

# Special Permit-Limited Licence Flowchart



## Process Flowchart

Below is a process flowchart for granting limited licences to practice professional forestry individuals who do not have the training required of a Registered Professional Forester or a Registered Forest Technologist and where the applicant meets the conditions as set out in the ABCFP bylaws.

### Step 1

According to Bylaw 5.18, The applicant must: a) be of good character and repute; b) have a science degree in a discipline and from a university program approved by council, a diploma from a college program or other academic qualification approved by council, or have other qualifications acceptable to council; and c) have five (5) years of experience in forestry work satisfactory to council. The experience requirement may include up to a maximum of three (3) years spent in obtaining post-secondary academic education acceptable to council. At least the last two (2) years' experience must have been gained from working within the area of the practice of professional forestry to which the limited licence is to apply, one (1) year of which must have been within British Columbia.

### Step 2

The applicant must submit a completed application for a limited licence. The application must contain:

1. an accurate description of the work (duties and responsibilities) in the Intended Scope of Practice form which must be signed off by two (2) guarantors who are ABCFP registered members;

2. a sample work product to demonstrate the applicant has done and can successfully undertake the work described in the limited licence.

3. Two Confidential Work History References each of which must be signed off by an ABCFP registered member who is competent in the area of practice identified in the application for the limited licence and who can verify that the applicant has the skills and abilities required for the work described.

Two Confidential Character References who may not necessarily be ABCFP members, who can vouch for the applicant's character and are not family members.

### Step 3

The application will be reviewed by ABCFP and a teleconference interview with the applicant and guarantors and/or a field review will be conducted to assess whether the applicant has skills and abilities to perform the work described in the intended scope of practice and/or draft limited licence.

### Step 4

If the applicant qualifies for a limited licence and is not a registered member, an exam will be administered to test the applicant's understanding of professional obligations under the *Foresters Act* and ABCFP bylaws.

### Step 5

If application is approved then applicant pays the fees and the limited licence is granted.

## Questions?

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

Registration Department  
Association of BC Forest Professionals  
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