanitoba.ca](mailto:admin@agrologistsmanitoba.ca) | [agrologistsmanitoba.ca](http://agrologistsmanitoba.ca)

## Agrologist-in-Training Requirements and Process

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 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 [www.agrologistsmanitoba.ca](http://www.agrologistsmanitoba.ca) and it is your responsibility to review them.

## Terms of Acceptance and Registration to Practise Agrology

### Your Member Profile

It is your responsibility to make sure your contact information is current. It is easy to enter and make changes to your Member Profile through the Member Login page of the website.

### Areas of Practice

You are required to declare the area(s) of professional practice in which you are competent and accountable. Declare your area of practice online. Select from the dropdown menu options to declare your areas of practice.

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 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 Agrologists Manitoba is acceptable. It is also acceptable to describe your registration and professional status 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.



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

### 1) Experience

Minimum of one-year Canadian agrology work experience.

### 2) 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 Annual General Meeting (AGM) or one other provincial agrology institute’s AGM.

### 4) Mentorship and Certification Process - 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 the name of the registered agrologist who will work with you in a mentor role and will complete the Certification Form (Appendix 1). A copy of the same form will be sent to your mentor when we receive the name from you.

The signed certification form must be completed, signed, and submitted directly to [registration@agrologistsmanitoba.ca](mailto:registration@agrologistsmanitoba.ca).

### 5) Professional Development (PD)

All registered and practicing members are 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 the bylaws (Article XVII and XIX) and the Code of Practice.

#### Guiding Principles

- You must continue to upgrade your skills in order to add value and professionalism to your profession, career, employer, and community.
- It is designed to help protect from a liability standpoint, the Manitoba Institute of Agrologists, the member, the client, and the public.
- The reporting 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.
- The professional development reporting applies to all practicing and registered Agrologist with the following status designation: P.Ag., Tech.Ag., and Agrologist-in-Training.
- You must self-assess and report online annually. After you gain full status and title, you must continue to report professional development effort.
- Compliance is mandatory to retain active and practicing.
- An audit process to monitor compliance is being conducted at random.
- The Admission and Registration Committee monitors and evaluates online reporting.



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- Examples of professional development are:
  - ❖ Lunch and learn seminars
  - ❖ Business/career trainings
  - ❖ Technical conferences
  - ❖ Courses (University/College extension education/distance or online)
  - ❖ Industry seminars
  - ❖ Non-structured professional development efforts—publications, volunteer experience in agriculture

### 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.

### Timeline for Completion of Full Status Requirements

All requirements for full status are to be 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, the Certification Form (Appendix 1) must be completed and submitted to [registration@agrologistsmanitoba.ca](mailto:registration@agrologistsmanitoba.ca) by an experienced P.Ag. or Tech.Ag. in good standing.

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 Certification Form.

#### Steps

- 1) Identify your mentor and submit your mentor name (online or by email).
- 2) Meet and engage in a professional, business, or technical discussion with your mentor.
- 3) Ask your mentor to complete, sign, and submit the Certification Form (Appendix 1).



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## Frequently Asked Questions

### 1) Who can mentor an Agrologist-in-Training and complete the 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.

### 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. Agrologists Manitoba 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 enough 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.



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- 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.
- 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.

### Appendix 1. Certification Form

#### Instructions for Mentor

Please complete this form, sign, and email to [registration@agrologistsmanitoba.ca](mailto:registration@agrologistsmanitoba.ca).

**Agrologist-in-Training (Full Name)**

**Mentor’s Name**

#### Mentor Evaluation

**Does the Agrologist-in-Training exhibit an understanding of the profession? (Yes/No)**

**Provide details.**

**Does the Agrologist-in-Training exhibit a professional attitude? (Yes/No) Provide details.**

**Mentor Comment(s) Recommendation**

**Signature of Mentor**

**Date**