

Note: the section of this document referring to enrolment has been repealed and is no longer valid. Please refer to its replacement, *Enrolment Policy* (released in August 2006), available on the Policies and Guidelines page of the website ([www.abcfp.ca](http://www.abcfp.ca)).

ASSOCIATION OF BRITISH COLUMBIA  
PROFESSIONAL FORESTERS

# Enrolment, Registration and Membership

# Policy



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Effective December 1, 1999

This policy, passed by council resolution dated June 25, 1999 replaces the Enrolment and Registration Guidelines. It should be read in conjunction with the *Foresters Act* and Association Bylaws, under which authority this policy is issued.



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# 1. ENROLMENT POLICY

## 1.1. Introduction

### 1.1.1. Legislative Mandate

The *Foresters Act* defines professional forestry and limits its practice to members of the Association of British Columbia Professional Foresters (the Association or ABCPF). Section 14 of the *Foresters Act* outlines the requirements for registration as follows:

14(1) *The council, on payment of the examination and registration fees, must admit to registered membership as a professional forester an applicant who passes the examinations set by the council, and the Registrar must enter the applicant's name in the register, on submission by the applicant of evidence satisfactory to the council that the applicant*

- (a) *has graduated from an institution of learning approved by the council, and has passed the examinations in the courses approved or specified by the council,*
- (b) *has satisfied the thesis or professional report requirements of council,*
- (c) *has had experience in British Columbia in forestry work determined by the council, and*
- (d) *is of good character and repute.*

### 1.1.2. Power and Authority

#### **Vested in the Board of Examiners and Registrar**

The *Foresters Act* also grants Council the power to delegate Council authority and decision-making powers to individuals, boards and committees.

The Board of Examiners and the Registrar have been granted authority to administer the enrolment, registration, and membership requirements outlined in this policy.

### 1.1.3. Two Routes of Entry:

#### **Foresters-in-Training and Forestry Pupils**

There are two routes through which you can become a Registered Professional Forester (RPF): the Forester-in-Training (FIT) program, and the Forestry Pupil (FP) program. Although described separately, the Allied Science Forester-in-Training (ASFIT) program is a subgroup of the Forester-in-Training program.

The work and course requirements for the ASFIT and FP programs are difficult and time consuming. The decision to embark on these paths toward professional status should not be taken lightly or without recognizing the considerable time and effort required. Completion of the program within the specified time-frame is considered a measure of the candidate's suitability for professional status.



In summary, the steps required before you can apply for registration are as follows:

1. Enrolment with the ABCPF as either an FIT or FP depending on your academic credentials (all applicants);
2. Completion of the appropriate period of post-enrolment work experience under guidance of a sponsoring forester (all applicants);
3. Completion of any and all course work requirements (ASFITs and FPs primarily); and
4. Successful writing of the Registration Examination.

## 1.2. Foresters-in-Training (FIT) Program

### 1.2.1. Overview

The FIT program was designed for individuals who have obtained a Baccalaureate degree in a forestry program recognized by the ABCPF. No other degrees are acceptable for enrolment under this application category. ABCPF Bylaw 6.2.1. establishes the following requirements for enrolment as a Forester-in-Training:

6.2.1. *Foresters-in-Training: Upon receipt of fees as prescribed ..., Council shall enrol an applicant to the Forester-in-Training category if that person provides evidence satisfactory to Council that he/she:*

6.2.1.1. *Has met the academic requirements specified by Council unless Council has granted an exemption for some or all such requirements;*

6.2.1.2. *Is a Canadian Citizen or otherwise legally eligible to accept work in Canada; and*

6.1.2.3. *Is of good character and repute.*

The ABCPF is a member of the Canadian Forestry Accreditation Board (CFAB), which is a national accrediting body that assesses forestry programs on behalf of its members. The CFAB accredits forestry programs to a minimum standard acceptable to all member agencies.

Each CFAB member agency may also impose additional entrance requirements specific to their jurisdiction. The member agencies work very hard to try to ensure reciprocity and that additional requirements, if any, are kept to a minimum. This means that if you have a CFAB accredited degree you will generally not be required to undertake additional course work during your enrolment period. You are encouraged to check with the Association's Admissions Department should you have any questions about accreditation or course requirements.

Applications from graduates from a forestry program not accredited by either the CFAB or ABCPF will be assessed on an individual basis. In many cases such applicants will be required to undertake additional course work to address any deficiencies in core subject area requirements identified by the Board of Examiners. If you have a forestry degree from a university program offered outside Canada, you may be required to have an educational evaluation done by an ABCPF recognized independent credential evaluation service at your own expense.



## 1.2.2. Use of Title, Work Experience and Academic Requirements

As a FIT, you are required to complete a **minimum** of twenty-four months of acceptable post-enrolment forestry work experience within a **maximum** forty-eight month enrolment period. This means that you have as few as two years and as many as four years in which to obtain the necessary post-enrolment work experience before you can apply to write the Registration Examination.

Once enrolled in the FIT program, you must use the title “Forester-in-Training” and/or the designation “FIT”. Please refer to ABCPF Bylaw 7 for a more detailed description of your rights and responsibilities as an enrolled member.

