

RFT Application 1

Route of Entry: Trainee Forest Technologist

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This application package is for RFT applicants applying for the Trainee Forest Technologist (TFT) route of entry. If you are unsure whether you qualify for this route of entry, refer to the Routes of Entry page of our website (www.abcfp.ca) or contact the registration department directly.

Forms Included in this Package

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

- Application for Membership
- Work History
- Indictable Offence Declaration
- Sponsor Agreement
- Confidential Sponsor Report
- Confidential Character Reference (2)
- Application and Membership Fees Chart

Mail your completed application to the registration department. Only hard copies will be accepted. Digital or faxed applications will not be accepted.

What's Next?

Once your application has been assessed by the board of examiners, the registration department will provide you with instructions on the next steps in the enrolment process. *Refer to Enrolment Policy* for complete details on the application and enrolment process. This policy is available on the Entering the Profession page of the website (www.abcfp.ca).

Questions?

Contact the registration department if you have any questions about the application process.

Registration Department
Association of BC Forest Professionals
330 - 321 Water St
Vancouver, BC V6B 1*8
Tel: (604) 687-8027 Fax: (604) 687-3264
E-mail: admissions@abcfp.ca
Website: www.abcfp.ca

TFT 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. **DO NOT SUBMIT FORMS SEPARATELY.** Mail completed applications to the registration department. **FAXED OR DIGITAL FORMS WILL NOT BE ACCEPTED.**

1. Application for Membership

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

2. Work History

- Have you completed the Work History?
- Does it include all of your forestry related work and volunteer experience?
- Have you signed the Work History form?

3. Official Transcripts

A transcript or letter is **ONLY** official if it is an original document published by the institution, states that your diploma has been conferred and is received in its original sealed envelope.

- Have you included official transcripts for all degrees and/or diplomas conferred?
- Are your transcripts in an envelope sealed by the institution?

4. Indictable Offence Declaration

- Have you completed and signed your Indictable Offence Declaration?
- Have you sealed the declaration in an envelope marked PERSONAL AND CONFIDENTIAL?

5. Sponsor Agreement

- Are you and your Sponsor aware of your obligations?
- Have you signed the Sponsor Agreement?
- Has the Sponsor Agreement been signed and sealed or stamped by your Sponsor?

6. Confidential Sponsor Report

- Have you obtained a Confidential Sponsor Report from your Sponsor?
- Has it been sealed in an envelope by your Sponsor and signed across the flap?

7. Confidential Character Reference

A Confidential Character Reference can be supplied by anyone who has known you for more than six months and can attest to your character except for family members and sponsors who may represent a conflict of interest.

- Have you obtained **two** Confidential Character References?
- Have they been sealed in an envelope by your Confidential Character References and signed across the flap?

8. Application & Membership Fees

Refer to the Application and Membership Fees form.

- Have you enclosed two separate payments, one for your application fee and the second for your membership fee, including all applicable taxes? Your membership fee will not be processed until you have been approved for membership.

Memberships

1. Are you currently a member of the ABCFP?

Yes No

2. If yes, under which membership category?

FIT FP TFT RFT RPF SP

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

Yes No

4. If yes, under which membership category?

FIT FP TFT RFT RPF SP

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

Yes No

If yes, please specify:

Education History

List degrees/diplomas obtained starting with the most recent. Attach a separate sheet if additional space is required. Include all official transcripts with your application package.

1. _____
Institution Name

Province/State, Country

Program Name

3. _____
Institution Name

Province/State, Country

Program Name

2. _____
Institution Name

Province/State, Country

Program Name

4. _____
Institution Name

Province/State, Country

Program Name

Privacy Statement

The *Freedom of Information and Protection of Privacy Act* does not allow the ABCFP to release a member's home address without consent. The ABCFP publishes an online membership directory for its members (www.abcfp.ca). 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 they apply for membership by 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

Membership Fees

Applicant's Last Name

Applicant's First Name

Applicant's 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: \$ _____

Membership fee enclosed: \$ _____

Credit Card Number

Expiry Date

Name on Card

Signature of Cardholder

Work History



A Work History must be completed by all applicants for membership in the ABCFP. Provide a detailed account of all forestry related work and volunteer experience. Refer to the *Forest Technologist Transitional Policy* to determine minimum requirements for membership. 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) |
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| Start (dd/mm/yy) | End (dd/mm/yy) | Employer & Location(s) | Position (job title/project name) |
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| Specific Duties Performed | | | |
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| Start (dd/mm/yy) | End (dd/mm/yy) | Employer & Location(s) | Position (job title/project name) |
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| Start (dd/mm/yy) | End (dd/mm/yy) | Employer & Location(s) | Position (job title/project name) |
|----------------------------------|-------------------|------------------------|-----------------------------------|
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| Specific Duties Performed | | | |
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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

Indictable Offence Declaration



All applicants 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.

