

Notice to members of the PSB and Candidate members of the Provincial or Territorial Institutes or Associations:

The Professional Standards Board for the Planning Profession in Canada (PSB) is pleased to announce the launch of a new Professional Examination format. After careful consideration, the PSB has made the decision to administer a multiple choice exam. The first sitting under the new format will take place on **Monday, September 26, 2016** and is taking place at the Radisson Hotel East 55 Hallcrown Place, Toronto, ON M2J 4R1 at **9am Eastern Time**. Individuals located outside of the Eastern Time zone may write at a different time on the same date by coordinating an invigilator, which must be approved by PSB (more information with regard to requirements are available on the [PSB website](#) by scrolling down to the FAQ: *I live in a location that is remote from any Examination centre. Can I arrange to write my Examination closer to home?*).

It will, as it has to date, examine enabling competencies, not functional competencies. Though no longer in long-written format, the question bank has been designed to allow Candidates to use their thought processes and ability to integrate theory and past experience into future practice. The Examination will maintain its rigour and continue to require significant preparation. The new format will also allow for a quicker turn-around time for marking, expediting the process of delivering results to candidates. The new Examination questions have been created, reviewed, and vetted by an appointed committee of professional planners to ensure its fairness, clarity and relevancy to the certification process.

The Examination will be administered using online exam software, and so candidates **MUST** bring a reliable laptop and charger with them to their exam sitting. In the unlikely event that an individual is unable to procure a laptop, they may contact the PSB for further instructions. Details about accessing the Examination will be given via email.

A modified version of [the Professional Examination Preparation Package](#) is still be available, and is the recommended way to effectively prepare for the test. Sample questions will also be posted to the PSB website shortly.

The Examination will continue to cover questions in the following three areas:

- Public Interest
- Ethics
- Professionalism

Candidates must still achieve a score of 80% on this Examination for it to be considered a pass. As in previous practice, a candidate may retake the Professional Examination up to three times (this includes any previous attempts) if they do not pass the first or second time. We require separate payment for each attempt. The candidate would need to wait until the following exam sitting to retake the test, which take place bi-annually in the spring and the fall. Information regarding exam writing times and locations will be updated under the [Professional Examination](#) page of the PSB website.



PROFESSIONAL STANDARDS BOARD
For the Planning Profession in Canada

642 King Street W., Suite 107, Toronto, ON M5V 1M7

Tel/ Tél: 647.317.6924 **Toll-free/ Sans frais:** 1.844.202.9002

Fax/ Télécopieur: 416.203.7699

Website/ Site web: www.psb-planningcanada.ca

Please see below a recap of the important points, should you receive any questions from Candidate members or wish to share this information via social media:

- PSB will be administering the Professional Examination in multiple choice format; Candidates are no longer able to write the written format of the exam, effective immediately.
- The Examination will maintain the same standard as before, requiring significant preparation as well as a minimum of an 80% to pass the exam. You may attempt the Examination up three times should you not succeed on your first two attempts.
- The fall deadline to apply for the next Examination sitting is September 16, 2016. The application can be found [here](#). The Examination will take place on September 26, 2016.

Any other details can be found on the [PSB website](#). Please direct all inquiries related to the Professional Examination to Taylor Weinstein, Operations Manager, at operations@psb-planningcanada.ca or by phone at 647.317.6924 x204.

Yours Truly,



PROFESSIONAL STANDARDS BOARD
For the Planning Profession in Canada

MADDY MARCHILDON

Executive Director / Directrice générale

Professional Standards Board (PSB) for the planning profession in Canada/
Conseil des normes professionnelles (CNP) pour la profession de l'urbanisme au Canada

642 King Street W., Suite 107/ 642, rue King Ouest, bureau 107, Toronto, ON M5V 1M7

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