

FILLABLE FORM

Please fill out form, print, sign and send to the association.



Accredited Timber Cruiser/Evaluator Application Package

This package is for a non-member, an enrolled, a registered or associate member, or a special permit holder applying for membership with the Association of BC Forest Professionals under the following routes of entry:

- (1) Accredited Timber Cruiser (ATC)
- (2) Accredited Timber Evaluator (ATE)

ATC/ATE Application

You can apply for an ATC designation if you have two (2) years of cumulative timber cruising experience and an ATE designation if you have five (5) years of timber cruising experience. These two designations are for non-members as well as existing registered, enrolled and associate members and existing special permit holders. Once non-members are granted an ATC or an ATE professional designation, they will become ABCFP associate members.

Benefits of Membership

Once you are an associate member and have an ATC or an ATE professional designation, you:

1. Are eligible to practise aspects of professional forestry in BC as stated on your Certificate of Accreditation.
2. Are a member of the largest forestry association in Canada.
3. Have access to association resources and services.
4. Are eligible to serve on the ABCFP's committees which the CEO determines are appropriate.
5. Are eligible to vote on matters pertaining to associate members and make award nominations.
6. Have the opportunity to comment on and provide input on various professional matters including the direction of the ABCFP.
7. Have access to group discounts for insurance, car leases, memberships and more.

How Do I Apply?

To apply for an ATC or an ATE designation with the ABCFP, complete the attached ATC/ATE application package.

Application Process

The process below outlines the steps from receipt of your application through to receipt of your Certificate of Accreditation as an ATC or an ATE.

Step 1

When the application is received, registration staff will ensure all appropriate information is included with the application. If an application is incomplete, registration staff will inform the applicant that the missing information must be provided or the application will not be processed.

Step 2

For applicants who are not already members, staff will mark their ethics exam and if a mark of 80% is achieved, the application proceeds to the next step. If the applicant fails the ethics exam, he or she can re-write it until a passing mark is obtained.

Step 3

Complete applications are forwarded to the director of professional development and member relations who will review the content to determine if the applicant has the appropriate amount of experience to be an ATC or an ATE and if the confidential work experience reports are in order. If the applicant does not have enough experience, he or she will be informed by the director as to how much more experience is needed before the applicant may re-apply.

Step 4

If applicants have the appropriate experience, the director of professional development and member relations will forward the application to a member of the Forest Measurements Board for approval.

Step 5

If a member from the Forest Measurements Board approves the application, the applicant will write an appropriate timber cruising technical exam. If the application is not approved, the applicant will be informed of the reason(s) and how he or she can proceed with a re-application.

Step 6

When the applicant passes the technical exam (passing mark is 70%), he or she will be granted an ATC or ATE designation. If the applicant fails the exam, the Exam Re-Write Policy for ATC and ATE Technical Exams will be followed. It is found within the Forest Measurements Board (FMB) Policies (available on the ABCFP website: abcfp.ca/web).

Questions?

If you have any questions about your eligibility or the application process, contact:

ABCFP - Registration

Tel: 604.687.8027

E-mail: admissions@abcfp.ca

Website: abcfp.ca/web

Forms Included in this Package:

This package includes all the forms necessary to apply for membership with the ABCFP under the ATC and ATE route of entry. Use the checklist provided on the next page to ensure your application is complete and accurate. This package contains the following forms:

- Application for Membership
- Work History
- Indictable Offence Declaration
- Confidential Work Experience Report (2)
- ATC/ATE Professional Practice and Ethics Study Guide and Examination (to be completed by new ABCFP members only)

In addition to these documents, you will also need to include completed sections from the Timber Cruiser's Log (available on the Forms page: <http://member.abcfp.ca/WEB/ABCFP/Members/Forms/ABCFP/Forms.aspx>) and photocopies for all relevant academic records and certificates, if completed.

