

TIME

TO

RENEW

Your Practice Makes a Difference. Be Sure to Renew Your Membership On Time.

There are three steps to renew membership for:

- Active RPFs or RFTs
- Associate Members
- Transferring Forest Professionals
- Limited Licensees

Step 1 Submit your 2011 Self-Assessment Declaration or Declaration of Non-Practise.

Step 2 Notify the ABCFP if there has been a change in your Indictable Offence status.

Step 3 Pay your fees.

There are only two steps to renew membership for:

- FITs or TFTs
- Retired Members
- Special Permit Holders
- Registered Members on LOA

Step 1 Notify the ABCFP if there has been a change in your Indictable Offence status.

Step 2 Pay your fees.

Your membership will not be renewed until you have completed all of the required steps.

How to renew your membership

Renew online

The quickest and easiest way to renew your membership is to complete all the steps online. There is a link to the Online Membership Renewal page right on the Home page of the website and on the renewal notice sent to you on September 30th.

Renew by mail, fax or in person

You can also renew your membership by mail, fax or in person by downloading the forms available on the Steps to Renew page of the website (click on Members' Area, My Membership and Steps To Renew).

Membership renewal deadlines have changed

Membership Renewal Process	Old Deadlines	NEW DEADLINES
A membership renewal notice is sent to each member.	October 1 st	OCTOBER 1ST
Annual fees are due AND, where applicable, self-assessment declarations or declarations of non-practise are also due.	January 31 st	DECEMBER 1ST
Administrative fee of \$50 plus HST is added to the fees of members who have not paid their annual fee AND/OR, where applicable, have not submitted their self-assessment declarations or declarations of non-practise. Notices will be sent to those members affected.	February 1 st	DECEMBER 2ND
Final deadline for membership renewal.	March 31 st	JANUARY 31ST
Any members who have not renewed will be struck from the register and notified accordingly soon thereafter.	April 1 st	FEBRUARY 1ST

Self-Assessment and Declaration of Non-Practise FAQs

When is my Self-Assessment Declaration or Declaration of Non-Practise due?

Your declaration is due on December 1, 2011. If you submit your declaration after December 1, 2011, additional charges will be applied to your membership renewal fee.

What happens if I don't make either declaration?

If you fail to either pay your membership fees or complete your declaration by January 31, 2012, you will no longer be allowed to practise forestry in BC.

Can I submit my Self-Assessment Declaration or Declaration of Non-Practise online?

Yes, you can do it online! There is a link to the Online Membership Renewal page right on the Home page of the website.