You must work under the guidance of a sponsoring forester. ABCPF Bylaw 7.2.1.1. states that you can only undertake professional forestry work under the supervision of an active RPF. Any educational requirements deemed necessary must be completed within this time-frame.

For information on acceptable work experience, please refer to section 1.7. of this policy. For descriptions of the sixteen core subject areas required, see section 1.8. of this policy. For information on the Registration Examination, see section 1.12. of this policy.

## 1.2.3. Extension of Time Limits

In certain circumstances, an extension may be granted to allow you more time to complete program requirements. For information on extensions, see section 1.11. of this policy. If you do not complete all necessary requirements in the time allotted, you will be removed from the membership Rolls. If you wish to continue to pursue registration you must appear before a special committee to re-apply for enrolment (see section 5.3.4.).

## 1.3. Allied Science Forester-in-Training (ASFIT) Program

### 1.3.1. Overview

The ASFIT program is a complement to the FIT program designed for people with non-accredited forestry degrees or other degrees the Board of Examiners deems acceptable to allow for enrolment under this category.

If you have a university degree from a non-accredited forestry program or have a science degree from a program which you think may be acceptable, you are encouraged to apply under this category. The Board of Examiners assesses applications such as these on a case-by-case basis. The Board of Examiners will analyse the course content of your degree and will assess its relevance to the practice of professional forestry when making their decision. Examples of degrees which have been accepted for enrolment in the ASFIT membership category have included Bachelors, Masters, or Doctorate degrees in: Natural Resources; Geography; Pedology; Agriculture; Botany; Ecology; and Entomology. Other degrees or technical diplomas are generally unsuitable for enrolment into this program but may be considered for applications to the FP program.



If you have obtained a Masters or Doctorate degree in forestry without first obtaining a Baccalaureate degree in a forestry program, the Board of Examiners may accept your application for entry into the ASFIT program. Please note, however, that you will be required to undertake course work in any core subject areas not covered at the undergraduate or graduate levels. To assist the Board of Examiners in their evaluation, degrees obtained from institutions outside of Canada may require an educational evaluation by an independent credential evaluation service at the expense of the applicant.

### **1.3.2. Use of Title, Work Experience and Academic Requirements**

As an ASFIT, you are a member of the FIT membership category designated in the Bylaws. As such, you must use the title “Forester-in-Training” and the designation “FIT”. You share all the same rights and responsibilities of FITs outlined in Bylaw 7. The term ASFIT is intended strictly for internal use by the Association.

Additional course work is required of almost all ASFITs. The ABCPF accreditation policy requires 26 core subject areas for all entrants. These 26 core subject areas form the basis for ABCPF accreditation. Entrants to the ASFIT program are assessed against 16 of these core subject areas on the basis that the ten remaining core subject areas are either taken as part of the degree or are pre-requisites for the 16 core courses required of all ASFITs. The list of core subject areas which are required of you as an ASFIT is included in the description of core subject areas found in section 1.8. of this policy document.

Your course work requirements will be determined by the Board of Examiners on a case-by-case basis. A more detailed description of this process, including appeal procedures open to you as an applicant can be found in section 1.9. of this policy.

As an ASFIT, you are required to complete a **minimum** of twenty-four months of acceptable post-enrolment forestry work experience within a **maximum** seventy-two month enrolment period. This means that you have as few as two years and as many as six years to complete your course work and obtain the necessary post-enrolment work experience before you can apply to write the Registration Examination.

You must work under the guidance of a sponsoring forester. ABCPF Bylaw 7.2.1.1. states that you can only undertake professional forestry work under the supervision of an active RPF.

For information on acceptable work experience, please refer to section 1.7. of this policy. For descriptions of the sixteen core subject areas required of ASFITs, see section 1.8. of this policy. For information on the Registration Examination, see section 1.12. of this policy.

### **1.3.3. Extension of Time Limits**

In certain circumstances, an extension may be granted to allow you more time to complete program requirements. For information on extensions, see section 1.11. of this policy. If you do not complete all necessary requirements in the time allotted, you will be removed from the membership Rolls. If you wish to continue to pursue registration, you must appear before a special committee to re-apply for enrolment (see section 5.3.4.).



## 1.4. Forestry Pupil (FP) Program

### 1.4.1. Overview

The FP program is designed for individuals who do not have the requisite university degree but have extensive experience in the forest sector. ABCPF Bylaw 6.2.2. establishes the following requirements for enrolment as a Forestry Pupil:

6.2.2. *Forestry Pupil: Upon receipt of fees as prescribed ..., Council shall enrol an applicant to the Forestry Pupil category if that person provides evidence satisfactory to Council that he/she:*

- 6.2.2.1. *Possesses qualifications equivalent to those required for admissions to an Association and/or Canadian Forestry Accreditation Board accredited program;*
- 6.2.2.2. *Has had such experience in forestry work as prescribed by Council;*
- 6.2.2.3. *Is a Canadian Citizen or otherwise legally eligible to accept work in Canada;*
- 6.2.2.4. *Is of good character and repute; and*
- 6.2.2.5. *Is otherwise a suitable candidate for enrolment.*

In addition to the requirements outlined in Bylaw 6.2.2., you will need a **minimum** of forty-eight months of relevant work experience in the forest sector before you can apply under the FP program. Your work experience will be evaluated by, and at the sole discretion of, the Registrar or the Board of Examiners. If you have been granted a technical forestry diploma, the Registrar and Board of Examiners may credit up to twenty-four months of the time spent working towards that diploma towards the forty-eight month work experience prerequisite.

