

RPF Application Package

This membership application package is for the following routes of entry:

- (1) Forester in Training (FIT)
- (2) Allied Science Forester in Training (ASFIT)
- (3) Transferring Professional Forester (special permit)

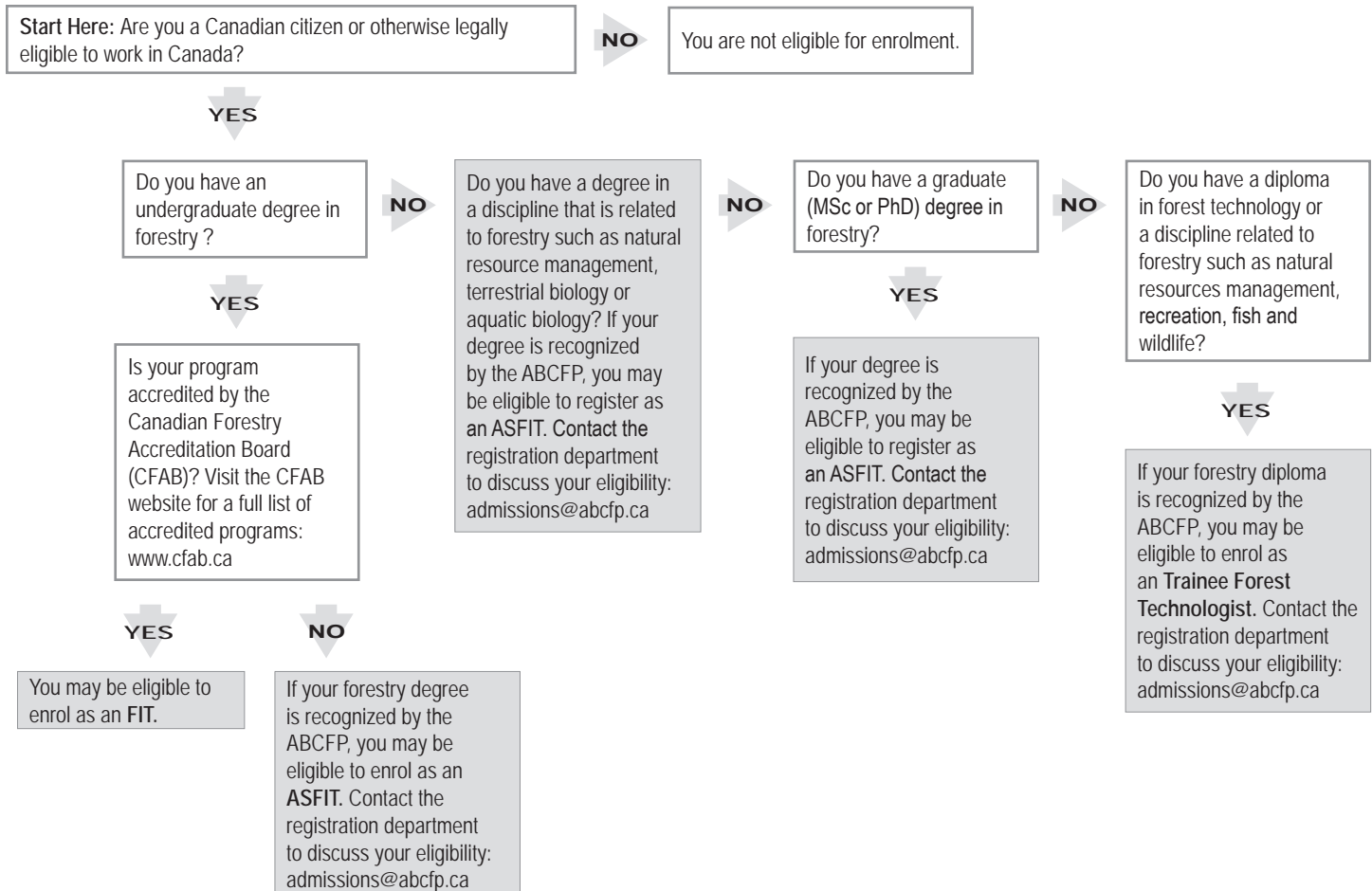
Become a Registered Professional Forester

Are You Eligible?

You must be a registered member with the Association of BC Forest Professionals (ABCFP) to practise professional forestry in BC. The ABCFP is the registering and regulatory body for BC's forest professionals, including Registered Professional Foresters (RPFs) and Registered Forest Technologists (RFTs).

The primary routes of entry for becoming an RPF in BC are to enrol first as a Forester in Training (FIT) or an Allied Science Forester in Training (ASFIT). Refer to the flowchart below to determine if you are eligible to enrol under one of these routes of entry.