Mail Completed Applications to:

Registration Department

Association of BC Forest Professionals

602-1281 West Georgia St

Vancouver, BC V6E 3J7

Your application package must contain all forms together in one package. **DO NOT SUBMIT FORMS SEPARATELY.** Mail completed applications to the registration department.
Applications submitted by **FAX OR DIGITALLY WILL NOT BE ACCEPTED.**

ATC/ATE Applicant Checklist

This checklist will help you ensure your membership application is complete and accurate. Your application package must contain all forms together in one package. All applicants for membership must submit:

1. Application for Membership

- Have you completed all three pages in full?
- Have you signed your Application for Membership?

2. Academic Records

- Have you included photocopies for all relevant academic records and certificates?

3. Work History or Up-to-Date Resumé

- Have you included and signed your completed Work History **or** an up-to-date resumé?
- Does it include all of your forestry and cruising-related work and volunteer experience?

4. Indictable Offence Declaration

- Have you completed and signed your Indictable Offence Declaration?

5. Confidential Work Experience Reports

- Have you obtained **two** Confidential Work Experience Reports (one must be from your current supervisor)?
- Have they been sealed in an envelope and signed across the back flap by your references?

6. Timber Cruiser's Log

Copies of applicable sections from your Timber Cruiser's Log must accompany your application (available on the Forms page: <https://abcfp.ca/WEB/ABCFP/Members/Forms/ABCFP/Forms.aspx?hkey=6d57d7e8-ee92-4e90-afec-cdb26eb0dd83>).

- If applying for membership as an ATC, have you enclosed endorsed copies of Level 1, 2 and 3 forms and completed Timber Cruiser Experience Logs for levels 1, 2 and 3 and the Cruising Seminar, Course Attendance and Cruising-Related Training table?
- If applying for membership as an ATE, have you enclosed endorsed copies of Level 1, 2, 3 and 4 forms and completed Timber Cruiser Experience Logs for levels 1, 2, 3 and 4 and the Cruising Seminar, Course Attendance and Cruising-Related Training table?

7. ATC/ATE Professional Practice and Ethics Examination

This open book exam only needs to be completed and submitted by enrolled members or new ATC or ATE applicants who are not already ABCFP registered, associate or special permit holder members

- Have you included your completed ATC/ATE Professional Practice and Ethics Examination, if applicable?

8. Application, Exam and Membership Fees

Refer to the Fees page of the website (<https://abcfp.ca/web/ABCFP/fees>)

- Have you enclosed three separate payments or credit card information -- one for your application fee, the second for your technical exam fee and the third for your membership fee? Have you included all applicable taxes? Your technical exam fee will not be processed until you have been approved to write the technical exam and your membership fee will not be processed until you have been approved for membership.

Application for Membership



Membership Category

I would like to apply for membership under the following category: (choose one category and one location)

- | | | | |
|--|--------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Accredited Timber Cruiser (ATC) | <input type="checkbox"/> Coast | <input type="checkbox"/> Interior | <input type="checkbox"/> Provincial |
| <input type="checkbox"/> Accredited Timber Evaluator (ATE) | <input type="checkbox"/> Coast | <input type="checkbox"/> Interior | <input type="checkbox"/> Provincial |

Personal Information

Legal Last Name _____ Legal First Name _____ Middle Name _____

Preferred First Name _____ Salutation: Mr. Ms. Mrs. Dr.

Gender: Male Female

Are you of Aboriginal ancestry? (optional) No Yes (choose applicable) Metis Inuit First Nations

Place of Birth: _____ Date of Birth: _____
country (dd/mm/yy)

Citizenship: Are you a Canadian citizen or otherwise legally eligible to accept work in Canada? Yes No

Business Address

Send correspondence to: Business Home

Title _____ Organization Name _____
Street Address _____ Mailing Address (if different) _____
City _____ Province _____ Postal Code _____
Telephone _____ Extension _____ Fax _____
Cellular _____ Business E-mail _____

Home Address

Street Address _____ Mailing Address (if different) _____
City _____ Province _____ Postal Code _____
Telephone _____ Cellular _____
Home E-mail _____

Memberships

1. Are you currently a member of the ABCFP?

Yes No

a. If yes, under which membership class/category?