Only technical diplomas in forestry will be considered.

Additional course work will be required. A determination of your course work requirements will be made on a case-by-case basis. A more detailed description of this process, including appeal procedures open to you as an applicant, can be found in section 1.9. of this policy.

### 1.4.2. Use of Title, Work Experience and Academic Requirements

As an FP, you must use the title “Forestry Pupil” and/or the designation “FP”. Please refer to Bylaw 7 for rights and responsibilities of members.

As an FP, you are required to complete a **minimum** of forty-eight months of acceptable forestry work experience within a **maximum** 120-month enrolment period. This means that you have as few as four years and as many as ten years to complete your course work and obtain the necessary post-enrolment work experience before you can apply to write the Registration Examination.

You must work under the guidance of a sponsoring forester. ABCPF bylaw 7.2.1.1. states that you can only undertake professional forestry work under the supervision of an active RPF. For information on acceptable work experience, please refer to section 1.7. of this policy. For descriptions of the **twenty-six** core subject areas required of FPs, please refer to section 1.8. of this policy. For information on the Registration Examination, see section 1.12. of this policy.



### 1.4.3. Extension of Time Limits

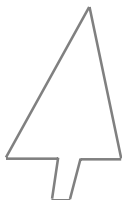
In certain circumstances, an extension may be granted to allow you more time to complete program requirements. For information on extensions, see section 1.11. of this policy. If you do not complete all necessary requirements in the time allotted, you will be removed from the membership Rolls. If you wish to continue to pursue registration, you must appear before a special committee to re-apply for enrolment (see section 5.3.4.).

## 1.5. Application Process

Application packages are made available by the ABCPF either directly or by accessing our web-site at [www.rpf-bc.org](http://www.rpf-bc.org). They contain all necessary forms and information to enrol. To apply, you must complete and return all of the following to the Association:

1. **Application Form:** You must fill out the application form in full and sign it where indicated.
2. **Resumé:** Your resumé must include a detailed account of all forestry related positions held since high school graduation.
3. **Official Transcripts:** You must include in your application package official transcripts for all degrees/diplomas earned. The degree(s) must have been granted or you must have a letter from the Dean or program advisor of your school indicating the degree is complete before we can accept your application. **A transcript is official only if it is an original document published by the institution issuing that transcript and sent to us in its original sealed envelope.** If your transcript is not in English, you must provide us with an English translation, signed by a qualified, official translator. The translation must be submitted with your original transcript. If you attended an institution outside Canada, you may be required to submit a comprehensive evaluation of your transcripts conducted by an evaluation service identified by the ABCPF. Please contact the Admissions Department at the Association so that we may advise you what actions to take. Please also note that all translations and evaluations are done at your expense.
4. **Confidential Reports:** We require two reference reports and one report from your sponsoring forester. The necessary forms are included in the application package. The sponsoring forester's report must be signed, and sealed or stamped by your sponsoring forester.
5. **Indictable Offense Form:** You must complete this form and sign it. To protect your privacy, please enclose this form in an envelope marked PERSONAL AND CONFIDENTIAL.
6. **Enrolment Fee:** You must enclose a cheque for the total application and annual fees as set out on the fee schedule on the application form. Depending on the time of year in which you apply, the annual fee may be pro-rated. A fee schedule, detailing fees and pro-rations, is provided on the back of the application form.

**Please note that all items listed above must be submitted along with your application form; DO NOT SEND THEM IN SEPARATELY.**



### **1.5.1. You Have the Onus to Ensure Complete and Correct Application Package**

You will be notified by mail when your application package is received. If an application package is not complete, you will be asked to provide the missing information before your package will be processed. Applications will not be forwarded to the Board of Examiners for approval unless and until they are complete and correct – including requirements of signatures and seals. Your application is for entry into a profession and as such the onus is on you to ensure that it is prepared correctly.

### **1.5.2. Receipt of Your Application**

**Your application will be date stamped as of the day it is complete rather than received.** This date is important because it becomes the anniversary date of your work experience and affects the date on which you may write the Registration Examination and apply for registration.

Your application package will be considered by the Board of Examiners at their first meeting after it is received and is complete. The Board of Examiners recommends acceptance of applications to the ABCPF Council. You will be officially enrolled when your application is approved by the ABCPF Council.

Once your application is approved you will be sent a professional manual and a letter informing you of the earliest and latest dates you will be eligible to write the Registration Examination. You will also be informed of any academic requirements outstanding before you are eligible to apply to write the Registration Examination. The entire process from our receipt of your completed application package to your receipt of the professional manual may take anywhere from 6 to 12 weeks. Your work experience starts from the date we receive your completed application package. **It is therefore imperative that you provide these documents to us without omissions.**

## **1.6. Sponsoring Forester Responsibilities**

The role of the sponsoring forester includes being a mentor to FITs and FPs and assisting them in gaining the necessary experience and knowledge required for professional practice.

