

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



# Silvicultural Accredited Surveyor Application Package

This package is for a non-member, an enrolled, registered or associate member, or a special permit holder applying for membership with the Association of BC Forest Professionals under the Silviculture Accredited Surveyor (SAS) route of entry.

# SAS Application

You can apply for an SAS designation if you have been accredited as a silviculture surveyor through the Ministry of Forests, Lands and Natural Resource operations and have recent silviculture surveying experience. This designation is for non-members as well as existing registered, enrolled and associate members and existing special permit holders. Once non-members are granted an SAS professional designation, they will become ABCFP associate members.

## Benefits of Membership

Once you are an associate member and have an SAS 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 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 SAS designation with the ABCFP, complete the attached SAS 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 SAS..

### 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 exams 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 recent experience to be an SAS and if the confidential work experience reports are in order. If the applicant does not have recent 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 be granted an SAS designation.

## Questions?

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

Association of BC Forest Professionals - Registration Department

E-mail: [info@abcfp.ca](mailto:info@abcfp.ca)

Website: [abcfp.ca/web](http://abcfp.ca/web)

## Forms Included in This Package

This package includes all the forms necessary to apply for membership with the ABCFP under the SAS 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)
- SAS 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 proof of being accredited as a silviculture surveyor through the Ministry of Forests, Lands and Natural Resource operations and photocopies of all relevant academic records and certificates, if completed.

## Mail Completed Applications to:

Registration Department

Association of BC Forest Professionals

602-1281 West Georgia Street

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.**

# SAS 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 of 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 silviculture survey related work and volunteer experience?

## 4. Indictable Offence Declaration

- Have you completed and signed your Indictable Offence Declaration?

## 5. Confidential Work Experience Reports (Submit two)

- 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. Proof of Accreditation

- Have you enclosed proof of your silviculture survey accreditation from the Ministry of Forests, Lands and Natural Resource Operations (FLNRO)?

## 7. SAS Professional Practice and Ethics Examination

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

- Have you included your completed SAS 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 two separate payments or credit card information, one for your application fee, the second for your membership fee? Have you included all applicable taxes? Your membership fee will not be processed until you have been approved for membership.

# Application for Membership



## 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:

country

Date of Birth:

(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

## Silviculture Surveyor Accreditation (enclose proof of silviculture survey accreditation from FLNRORD)

Accreditation Course Provider

Completion Date

Location

Accreditation Number

**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
3.	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
4.	Institution Name	Province/State, Country	Course Name

**Elected or Appointed Silviculture Committee Positions**

1.	Committee Name	Position	Year
2.	Committee Name	Position	Year
3.	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](http://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 is 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, Association of BC Forest Professionals, 602-1281 West Georgia Street, Vancouver, BC V6E 3J7, by phone at 604.331.2329 or by e-mail at [admissions@abcfp.ca](mailto: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 silviculture survey 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)
<b>Specific Duties Performed</b>			

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



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 #

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 accreditation as a Silvicultural Accredited Surveyor?  
 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):  
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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.

	Number of Months
<input type="checkbox"/> Non-accredited silviculture survey experience	_____
<input type="checkbox"/> Accredited silviculture survey experience	_____

**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.

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Date	Signature of Reference	<b>Print and then sign</b>
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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 #

\_\_\_\_\_

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 accreditation as a Silvicultural Accredited Surveyor?  
 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):  
\_\_\_\_\_  
\_\_\_\_\_  
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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.

- |  | Number of Months |
|--|------------------|
| <input type="checkbox"/> Non-accredited silviculture survey experience | _____            |
| <input type="checkbox"/> Accredited silviculture survey experience     | _____            |

**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

Print and then sign

# SAS Professional Practice & Ethics Examination Study Guide



This is a study guide for new ABCFP members who are applying to become an SAS so they can write the Silvicultural Accredited Surveyor Professional Practice and Ethics Examination.

Existing associate or registered members who are applying for an SAS designation do not need to write this exam.

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

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

**2. Bylaws 6.9, 10, 11, 12**

[https://abcfp.ca/WEB/ABCFP/About\\_Us/Governance/Bylaws/ABCFP/Governance/Bylaws.aspx?hkey=0db6b02e-85c6-46b9-b827-58770f97b645](https://abcfp.ca/WEB/ABCFP/About_Us/Governance/Bylaws/ABCFP/Governance/Bylaws.aspx?hkey=0db6b02e-85c6-46b9-b827-58770f97b645)

**3. Self-Assessment page on the ABCFP website**

[https://abcfp.ca/web/ABCFP/Professional\\_Development/Self-Assessment.aspx](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](http://member.abcfp.ca/web/Files/policies/guidelines_standards_professional_practice.pdf)

# SAS Professional Practice & Ethics Examination

This open book exam must be completed and submitted by enrolled members (FIT, TFT, TNRP) or **new SAS 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 a SAS? (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. A SAS (certificate holder): (1 mark)**

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

**4. A SAS: 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.
- Silvicultural Accredited Surveyor.
- Registered Forest Technologist.
- Trainee Forest Technologist.
- ABCFP Associate Member.
- Forester in Training.

6. **In order to maintain competency a SAS 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. **A SAS can:** (1 mark)

- Only serve on ABCFP committees and subcommittees that the Chief Executive Officer determines is appropriate for a SAS.
- Serve on any committee of the ABCFP.
- Not serve on any committee of the ABCFP.

8. **Check all statements that apply to a SAS:** (4 marks)

- Can vote on matters pertaining to any type of member.
- Is professionally accountable to the association.
- 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. **A SAS is bound by provisions of the: 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 a SAS and work for a major licensee. You are approached by a woodlot client to do some silviculture surveying 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 silviculture survey plots because it will make the preferred plus acceptable stocking closer to target standards. What should you do? (1 mark)**

- Follow instructions and move/delete the 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 silviculture survey 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 a SAS consultant is booked solid for work and is approached by a desperate client to do some silviculture survey work, 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 a SAS 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 silviculture survey 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. A SAS is asked by a client to include something in the silviculture survey that the SAS has not previously done. The SAS: (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 appropriate professional who is competent if the client is willing to bear the extra cost.

**23. You are a SAS at a public meeting where a registered ABCFP member publically states something about the stocking of a cut block 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