FIT FP TFT RFT RPF

Special Permit Associate

b. If no, have you ever been a member of the ABCFP?

Yes No

c. If yes, under which membership class/category?

FIT FP TFT RFT RPF

Special Permit Associate

5. Are you a member of another technical society or professional organization?

Yes No

If yes, please specify:

Education History

Full-Time Education: List degrees/diplomas obtained starting with the most recent. Attach a separate sheet if additional space is required. Include photocopies of applicable academic records with your application package.

1.	Institution Name	Province/State, Country	Program Name
2.	Institution Name	Province/State, Country	Program Name

Specialized Courses: Submit photocopy of certificates

1.	Institution Name	Province/State, Country	Course Name
2.	Institution Name	Province/State, Country	Course Name
3.	Institution Name	Province/State, Country	Course Name

Cruise Seminars

1.	Seminar Name	Province/State, Country	Date Completed
2.	Seminar Name	Province/State, Country	Date Completed
3.	Seminar Name	Province/State, Country	Date Completed

Cruise Committee(s)

1.	Committee Name	Position	Year
2.	Committee Name	Position	Year

Privacy Statement

The *Freedom of Information and Protection of Privacy Act* does not allow the ABCFP to release a member's home address without their consent. The ABCFP publishes an online membership directory for its members (abcfp.ca/web). NOTE: The ABCFP's mailing list is not released to advertisers or any other outside parties. **I authorize the ABCFP to publish my:**

- Business Address Both Addresses
 Home Address Neither Address

Certification

I recognize that under the *Foresters Act* a person commits an offence if he/she applies for membership using a false or fraudulent representation. I certify that the information provided in this form and in any documents attached is correct, complete and provides full disclosure. I also certify that the foregoing is a true record of my education and experience and if granted membership under the terms of the *Foresters Act* and the bylaws of the association, agree to abide by the terms of the *Foresters Act* and the association's bylaws (including the Code of Ethics and Standards of Professional Practice).

Date

Signature of Applicant

Print and then sign**Application and Membership Fees**

Your application package must include three separate payments: the application fee, the technical exam fee and the membership fee. Your application fee covers the processing of your application and is non-refundable. The exam fee covers the cost of your exam and will only be processed once you are approved to write the technical exam and the membership fee covers your annual membership and will only be processed if your application has been accepted. The application, exam and membership fees that apply to each category of membership are available on the Fees page of the website (<https://abcfp.ca/web/ABCFP/fees>). You can pay your fees by cheque, MasterCard, Visa, or money order.

Applicant's Last Name

First Name

Middle Name

Fee payment options: Cheque or money order
 Charge my credit card for the full amount

Credit card information: Visa
 MasterCard

Application fee enclosed: \$ _____

Exam fee enclosed: \$ _____

Membership fee enclosed: \$ _____

Credit Card Number

Expiry Date (mm/yy)

Name on Card

Signature of Cardholder

Print and then sign

Note: This information is collected by the ABCFP under the authority of the *Foresters Act* and will be used to assess your application for membership. Should you have any questions, please contact the Manager of Registration by mail, (see page 3), by phone at 604.331.2329 or by e-mail at admissions@abcfp.ca.

Work History



A Work History must be completed by all applicants for membership in the ABCFP. Provide a detailed account of all cruising and forestry related work and volunteer experience. Attach additional sheets if more space is required. Include this form with your membership application package.

Applicant: _____
Last Name First Name

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
Specific Duties Performed			

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
Specific Duties Performed			

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)

Specific Duties Performed			

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)

Specific Duties Performed			

Certification

I certify that the information provided in this form and in any documents attached is correct, complete and provides full disclosure. I also certify that the foregoing is a true record of my work experience.

Date	Signature of Applicant

Print and then sign

Indictable Offence Declaration



All applicants applying for membership in the ABCFP are required to complete an Indictable Offence Declaration. Once you have completed this form, place it in a **separate sealed envelope marked PERSONAL AND CONFIDENTIAL** and include it with your membership application package. Once you have been granted membership, you are also required to notify the association if your indictable offence status changes at any time while you are a member.