The sponsoring forester program involves corresponding obligations between the enrolled member and his/her sponsoring forester. Both the sponsoring forester and the enrolled member must work together to ensure that the enrolled member develops an understanding of the requirements of competence, independence, integrity, and accountability demanded of ABCPF members.

A complete list of duties and obligations of both the enrolled member and the sponsoring forester is contained in a separate policy document entitled Sponsoring Forester Policy.

## **1.7. Acceptable Work Experience and Exemptions**

### **1.7.1. General Provisions**

As an enrollee, you must satisfy the post-enrolment work experience requirements described below and in sections 1.2., 1.3., or 1.4. of this policy. Your work experience must be relevant to professional forestry practice and must be verified by your sponsoring forester. Relevance is determined by and at the sole discretion of the Registrar and the Board of Examiners.



ASFITs and FITs must complete twenty-four months of relevant work experience. At least eighteen of these months must be completed within British Columbia. FPs must complete forty-eight months of relevant work experience. At least forty-two of these months must be completed within British Columbia.

**Pre-enrolment experience is not counted towards these requirements.**

Work experience is counted from the date your completed enrolment package is received at the ABCPF offices.

The purpose of the work experience is to:

1. Expose you to a wide area of professional forestry practice;
2. Enable you to develop professional practice skills under the guidance of your sponsoring forester and other registered members; and
3. Sensitize you to the rights and obligations of a practicing professional including those under the Code of Ethics binding on all members.

The *Foresters Act* defines the practice of professional forestry as:

***“practice of professional forestry”*** means, for a fee or remuneration, performing or directing works, services or undertakings which, because of their scope and forest management implications, require specialized knowledge, training and experience equivalent to that required for a professional forester under this Act, and includes

- (a) *managing forest or forest land for the integration and optimum realization of their total forest resource values;*
- (b) *assessing the impact of planned activities on forests and forest land.*
- (c) *designing, specifying or approving methods for or directing the undertaking of*
  - (i) *the classification and inventory of forests and forest land,*
  - (ii) *silvicultural prescriptions and treatments of forest stands and forest land including timber harvesting,*
  - (iii) *the protection of forest resources,*
  - (iv) *the valuation of forest land, and*
  - (v) *research pertaining to the management of forests and forest land,*
- (d) *planning, locating and approving forest transportation systems, including forest roads, and*
- (e) *examining and verifying forest management performance.”*

We prefer that you gain broad work experience covering as many of the areas of practice as possible. Sponsoring foresters are expected to assist you in this regard.

Work not directly related to professional practice (such as wood processing, agriculture, landscape gardening, horticulture, marketing, etc.) will not normally be considered for your work experience requirement. Acceptance of such experience is at the discretion of the Registrar or Board of Examiners.

Once enrolled as an FIT or ASFIT, you may count up to 12 months of full-time study on a Masters or Doctorate program towards your work experience requirement provided that the program is in forestry or an allied science deemed acceptable by the Board of Examiners. This experience will only be credited if you complete the program and the degree is conferred.



### 1.7.2. Exemptions and Waivers

RPFs registered with a recognized professional regulatory body in another Canadian province may be eligible to receive a 12-month exemption from the post-enrolment work experience requirement. If you are currently an RPF in good standing with a recognized Canadian regulatory jurisdiction, you may make a written application for this exemption. Examples of recognized Canadian regulatory jurisdictions are the:

1. Alberta Registered Professional Foresters Association;
2. Ontario Professional Foresters Association;
3. Ordre des ingénieurs forestiers du Québec; and
4. Association of Registered Professional Foresters of New Brunswick.

An application for a one year exemption of your post-enrolment work experience must be in the form of a separate letter accompanying your application package and must include proof of current registration with the other RPF association. If you are registered in another country, you may also be eligible for a one-year exemption. You must apply for this exemption in writing and must include proof of registration and a detailed resumé of your forestry experience. All exemption decisions are made by, and at the sole discretion of, the Registrar or Board of Examiners.

If you have a CFAB accredited degree and:

5. Have at least five years of relevant Canadian forestry experience gained within the last ten years; and
6. Have obtained your work experience in a Canadian province that does not have a professional forestry registering body,

you may be eligible for a twelve-month post-enrolment work experience exemption.

If your work experience was gained in a jurisdiction that does have a registering body but you chose not to apply for registration, you will not be eligible for this exemption.

Applications for exemptions must be in writing and must include a detailed resumé of forestry experience. All exemption decisions are made by, and at the sole discretion of, the Registrar or Board of Examiners.

## 1.8. Forestry Subject Area Descriptions

The Association has defined twenty-six subject areas necessary for entry to the profession. If you have graduated from a CFAB accredited program, you will generally not be required to do additional formal course work in these subject areas during your work experience period. Continuing education (beyond the minimum subject area requirements described below) and preparatory course work for the Registration Examination is strongly encouraged.

If you have not graduated from a CFAB accredited program, you may be required to complete course work in any of the subject areas the Board of Examiners and/or Registrar deems necessary. We will provide you with written notification of any outstanding academic requirements when we send your professional manual to you.

If you are applying as an FP and have a technical diploma in forestry, we will assess your transcripts and may give you credit for a number of subject areas. The number of subject areas credited varies relative to programs and institutions and is assessed on a case-by-case basis.