Bylaw 15 provides that council may direct that a member be removed from the register if he/she has been convicted of an indictable offence either in British Columbia or elsewhere.

Bylaw 15 reads as follows:

- 15.1. On conviction in British Columbia or elsewhere for an indictable or such other serious criminal offence, council may summarily;
 - 15.1.1. Suspend or rescind the membership of a member so convicted; or
 - 15.1.2. Place terms and restrictions on that member's continued membership as deemed appropriate by council given the individual circumstances of the case.
- 15.2. Council may reject an application for any applicant known to have been convicted in British Columbia or elsewhere for an indictable or such other serious criminal offence.

Name of Applicant: _____
Last Name First Name Middle Initial

1. Have you been convicted of an indictable offence in Canada?

Yes No

2. Have you been convicted of a serious offence in a country other than Canada?

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: _____

(d) A copy of the judgment rendered, if available, enclosed in a separate and sealed envelope marked PERSONAL AND CONFIDENTIAL.

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

Date Signature of Applicant

Articling Agreement



This agreement must be completed by both the applicant for membership as a Trainee Forest Technologist (TFT) and his/her sponsor. Sponsors cannot be a family member and must be registered with the ABCFP as an RPF or an RFT.

Before signing this agreement read the *Articling Policy*, available on the ABCFP website (www.abcfp.ca), for complete details on the obligations of the enrolled member and the sponsor during the articling period.

Once this form has been completed, include it as part of your membership application package.

I, _____, agree to act as the sponsor for _____.

By affixing our signatures to this agreement we confirm that:

1. I, _____, as the enrolled member assume primary responsibility to ensure that I maintain a strong relationship and frequent contact with my sponsor and gain the necessary exposure to the practice areas outlined in the *Articling Policy* (dated for reference May 2007).
2. I, _____, as the sponsor assume responsibility for overseeing the growth and development of the enrolled member towards registration and the work that the enrolled member does during his/her articling period.
3. We have read and understood the ABCFP *Articling Policy*.
4. We agree to be bound by the mutual obligations and duties outlined in the *Articling Policy*.

Signatures

Sponsor Signature _____ Sponsor Stamp or Seal _____

Signature of Applicant _____

Dated this _____ day of _____, 20_____.

Obligations

The sponsor and enrolled member relationship is one of mutual obligation built on trust. Each party shares a joint obligation to ensure that the enrolled member only practises under supervision of an active RPF or RFT in good standing, consistent with the ABCFP Bylaws.

Enrolled Member (Trainee Forest Technologist)

Upon signing the Articling Agreement, the enrolled member undertakes to:

- Follow the requirements of the *Articling Policy*;
- Provide the sponsor and the ABCFP with the name of the active RPF or RFT supervising his/her work (if it is someone different than the sponsor);
- Utilize only the designation of TFT as described in the *Foresters Act* and ABCFP Bylaws;
- Work with the sponsor to develop a personalized Professional Development Plan as described in Section 5 of the *Articling Policy*;
- Keep and maintain an Enrolled Member Practice Diary, which records work undertaken and progress towards completion of the Professional Development Plan. Refer to Appendix IV of the *Articling Policy* for more details;
- Obtain a broad exposure to the practice of forest technology in preparation for registration, including (but not limited to) exposure to each of the practice areas identified in Appendix II of the *Articling Policy*;
- Meet with the sponsor regularly (in person or otherwise) to discuss work undertaken, professional development and the progress towards achieving the Professional Development Plan goals/outcomes;
- Complete any outstanding requirements for registration; and,
- Prepare for the registration exam.

Sponsor

Sponsors are accountable for overseeing the development of enrolled members. When sponsors sign the Articling Agreement, they are making a commitment to:

