

BACKGROUND INFORMATION

A. General Information

Contact Information

Date Completed:

Contact Information: First Name

Last Name

Designation

Address:

City:

Province:

Postal Code:

Phone:

E-mail:

Reasons for Deferral

1. Are there any reasons why the Practice Review should be deferred (e.g. medical condition, bereavement, disaster)?

Scope of Practice

1. What are the areas of professional practice within your main job responsibilities?

2. How much of your time (%) is currently spent practising professional forestry as per Section 1 of the *Foresters Act*, Bylaws 6.1 and 6.2 and the Guidelines on the Scope of Practice for Registered Forest Technologists?

B. Preparation for On-Site Practice Review Information

Education and Work History

1. Outline your post-secondary education (diplomas, degrees).

2. List your continuing education activities for the past two years (e.g. courses, workshops, conferences, seminars, committees, presentations).

3. List the ABCFP guidance papers you have read over the past year as found on the ABCFP website under the menu items Regulating the Profession, Policies and Guidelines.

4. Outline your complete work history.

5. List any technical/professional affiliations you belong to both in and outside BC.

Employment Information

1. Employer: _____ Title: _____ Time in current position: _____

2. List your previous employer and the position you held.

3. Provide the name, title and contact information of an individual of authority (if appropriate) in your organization who the reviewer may contact.

Continuing Competency

1. During the on-site practice review, you will need to provide your self-assessments and professional development plans from the previous three years.

Area of Practice

1. How does your previous experience enable you to practise in your current area?

2. Provide a list of representative projects or professional work products you have worked on over the past two years.

Maintenance of Records

1. Describe how you maintain adequate files for the administration, management and performance of your work, as it relates to your professional duties.

Quality Assurance

1. How many of your work products over the past two years, listed above, have you signed and sealed or stamped?

2. Do you delegate or contract out any work to others? Yes No
If so, specify your level of supervision and quality control.

3. Briefly describe the due diligence process you use to carry out your professional work.

4. If they are not confidential, would you be able to provide the results and follow-up actions of any audits which affected your professional practice? (These audits would only be studied if a technical review were carried out.)

Yes No

Access to Resources

1. Please provide a list of technical resources available to you in order to carry out your work (e.g. books, manuals, procedures, policies, computer or web resources, software technical standards, mentors, specialists).