A section in the bylaw on indictable offence states that council may have a member removed from the register if the individual has been convicted of an indictable offence either in British Columbia or elsewhere.

Last Name	First Name	Member #
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Membership Type: _____

1. Have you been convicted of an indictable offence in Canada within the last 10 years?

YES NO

2. Have you been convicted of a serious offence in a country other than Canada within the past 10 years?

YES NO

3. If you answered YES to either question #1 or question #2 above, please provide the following information:

(a) Nature of offence: _____

(b) Year of conviction: _____

(c) Judicial district in which the judgment was rendered: _____

Certification

I certify that the information given in this form and in any documents attached is correct, complete and provides full disclosure.

Signature of Member	Date
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Print and then sign

ABCFP Office Use Only

Received: _____

Confidential Work Experience Report (1)



An applicant for membership with the ABCFP has asked that you provide him/her with a Confidential Work Experience Report.

To act as a reference you must be a member of the ABCFP and have direct knowledge of the applicant's work experience as a supervisor or colleague for the time period specified in question five of this report. You are not eligible to supply a reference if you are 'related' to the applicant. 'Related' generally refers to a close relationship by birth, marriage or even business in which the applicant has a position of power or authority over the reference or the reference's source of employment (applicant is the reference's business partner, supervisor or boss). More specifically, the term 'related' describes the terms on which one person has dealings with another person to the extent that professional principles may be or may be perceived to be compromised.

Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date and enclose this form in an envelope with your signature across the back flap to ensure confidentiality. **Return the sealed envelope to the applicant** to be included in his/her application package. Do not send it to the ABCFP directly. This may delay the application process. The information provided in this form is strictly confidential and for the ABCFP use only.

Applicant:

Last Name

First Name

Reference:

Last Name

First Name

Prof. Designation

Member #

Title

Company Name

Street Address

City

Province

Postal Code

Telephone

Extension

E-mail

1. I have known the applicant for a period of: _____
Months or Years

2. I have known or been associated with the applicant as his/her:

Supervisor Colleague Employer Employee Instructor

3. Do you consider the applicant to be suitable for eventual registration as an: Accredited Timber Cruiser? Accredited Timber Evaluator?

Yes No Acceptable with Reservations

4. If you answered No or Acceptable with Reservations in question three, please provide a brief but candid explanation (More space is provided on the following page. Attach additional sheets if necessary):

5. **Work Experience and Competency Level.** Please provide an indication of the applicant’s work experience of which you have direct knowledge. The levels of accreditation identified below have been provided for you to indicate the amount of work experience the applicant has achieved while under your supervision or as your colleague. Levels 1 and 2 are entry and training levels with minimal job responsibilities and competencies. Levels 3 and 4 are formal levels of certification requiring specific job responsibilities and competencies as outlined in the cruiser’s log (available on the Forms page: <https://abcfp.ca/WEB/ABCFP/Members/Forms/ABCFP/Forms.aspx?hkey=6d57d7e8-ee92-4e90-afec-cdb26eb0dd83>).

		Number of Months
<input type="checkbox"/>	Level 1 - Compasser (entry level) Applies to basic compassing and cruise data gathering under direct supervision	_____
<input type="checkbox"/>	Level 2 - Cruiser-in-Training (training level) Performs basic cruise data gathering function under supervision	_____
<input type="checkbox"/>	Level 3 - Timber Cruiser (active cruiser) Performs cruising function under minimal supervision	_____
<input type="checkbox"/>	Level 4 - Timber Evaluator (supervisory level) Supervisory and/or training function, with broader technical expertise	_____

Certification

I recognize that under the *Foresters Act* a person commits an offence if he/she applies for membership by a false or fraudulent representation and that a person commits an offence who knowingly assists another person to apply for membership by false or fraudulent representation. I therefore certify that the information provided in this form is true to the best of my knowledge and belief.