The same situation applies if you are applying as an ASFIT or FIT from a non-CFAB accredited program; however, the number of subject areas is generally reduced from twenty-six to sixteen. The reason for this is that the ten additional subject areas required of FPs are pre-requisites or co-requisites for the sixteen subject areas required of ASFIT or FIT applicants. If you apply as an ASFIT or FIT and do not have courses in these subject areas, they may be required of you.

In all cases, the determination of subject areas and course requirements is made by, and at the sole discretion of, the Board of Examiners and/or Registrar. If you feel that you have the necessary course work to meet the standard in a subject area and have not been given credit for it, please refer to section 1.9 for appeal procedures.

Subject area deficiencies must be addressed either by taking accredited courses or, where available, through a qualification examination set by the Association. Information on accredited courses is available from the Association. You should contact Admissions Department staff for this information prior to attending any courses.

Each subject is described briefly below. We have indicated which enrolment programs require the subject area. These descriptions are only intended as an overview of the subject area and are not a detailed description of course content requirements.

**Biometry** - The study of statistics with particular focus on probability and sampling methods, measures of central tendency and dispersion, regression and correlation analyses, variance and co-variance analyses, and the design of simple experiments. **FP subject area.**

**Dendrology** - The study of the development, anatomy, morphology, function, and autecology of trees. **FP/FIT/ASFIT subject area.**

**Electronic Data Processing** - The study of computer concepts such as data processing and data base management as well as elementary programming and simple application development in a recognized high level language such as Fortran, Pascal, or C. **FP/FIT/ASFIT subject area.**

**Fire Management** - The study of fire and fire prevention covering such topics as the physics, chemistry, and history of fire as well as fire behaviour, fire detection and suppression, fire planning, fire ecology, and the effects of weather on fire. **FP/FIT/ASFIT subject area.**

**Forest Ecology** - The study of the form and function of forest ecosystems with a focus on the interaction of forest organisms with their physical and biotic environment. **FP/FIT/ASFIT subject area.**

**Forest Economics** - The study of economic principles and how they bear upon the production, distribution, and consumption of various products, both timber and non-timber, produced by forests. **FP/FIT/ASFIT subject area.**

**Forest Entomology** - The study of the principles of forest insect management with particular focus on prevention and treatment within a framework of legal, environmental, economic, and social constraints. **FP/FIT/ASFIT subject area.**

**Forest Harvesting** - The study of engineering, economic, and environmental factors associated with transportation and harvesting systems. This includes forest road design, geotechnical engineering, drainage, harvest planning, and an international perspective on logging systems and their application to meet silvicultural objectives. **FP/FIT/ASFIT subject area.**

**Forest Hydrology** - The study of the effects of forest and land management on water quantity and quality, erosion, and sedimentation. **FP subject area.**



**Forest Land Management** - The study of controlling interventions in and disturbances to the various components that comprise the forest based on society's demands for various goods and services while maintaining the ecological integrity and sustainability of the forest over time.  
*FP/FIT/ASFIT subject area.*

**Forest Mensuration** - The study of the methods used to measure and estimate forest resources. *FP/FIT/ASFIT subject area.*

**Forest Pathology** - The study of tree diseases and related conditions with a focus on how they function in forest ecosystems and are affected by forest management practices including treatment and prevention practices. *FP/FIT/ASFIT subject area.*

**Forest Soils** - The study of formation, textures, moisture relationships, fertility, terrain stability and the classification of forest soils as well as the soil-plant relationships in forest stands.  
*FP/FIT/ASFIT subject area.*

**Forest Surveying** - The study of general surveying techniques and surveying systems available to foresters as well as their precision and potential types and magnitudes of errors associated with them. Particular attention is paid to cutblock layout as well as road survey and design. *FP subject area.*

**Forest Transportation Systems** - The study of the processes, functions, social, and economic factors involved in the transport of forest products from the landing to the mill.  
*FP subject area.*

**Industrial Forest Management** - The principles and techniques of management. The system within which the forest industry, the government and professional foresters operate.  
*FP subject area.*

**Integrated Resource Management** - The study of the inter-relationship of timber, forage, recreation, fish, wildlife, and water to provide the greatest social and economic returns to society. IRM places technical forestry within a social and biophysical context.  
*FP/FIT/ASFIT subject area.*

**Manufacture of Forest Products** - The study of sawmilling, wood preservation, wood component products, and pulp and paper processes. *FP subject area.*

**Material Properties of Wood** - The study of wood structure and variability, wood identification, wood-moisture relationships, and the chemical and physical properties of different woods. *FP subject area.*

**Oral Communications** - The development of skills for oral presentation, negotiation, and dispute resolution of technical forestry topics, budgets, and controversial forestry issues.  
*FP/FIT/ASFIT subject area.*

**Principles of Biology** - The study of the principles of cell structure and function, mechanisms of inheritance, evolution and adaptation to environment, and a comparative approach to the unity and diversity of organisms. *FP subject area.*

**Professional Report** - The development and demonstration of the ability to compose a well written report that concisely describes a problem or situation together with the descriptive details and logic that are necessary to arrive at meaningful conclusions and recommendations. See section 1.10. of this policy. *FP/FIT/ASFIT subject area.*