- Follow the requirements of the *Articling Policy*;
- Mentor and guide enrolled members through their articling period and the registration examination process;
- Ensure enrolled members are aware of and practise in accordance with the *Foresters Act* and the ABCFP Bylaws;
- Ensure enrolled members only engage in practice under the supervision of active RPFs or RFTs in good standing;
- Work with enrolled members to develop their Professional Development Plans as described in Section 5 of the *Articling Policy*;
- Ensure enrolled members only take on work appropriate for their experience and stage of professional development;
- Meet with enrolled members regularly (in person or otherwise) to discuss work undertaken, professional development and their progress towards achieving their Professional Development Plan goals/outcomes, and to otherwise satisfy themselves that the enrolled members are proceeding as planned (as described more fully in Section 5 of the *Articling Policy*);
- Assist enrolled members in broadening their experience and knowledge in the practice of professional forestry by guiding them towards opportunities to work, accompany or observe other practitioners and/or areas of professional forestry practice;
- Assess enrolled members' exposure to and understanding of each of the relevant practice areas appropriate to their designation identified in Appendix II of the *Articling Policy*;
- Help enrolled members prepare for their registration examinations; and,
- Submit annual assessments of enrolled members' progress by the dates requested by the ABCFP and provide a final evaluation of enrolled members at the end of the enrolment period.

Confidential Sponsor Report



An applicant for membership as a Trainee Forest Technologist with the ABCFP has asked that you act as his/her sponsor while in the articling period before becoming a Registered Forest Technologist. To act as a sponsor, you cannot be related to the applicant by blood or marriage and you must be registered with the ABCFP as an RPF or RFT. Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date, stamp, seal 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. The information provided in this form is strictly confidential and for ABCFP use only. Do not send to the ABCFP directly. This may delay the application process.

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 Employee Employer Instructor
 Other: _____

3. Do you consider the applicant to be suitable for eventual registration as a Registered Forest Technologist?
 Yes No Acceptable with Reservations

4. If you answered **No** or **Acceptable with Reservations** in question three, please provide a brief but candid explanation:

I recognize that under the *Foresters Act* a person commits an offence if they apply 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 Sponsor

Affix
Seal Or Stamp Here

Confidential Character Reference (1)



An applicant for membership with the ABCFP has asked that you provide them with a Confidential Character Reference. You may provide a Confidential Character Reference if you have known the applicant for more than six months and can attest to their character. You cannot supply a character reference if you are a family member or this applicant's sponsor.

Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date, stamp, seal 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. The information provided in this form is strictly confidential and for ABCFP use only. Do not send to the ABCFP directly. This may delay the application process.

Applicant: _____
 Last Name First Name

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

Street Address _____

City Province Postal Code
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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
 Other: _____

3. Do you consider the applicant to be suitable for eventual registration as a Registered Forest Technologist?
 Yes No Acceptable with Reservations

4. If you answered **No** or **Acceptable with Reservations** in question three, please provide a brief but candid explanation:

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 Date Signature of Reference

Confidential Character Reference (2)



An applicant for membership with the ABCFP has asked that you provide them with a Confidential Character Reference. You may provide a Confidential Character Reference if you have known the applicant for more than six months and can attest to their character. You cannot supply a character reference if you are a family member or this applicant's sponsor.

Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date, stamp, seal 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. The information provided in this form is strictly confidential and for ABCFP use only. Do not send to the ABCFP directly. This may delay the application process.

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
 Other: _____

3. Do you consider the applicant to be suitable for eventual registration as a Registered Forest Technologist?
 Yes No Acceptable with Reservations

4. If you answered **No** or **Acceptable with Reservations** in question three, please provide a brief but candid explanation:

I recognize that under the *Foresters Act* a person commits an offence if they apply 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

Application & Membership Fees

Your application package must include two separate payments, one for the application fee and the second for your membership fee. Your application fee covers the processing of your application and is non-refundable. The membership fee covers your annual membership and will only be processed if your application has been accepted. The fee calculation charts below list the application and membership fees that apply to each category of membership. You can pay your fees by cheque, Mastercard, Visa, or money order.

Application Fees

| Membership Category | Application Fee | HST | Total Payment |
|-----------------------------|-----------------|---------|---------------|
| Trainee Forest Technologist | \$110.00 | \$13.20 | \$123.20 |

Membership Fees

| Membership Category | Application Date | Membership Fee | HST | Total Payment |
|-----------------------------|-------------------|----------------|---------|---------------|
| Trainee Forest Technologist | Dec. 1 - Feb. 29 | \$241.89 | \$29.03 | \$270.92 |
| | Mar. 1 - May 31 | \$181.42 | \$21.77 | \$203.19 |
| | Jun. 1 - Nov. 30* | \$120.95 | \$14.51 | \$135.46 |

*The association's fiscal year runs from December 1 to November 30. Members are invoiced the first week of October each year for their upcoming annual membership fees. The membership fee you submit with your application package applies only to the current fiscal year, therefore, if you apply for membership late in the year (October/November) and are approved, you will be invoiced immediately your membership fee for the upcoming fiscal year.