Date	Signature of Reference	<div style="border: 1px solid black; display: inline-block; padding: 2px 10px;">Print and then sign</div>
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Confidential Work Experience Report (2)



An applicant for membership with the ABCFP has asked that you provide him/her with a Confidential Work Experience Report.

To act as a reference you must be a member of the ABCFP and have direct knowledge of the applicant's work experience as a supervisor or colleague for the time period specified in question five of this report. You are not eligible to supply a reference if you are 'related' to the applicant. 'Related' generally refers to a close relationship by birth, marriage or even business in which the applicant has a position of power or authority over the reference or the reference's source of employment (applicant is the reference's business partner, supervisor or boss). More specifically, the term 'related' describes the terms on which one person has dealings with another person to the extent that professional principles may be or may be perceived to be compromised.

Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date and enclose this form in an envelope with your signature across the back flap to ensure confidentiality. **Return the sealed envelope to the applicant** to be included in his/her application package. Do not send it to the ABCFP directly. This may delay the application process. The information provided in this form is strictly confidential and for the ABCFP use only.

Applicant: _____
Last Name First Name

Reference: _____
Last Name First Name Prof. Designation Member #

Title

Company Name

Street Address

City Province Postal Code

Telephone Extension E-mail

1. I have known the applicant for a period of: _____
Months or Years
2. I have known or been associated with the applicant as his/her:
 Supervisor Colleague Employer Employee Instructor
3. Do you consider the applicant to be suitable for eventual registration as an: Accredited Timber Cruiser? Accredited Timber Evaluator?
 Yes No Acceptable with Reservations
4. If you answered No or Acceptable with Reservations in question three, please provide a brief but candid explanation (More space is provided on the following page. Attach additional sheets if necessary):

5. **Work Experience and Competency Level.** Please provide an indication of the applicant's work experience of which you have direct knowledge. The levels of accreditation identified below have been provided for you to indicate the amount of work experience the applicant has achieved while under your supervision or as your colleague. Levels 1 and 2 are entry and training levels with minimal job responsibilities and competencies. Levels 3 and 4 are formal levels of certification requiring specific job responsibilities and competencies as outlined in the cruiser's log (available on the Forms page: <https://abcfp.ca/WEB/ABC FP/Members/Forms/ABC FP/Forms.aspx?hkey=6d57d7e8-ee92-4e90-afec-cdb26eb0dd83>).

- | | Number of Months |
|--|------------------|
| <input type="checkbox"/> Level 1 - Compasser (entry level)
Applies to basic compassing and cruise data gathering under direct supervision | _____ |
| <input type="checkbox"/> Level 2 - Cruiser-in-Training (training level)
Performs basic cruise data gathering function under supervision | _____ |
| <input type="checkbox"/> Level 3 - Timber Cruiser (active cruiser)
Performs cruising function under minimal supervision | _____ |
| <input type="checkbox"/> Level 4 - Timber Evaluator (supervisory level)
Supervisory and/or training function, with broader technical expertise | _____ |

Certification

I recognize that under the *Foresters Act* a person commits an offence if he/she applies for membership by a false or fraudulent representation and that a person commits an offence who knowingly assists another person to apply for membership by false or fraudulent representation. I therefore certify that the information provided in this form is true to the best of my knowledge and belief.

Date	Signature of Reference	<div style="border: 1px solid black; background-color: yellow; padding: 2px 5px;">Print and then sign</div>
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ATC/ATE Professional Practice & Ethics Examination Study Guide



This is a study guide for new ABCFP associate members or enrolled members who are applying to become an ATC or an ATE so they can write the Accredited Timber Cruiser/Evaluator Professional Practice and Ethics Examination

Existing associate or registered members who are applying for cruising accreditation do not need to write this exam.