Eligibility Flowchart



Are You Registered to Practice Forestry in Another Canadian Jurisdiction?

If you are a professional forester practising in another Canadian jurisdiction, you may be eligible to apply for special permit registration under the Transferring Professional Forester route of entry. Refer to the *Registration Policy*, available on our website (www.abcfp.ca), for full details on eligibility requirements.

Benefits Of Membership*

Once you have become registered as an RPF, you:

1. Are eligible to practise forestry in BC.
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 council and committees.
5. Are eligible to vote during council and bylaw elections 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.

*If your special permit application as a Transferring Professional Forester is granted, you will receive certain rights of title and either full or partial rights of practice.

How Do I Apply?

To apply for membership with the ABCFP under the Forester in Training, Allied Science Forester in Training or Transferring Professional Forester (special permit) routes of entry, complete the attached RPF Application Package.

Application Process

Application received in the association office.	
Step 1: Check for eligibility.	
if eligible	
Step 2: Check for completeness.	If not complete, your application will be placed in a pending file and you will be sent an e-mail detailing what is missing.
if complete	
Step 3: Work experience anniversary date is set and application is sent to the board of examiners for approval.	If not approved, the registration department will work with you to see if deficiencies can be addressed.
if approved	
Step 4: Application is approved by council.	
if approved	
Step 5: Granted member status as an FIT, ASFIT or Transferring Professional Forester.	
Step 6: FITs and ASFITs must complete an articling period. All of the requirements of the articling period must be met before you are eligible to write the registration exam. Transferring Professional Foresters are not required to complete an articling period and can write the registration exam at the first available opportunity. Refer to the Registration Policy, available on the website (www.abcfp.ca), for complete details.	If these requirements are not met within the allotted time, you may be removed from the association's register.
Step 7: Write the RPF registration exam.	
on successful completion	
Step 8: Approved by council and granted registered member status as a RPF.	

Questions?

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

Registration Department
 Association of BC Forest Professionals
 Tel: 604.687.8027 Fax: 604.687.3264
 E-mail: admissions@abcfp.ca Website: www.abcfp.ca



Application

This application package is for RPF applicants applying under the following routes of entry:

- (1) Forester in Training (FIT)
- (2) Allied Science Forester in Training (ASFIT)
- (3) Transferring Professional Forester (special permit)

If you are unsure which route of entry under which you are qualified to apply for membership, refer to the *Registration Policy* available on our website (www.abcfp.ca) or contact the registration department directly.

Forms Included in This Package:

The information you submit with your application will depend on your 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
- Articling Agreement
- Confidential Sponsor Report
- Confidential Character Reference (2)

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 *Registration 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 1B8
Tel: 604.687.8027 Fax: 604.687.3264
E-mail: admissions@abcfp.ca
Website: www.abcfp.ca

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.**

Step 1: 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. Official transcripts

A transcript or letter is **ONLY** official if it is an original document issued by the relevant academic institution, states that your degree or diploma has been conferred and is received by the ABCFP in its original sealed envelope. If you attended an academic institution outside Canada, you may be required to submit a comprehensive evaluation of your transcripts. Please contact the registration department for further guidance.

- Have you asked the academic institution to have your official transcripts for all relevant degrees/diplomas conferred to be sent directly to the ABCFP?

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 related work and volunteer experience?

4. Indictable Offence Declaration

- Have you completed and signed your Indictable Offence Declaration?

5. Confidential Character References

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

6. Application and membership fees

Refer to the Fees page of the website..

- Have you enclosed two separate payments, one for your application fee and 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.

Step 2: Submit additional information:

If you are applying under the Forester in Training or Allied Science Forester in Training route of entry, you must also submit:

1. Articling Agreement

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

2. Confidential Sponsor Report

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

If you are applying under the Transferring Professional Forester route of entry, you must also submit:

1. A letter from the professional organization from which you are transferring

- Does this letter confirm that you are currently a member in good standing?
- Have you included this letter in your application package?

Application for Membership



Membership Category

I would like to apply for membership under the following category (choose one) :

- Forester-in-Training (FIT) Allied Science Forester-in-Training (ASFIT) Transferring Professional Forester

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) Yes No Metis Inuit

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

Memberships

1. Are you currently a member of the ABCFP?

Yes No

a. If yes, under which membership category?

FP TFT RFT

Other _____

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

Yes No

c. If yes, under which membership category?

FIT FP TFT RFT

Other _____

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). Important: transcripts must be sent directly from the issuing academic institution to the ABCFP. Provide date when transcripts were requested.