**Remote Sensing and Photogrammetry** - The study of the techniques involved in deriving and interpreting aerial photographs and satellite images as well as the use of geographic information systems (GIS). *Required FP subject area.*



**Silvics** - The study of the life history and general silvical characteristics of forest trees and stands with particular reference to site quality factors. This subject forms a basis for the practice of silviculture. *FP/FIT/ASFIT subject area.*

**Silviculture** - The study of the art and science of controlling the establishment, growth, composition, health, and quality of tree stands in forests with an emphasis on sustainability. *FP/FIT/ASFIT subject area.*

**Technical Report Writing** - The study and practice of various types of professional writing such as correspondence, proposals, job applications, and formal reports. *FP subject area.*

## 1.9. Appealing Educational Requirements

### 1.9.1. Introduction

Our goal when assessing academic requirements is to apply our policies and procedures in a consistent and fair manner. Assessments are done on a case-by-case basis. We draw on all available knowledge about the institution providing the course work as well as detailed course descriptions, analysis of actual course content, and qualifications of the instructors.

We maintain a database of numerous academic institutions and course providers. While our information is extensive, it is not exhaustive. If you have not been given credit for a subject area for which you feel you have done the necessary course work, it may be that we lack sufficient information to make a proper assessment. If you think that this is the case, you should contact Admissions Department staff to discuss the matter further and to confirm the reasons why you were not credited. If the reason is that we do not have information on the institution you attended and/or the particular course work you have undertaken, you could consider an appeal through either requesting a qualification examination, if available, or a reassessment of the subject area.

### 1.9.2. Applying for a Subject Area Reassessment

To apply for a reassessment, you must submit a written application containing:

1. A cover letter detailing the subject area for which you wish to apply for credit and the reasons you feel that credit should be granted;
2. A detailed syllabus for each relevant course you feel covers the subject area. This must contain a description of topics covered and time spent on topics in lectures, labs, seminars, etc.;
3. A bibliography of reading materials for each relevant course;
4. The name and qualifications of the instructor(s) who taught each relevant course;
5. If applicable, a resumé detailing work experience relevant to the subject area; and
6. If applicable, an International Credential Evaluation Service comprehensive evaluation.

You must submit a separate application for each subject area. A single application containing requests for credit in multiple subjects will be returned. Official translations of documents not originally in English must be submitted where necessary.



Once received, the package is checked for completeness. If there is insufficient information on the subject for a proper review, the package will be returned. The Association has an academic subcommittee for each subject area. The subcommittee consists of a number of experts in that subject area. The academic subcommittee, working with Admissions Department staff, will evaluate the application and will advise the Registrar about the disposition of the appeal. In all cases, the decision is made by, and at the sole discretion of, the Registrar or Board of Examiners.

### **1.9.3. Applying to Sit a Qualification Examination**

The other method by which you may appeal a decision is to request a qualifying examination for the subject area of concern. Qualifying exams are similar to university final exams and are prepared by a suitable instructor teaching an accredited course on the subject. Normally, your sponsoring forester or another RPF will be asked to administer the exam. Once complete, the professor marks and returns the results of the exam to the Association. A passing grade will give you credit in the subject area. No appeals to the exam results are entertained. A fee is charged for the qualifying exam. Please refer to the current fee schedule for more information. Please note that qualifying exams may not be available or appropriate for some subject areas. The decision to allow you to write a qualifying exam as well as the decision as to which subject areas may be tested by way of qualifying examination is made by, and at the sole discretion of, the Registrar or Board of Examiners.

## **1.10. Professional Report / Thesis**

All enrollees must demonstrate the ability to produce a professional quality report / thesis (hereinafter referred to as the professional report) which must:

1. Concisely describe a problem or situation relevant to professional forestry and professional forest management;
2. Demonstrate clear and logical reasoning based on the application of scientific principles and professional judgement; and
3. Provide meaningful conclusions and recommendations for action.

A report is one of the core subject area requirements for CFAB accreditation. As such you will have met the Association's professional report/thesis requirement if you have graduated from a CFAB accredited program.

If you have not graduated from a CFAB accredited program, a university thesis submitted for at least 70% credit of a one semester course focusing on a forestry problem with technical, economic, and/or social implications may be accepted as credit towards the professional report requirement. If you have written such a report/thesis and wish it considered for the report/thesis requirement, you may submit it for consideration. Decisions as to acceptability of such papers are at the sole discretion of the Board of Examiners.

If you are required to write a professional report, we recommend that it relate to your current employment. If this is not possible, the professional report may be based on your own personal research and analysis of a relevant forestry related topic. There are many subjects on which you may choose to write. The Association does not prescribe individual topics. The Board of Examiners does require that the professional report be directly relevant to professional forestry.



The topic should be sufficiently narrow in focus as to allow you to provide a full and thoughtful analysis. Broad or complex topics which can only be treated in a superficial manner will not be accepted.