1. *Foresters Act* sections 2, 4, 13, 16.1, 20, 22

<https://abcfp.ca/WEB/ABCFP/ForestersAct>

2. Bylaws 6.9, 10, 11, 12

https://abcfp.ca/WEB/Files/ABCFP_bylaws.pdf?WebsiteKey=4b6af123-da4f-4a97-a963-579ada9e5955&=404%3bhttps%3a%2f%2fabcfp.ca%3a443%2fWEB%2fabcfp%2fFiles%2fABCFP_bylaws.pdf

3. Practice and Development, Continuing Competency, Self-Assessment link on the ABCFP website

https://abcfp.ca/web/ABCFP/Professional_Development/Self-Assessment.aspx

4. Code of Ethics Interpretive Guide for Bylaw 11

<http://member.abcfp.ca/web/Files/policies/guideline-ethics.pdf>

5. Standards of Professional Practice Interpretive Guide for Bylaw 12

http://member.abcfp.ca/web/Files/policies/guidelines_standards_professional_practice.pdf

ATC/ATE Professional Practice & Ethics Examination



This open book exam must be completed and submitted by enrolled members (FIT, TFT, TNRP) or **new ATC/ATE applicants** who are not already ABCFP members. Existing associate and registered members and Special Permit Holders do not need to write this exam. It must be submitted by new ABCFP members as part of the application process. There is no time limit to write the exam, it does not have to be invigilated, it is “open book” and new applicants should read the materials from the study guide to answer the questions. There are a total of 30 marks and you must get 24 marks to pass (80%).

For each question, select only one best answer or answers, unless instructed otherwise.

1. What class of member can receive a Certificate of Accreditation? (1 mark)

- Registered.
- Associate.
- Enrolled.
- Special Permit.
- All of the above.

2. What must be on the certificate of accreditation for an ATC or an ATE? (1 mark)

- The name of the province issuing the certificate.
- The title and designation of the certificate holder.
- The name and address of the certificate holder.
- Any limitation on practice of the certificate holder.
- The title, designation and limitation on practice of the certificate holder.

3. An ATC or an ATE (certificate holder): (1 mark)

- Must carry out cruising work within their limitation on practice only when it is designed by a registered member or special permit holder.
- May carry out cruising work within their limitation on practice independently.
- Must carry out cruising work within their limitation on practice under the direct supervision of a registered member or special permit holder.

4. An ATC or an ATE: (Check all that apply. 2 marks)

- Can independently carry out aspects of professional forestry work outside their limitation on practice.
- Can carry out aspects of professional forestry work outside their limitation on practice related to appraising or valuing forest land if the work is designed by a registered member or special permit holder.
- Can carry out aspects of professional forestry outside their limitation on practice if he or she is supervised by a registered member or a special permit holder.

5. Check off the titles that an associate member may use. (Check all that apply. 3 marks)

- Accredited Timber Cruiser.
- Accredited Timber Evaluator.
- Registered Forest Technologist.
- Trainee Forest Technologist.
- ABCFP Associate Member.
- Forester in Training.

6. In order to maintain competency an ATC/ATE must: (1 mark)

- Select a peer to carry out a review on his or her practice.
- Undergo a mandatory practice review every five years.
- Complete an annual self-assessment during the time of membership renewal.

7. An ATC/ATE can: (1 mark)

- Only serve on ABCFP committees and subcommittees that the Chief Executive Officer determines is appropriate for an ATC or an ATE.
- Serve on any committee of the ABCFP.
- Not serve on any committee of the ABCFP.

8. Check all statements that apply to an ATC or an ATE: (4 marks)

- Can vote on matters pertaining to any type of member.
- Is professionally accountable to the association.
- Can only vote on matters pertaining to associate membership as determined by council.
- Is not subject to the ABCFP discipline process.
- Is subject to the ABCFP discipline process as council determines is appropriate.
- Is eligible to apply for leaves of absence as council determines is appropriate.
- Is not eligible to apply for leaves of absence.

9. An ATC and an ATE is bound by provisions of: Check the best answer. (1 mark)

- The *Foresters Act*.
- Council resolution.
- The *Foresters Act* and Code of Ethics.
- The *Foresters Act*, Code of Ethics and Standards of Professional Practice.
- The *Foresters Act* and all applicable Bylaws which include the Code of Ethics and Standards of Professional Practice and council resolutions.