1.	_____	_____
	Institution Name	Province/State, Country
	_____	_____
	Program Name	Date When Transcripts Were Requested
2.	_____	_____
	Institution Name	Province/State, Country
	_____	_____
	Program Name	Date When Transcripts Were Requested
3.	_____	_____
	Institution Name	Province/State, Country
	_____	_____
	Program Name	Date When Transcripts Were Requested
4.	_____	_____
	Institution Name	Province/State, Country
	_____	_____
	Program Name	Date When Transcripts Were Requested

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 (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

Print and then sign

Application and 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 application and membership fees that apply to each category of membership are available on the Fees page of the website. 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

Credit card information: Visa

Charge my credit card for the full amount

MasterCard

Application fee enclosed: \$ _____

Membership fee enclosed: \$ _____

Credit Card Number

Expiry Date (mm/yy)

Name on Card

Signature of Cardholder

Print and then sign

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 *Registration 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)
Specific Duties Performed			

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			

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 for membership in the ABCFP are required to complete an Indictable Offence Declaration. Once you have completed this form, include it with your membership application package. Once you have been granted membership in the ABCFP, you are also required to notify the ABCFP if your indictable offence status changes at any time while you are a member.

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.

_____	_____	_____
Last Name	First Name	Member #

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: _____

(d) A copy of the judgment rendered, if available: _____

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

Print and then sign

ABCFP Office Use Only
Received: _____

Articling Agreement



The following form of agreement will be entered into by the sponsor and enrolled member at the beginning of the relationship and each time an enrolled member changes sponsors.

I, _____, agree to act as the sponsor for _____ FIT/FP/TFT.

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*.

(2) I, _____, as the sponsor assume responsibility for overseeing the growth and development of the enrolled member towards registration and the experience that the enrolled member gets during his/her articling period.

a) I agree to inform the ABCFP forthwith should I become aware that the enrolled member may not be meeting his/her obligations under the ABCFP *Articling Policy*.

b) I agree to complete the Confidential Sponsor Report to be submitted with the enrolled member's examination application.

(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 _____

Print and then sign

FIT/FP/TFT Signature _____

Print and then sign

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 (Forester in Training or Allied Science Forester in Training)

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 supervising his/her work (if it is someone different than the sponsor);
- Utilize only the designation of FIT 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 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 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;
- Monitor the enrolled members progress towards meeting their articling requirements. Periodically review the enrolled members practice diaries and verify that the enrolled members are meeting the specifications of their Professional Development Plan;
- Notify the ABCFP registration department immediately about any problems or concerns that enrolled members may not be meeting the specifications of their Professional Development Plan or not properly preparing to become a fully registered members of the ABCFP; and
- Sign and seal the Confidential Sponsor's Report as part of the Enrolled Members Examination Application package when enrolled members successfully complete their articling requirements.

Confidential Sponsor Report

An applicant for membership as a Forester in Training or Allied Science Trainee Forester in Training with the ABCFP has asked that you act as his/her sponsor during his/her articling period with the ABCFP. Refer to the *Articling Policy*, available on the ABCFP website (www.abcfp.ca) for more details about your obligations as a sponsor.

To act as a sponsor, you must be registered with the ABCFP as an RPF, and you cannot be related to the applicant by blood or marriage. Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date, stamp, seal and enclose it 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 as this may delay the application process. The information provided in this form is strictly confidential and for 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 Employee Employer Instructor
 Other: _____

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

4. If you answered **No** or **Acceptable with Reservations** in question three, please provide a brief but candid explanation (use the back of this form if necessary):

Certification

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

Print and then sign

Affix
Seal Or Stamp Here

Confidential Character Reference (1)



An applicant for membership with the ABCFP has asked that you provide him/her 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 his/her 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. 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 ABCFP use only.

Applicant: _____
Last Name First Name

Reference: _____
Last Name First Name Prof. Designation Member #
(if applicable)

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 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 Professional Forester?
 Yes No Acceptable with Reservation
4. If you answered **No** or **Acceptable with Reservation** in question three, please provide a brief but candid explanation (attach additional sheets if necessary).

Certification

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

Print and then sign

Confidential Character Reference (2)



An applicant for membership with the ABCFP has asked that you provide him/her 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 his/her 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. 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 ABCFP use only.

Applicant: _____
Last Name First Name

Reference: _____
Last Name First Name Prof. Designation Member # (if applicable)

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 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 Professional Forester?
 Yes No Acceptable with Reservation

4. If you answered **No** or **Acceptable with Reservation** in question three, please provide a brief but candid explanation (attach additional sheets if necessary).

Certification

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 Print and then sign