### **1.10.1. Guidelines to Assist Your Thinking About Your Professional Report**

You should think of the professional report as if it will be published and reviewed by peers, other professionals, and the public. Ultimately, your professional report should demonstrate the soundness of your judgement in selecting adequate and pertinent material to identify a problem, establish its relative importance, and prescribe a solution. You should also be able to identify environmental, ecological, economic, and social costs and benefits anticipated by your analysis and recommendations as well as costs and benefits of alternate courses of action. It is advisable to consider the following questions when writing your professional report:

1. Does the report draw conclusions regarding ecological and environmental impacts? Impact on the forest sector? Society? Government? Industry? The profession of forestry?
2. Does the report discuss consequences and alternative courses of actions?
3. Does the report contain recommendations based on research findings?
4. Does the report extend beyond scientific and theoretical boundaries? Does it have “real world” application and relevance?
5. Does the report fully describe and clearly present the objectives, the methods, and the logic upon which the conclusions and recommendations are based?
6. Do the conclusions and recommendations follow from the methods or logic used in the analysis of the problem or issue?
7. Are the methods and logic used justifiable given the current knowledge and information available to analyse the particular problem(s) or issue(s)?
8. Is adequate credit given to reference materials, those who have provided information or insight, or otherwise have assisted in the completion of the report?

### **1.10.2. Professional Report Outline**

Before a completed professional report can be submitted for review, an outline must be approved by the Board of Examiners. The purpose of the outline is to determine the relative suitability of the subject matter and the intended scope of treatment. The outline must contain:

1. The proposed professional report title;
2. A statement of the problem(s) or issue(s) to be analysed and solved;
3. A clean and simple statement of objectives;
4. A list of steps or methods used to achieve the objectives; and
5. A list of topic headings with a very brief summary of the material and proposed treatment of material under each heading.

A cover letter must be included with the first submission of the professional report outline indicating when (year) you intend to write the Registration Examination.



We use the words “first submission” to distinguish between an original submission and a re-submission of an outline that has been submitted and either rejected or returned for further work.

### 1.10.3. Submitting Your Outline

The Registration Examination is held on the first Friday of October each year. **You must submit your professional report outline or revisions no later than December 1<sup>st</sup> in the year before you intend to write the Registration Examination.** If you submit your outline or re-submit a previously rejected outline after this date, you will not be eligible to write the Registration Examination the following year.

A reduced, early submission fee is available if you submit your outline on or before October 1<sup>st</sup> in the year before you intend to write the Registration Examination. This is offered as an incentive for you to submit your materials in a timely manner. The professional report outline fees are published in the fee schedule which is sent to all members annually.

It is imperative that you allocate sufficient time to prepare your outline and report. History has shown that revisions are often required. The review and resubmission process can be time consuming. You are strongly encouraged to submit your outline on or before the October 1<sup>st</sup> early submission date.

An abstract of your work experience and education must be included with both the first submission of the outline and the first submission of the professional report.

**When making a submission, be it a professional report or outline, two copies must be sent. Both copies must be signed by your sponsoring forester indicating he/she has read the submission and accepts it as being of sufficient quality for review.** You are advised to keep copies of the outline and report in the event revisions are required. Outlines and reports submitted will not be returned to you.

### 1.10.4. Professional Report

The report itself must be not less than 3,000 words in length and be clear and concise, carefully organized, and free of any grammatical or spelling errors. An abstract or executive summary must be bound to the front of the report. It is wise to consult texts on the preparation and presentation of professional papers before beginning the report.

Following are some guidelines you may find helpful:

1. The abstract should be approximately two to three pages in length;
2. All typing should be double spaced;
3. The report should be printed on good quality 8.5” x 11” (letter size) bond paper;
4. The report should be bound in stiff paper or composition-type covers;
5. Maps, diagrams, tables, or other information that must be referred to while the text of the report is being read should be enclosed in envelopes within the appendices; and
6. Lengthy or detailed background material should be placed in appendices.



### 1.10.5. Submitting Your Report

Your outline must be approved before you can submit your report. You must submit your report no later than one year after the outline for that report was approved. Failure to do so means that you must submit a new outline for approval or re-submit your original outline for approval. All deadline dates for the outline will apply and your submission will be considered a new submission.

**Your report must be submitted on or before June 1<sup>st</sup> in the year in which you intend to write the Registration Examination.** The report submission fees detailed in the fee schedule must be attached to your report. If you submit your report on or before March 1<sup>st</sup> of the year in which you intend to write the Registration Examination, the report submission fee will be waived. The report deadline date and fees outlined above apply only to original (first) submissions. **No original report submissions will be accepted after June 1<sup>st</sup> in the year in which you intend to write the Registration Examination.**

If the Board of Examiners has required edits or has not approved a submission, you have until no later than August 1<sup>st</sup> of the year in which you intend to write the exam to re-submit your report. No resubmissions will be accepted after August 1<sup>st</sup> of the year you intend to write the exam. Resubmissions must include the appropriate resubmission fees. Please refer to the fee schedule for details about fee amounts.

The professional report process is quite lengthy. You are advised to begin as soon as you have sufficient knowledge and background in an appropriate subject. Please note that many reports and outlines are under review at any given time. Reports and outlines are reviewed on a first-come-first-serve basis and, as such, the submission deadlines are strictly enforced. Start the report process early!

An abstract of your work experience and education must be included with both the first submission of the outline and the first submission of the professional report.