10. Which of the following four responsibilities in the Code of Ethics takes precedence when there is a conflict between these responsibilities? (1 mark)
- To the public.
 - To the profession.
 - To the client or employer.
 - To another member.
11. In your professional opinion, you disagree with a procedure outlined in a provincial manual. What should you do? (1 mark)
- Nothing, because you have a professional obligation to follow the manual.
 - Contact the author(s) of the manual and make enquires about making a manual revision.
 - Follow your professional opinion and proceed with your procedure instead of the manual's procedure.
12. You are an ATC/ATE and work for a major licensee. You are approached by a woodlot client to do some cruising on your own time because of your specialized expertise. You: (1 mark)
- Refuse the job because it is a conflict of interest.
 - Need to receive permission from your employer before proceeding with the extra work on your own time.
 - Take the job because you can use the extra money.
13. Your client/employer asks you to move or delete some cruise plots because it will make the stand volume less than the representative volume, thus providing a favourable stumpage assessment for the client/employer. What should you do? (1 mark)
- Follow instructions and move/delete the cruise plots to benefit your client/employer.
 - Refuse to move/delete the plots.
 - Explain to your employer that you cannot move or delete the plots for the reasons given because it goes against your professional obligations as well as the cruise manual.
14. Is it OK to submit an unusually low bid that includes low wages and many sacrifices in expenses and quality control during tough times? (1 mark)
- Yes, because times are tough and you need to keep the crews working.
 - No, because this is not a fair bid and it will negatively affect work quality.
15. If an ATE/ATC consultant is booked solid for work and is approached by a desperate client to do some cruising, the consultant can: (1 mark)
- Charge triple the going rate because he or she will have to hire extra staff.
 - Charge his or her regular rate.
 - Charge more than his or her regular rate so that extra hiring and supervision costs and expenses are covered plus allowing for reasonable profit.

16. To maintain competency an ATC or an ATE must: (1 mark)

- Become familiar with every new technological development.
- Keep abreast of developments and knowledge in his or her area of practice.
- Use the latest computer technology.

17. Intentionally refraining from reporting unprofessional conduct of an ABCFP member constitutes: (1 mark)

- Unprofessional conduct.
- Criminal negligence.
- No violation.

18. ABCFP members must consider the safety of: (1 mark)

- Fellow employees.
- Contract workers.
- Other members.
- Everyone.

19. ABCFP members are not professionally accountable for their actions outside working hours. (1 mark)

- True.
- False.

20. An ABCFP associate member can sign off: (1 mark)

- Important work documents.
- Client and public work documents.
- Professional work documents within their limitation on practice.
- Nothing.

21. If a reporter phones and asks for the results of a cruise that you did for a client in a controversial area, you: (1 mark)

- Inform the reporter that you cannot disclose confidential information.
- Hang up on the reporter.
- Give the information to the reporter because it is in the public interest.

22. An ATC/ATE is asked by a client to include something in the cruise that the ATC/ATE has not previously done. The ATC/ATE: (1 mark)

- Accepts the work and quickly learns how to do the assigned tasks.
- Declines the work because he or she is not competent to carry it out.
- Informs the client that he or she is not competent to carry out the work but could work under the supervision of an ATE who is competent if the client is willing to bear the extra cost.

23. You are an ATC/ATE at a public meeting where a registered ABCFP member publically states something about the volume and quality of a stand that is not true (mis-represents the facts). You: (1 mark)

- Stand up and say that you have knowledge about the stand and respectfully disagree with the registered member and then provide the facts.
- As above, and after the meeting you have a conversation with the registered member about possible professional misconduct (misrepresenting facts).
- Say nothing.
- Stand up and say that the registered member is lying and then state the facts.

24. A client phones and says that she is very pleased with the quality of work that your company did for her. The work was done by a co-worker but the client assumes that you did the work. You: (1 mark)

- Thank the client and take credit for the work because she doesn't know who did it.
- Thank the client and say that your co-worker deserves the credit for the high quality work.
- Thank the client, say that your co-worker deserves the credit for the high quality work and then pass the message on to the rest of the staff.