**When making a submission, be it a report or outline, two copies must be sent. Both copies must be signed by your sponsoring forester indicating he/she has read the submission and accepts it as being of sufficient quality for review.** You are advised to keep copies of the outline and report in the event revisions are required. Outlines and reports submitted will not be returned to you.



### 1.10.6. Deadlines and Fees Chart

Outline	First submissions made on or before <b>October 1<sup>st</sup></b> in the year before the year in which you are scheduled to write.	Early outline fee
Outline	First submissions made after <b>October 1<sup>st</sup></b> in the year before the year in which you intend to write.	Outline fee
Outline	No outlines accepted after <b>December 1<sup>st</sup></b> in the year before the year in which you intend to write.	N/A
Outline	Resubmissions submitted on or before <b>December 1<sup>st</sup></b> deadline.	Resubmission fee
Report	First submissions made on or before <b>March 1<sup>st</sup></b> in the year in which you intend to write.	Fee waived for early submissions
Report	First submissions made on or before <b>June 1<sup>st</sup></b> of the year in which you intend to write.	Report submission fee
Report	No first submissions accepted after <b>June 1<sup>st</sup></b> of the year in which you intend to write.	N/A
Report	No resubmissions accepted after <b>August 1<sup>st</sup></b> of the year in which you intend to write.	N/A
Report	Resubmissions of report.	Resubmission fee

### 1.11. Program Extensions

Occasionally circumstances may make it impossible for you to complete either the FIT, ASFIT, or FP program within the time allotted. In such cases, you may apply for an extension to the program by writing a letter addressed to the Deputy Registrar. An application should be made as soon as you realize that you will not be able to complete your program in the time allotted. The letter must include:

1. Specific and detailed reasons why you are unable to complete the program in a timely fashion;
2. A timeline indicating how and when you intend to complete the remaining program requirements. It is important to include the names and dates of any required courses as well as the institutions offering them; and
3. The length of extension required to complete the enrolment requirements.

The application will be brought before the Board of Examiners at their next meeting. The time-frames for completing registration requirements are calculated to allow for a number of contingencies such as fluctuations in the job market and the availability of courses. Extensions will therefore not be granted as a matter of right but rather only if the Board of Examiners is satisfied that extraordinary grounds exist which have prevented you from completing your program in the time allotted.

If the Board of Examiners is satisfied that extraordinary grounds exist, it may approve the application on the terms and conditions it sees fit. Generally only one extension will be granted. If you still do not complete your registration requirements within the extended time allotted, you will be removed from the membership Rolls.



## 1.12. Registration Examination

### 1.12.1. Introduction

The Registration Examination is held only once each year; historically on the first Friday of October. You must write the Registration Examination before your maximum enrolment period expires. You must pass the exam before you can apply for registration as a Registered Professional Forester.

The Registration Examination is split into two sections; the first dealing specifically with regulation of the profession and the second with practice and policy. To pass, you need a minimum of 60% on each of the two sections. All exams are marked by the Board of Examiners. Any exam on which a candidate has failed by five marks or less is automatically remarked. The exam results are reported to the ABCPF Council who then ratifies those results by formal motion.

### 1.12.2. Deadlines for Applications to Write the Registration Examination

Application packages, containing a reading list and copies of prior exams, are sent to all potentially eligible enrollees during April. We must physically receive your application to write the Registration Examination **on or before August 15<sup>th</sup>** in the year you intend to write. The application must be complete in all respects and must include the appropriate fee. **If we receive your application after the August 15<sup>th</sup> deadline, it will be returned to you and you will not be eligible to write the exam.** An early registration fee may be established for applications received on or before August 1<sup>st</sup>.

### 1.12.3. You Have the Onus

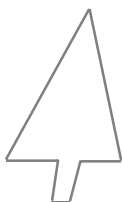
#### to Ensure Complete and Correct Application Package

**Please note that if you submit an application that is incomplete in any manner, it will be returned to you by return mail. The onus is on you to ensure that your application is correct, complete, and submitted on time. You should anticipate that it will take quite a lot of time to get all the necessary information together. We strongly encourage you to submit your application well before the deadlines to ensure adequate lead time should corrections be necessary. If you have any questions about applying, please call the ABCPF offices. Our Admissions Department staff is trained to assist you in any way they can and look forward to the opportunity to do so.**

### 1.12.4. Minimum Work Experience Before Writing the Exam

Normally, you must have completed all work experience requirements before being eligible to write the Registration Examination. However, if you have less than six (6) months of work experience requirement remaining at the date of the Registration Examination, you may write provided that you have already completed all necessary academic requirements. If you write the exam with work experience remaining, you must complete that work experience before your name can be entered into the Roll of registered members.

**You will not be eligible to write the Registration Examination unless and until all academic requirements are satisfied. This includes the professional report requirement.**



### 1.12.5. Exam Locations and Applications for Special Needs

Examinations are written at locations designated by the Admissions Department and in accordance with policy established by the ABCPF Council. The Registration Examination application form allows you to specify your preferences for exam locations. We will try to accommodate as many people as possible. In all cases, the ABCPF has a policy of trying to ensure that no person should have to travel more than 200 km to write the exam. If you have been assigned a writing location and exceptional circumstances arise which make it impossible for you to attend at that location, alternate arrangements may be possible. You must contact Admissions Department staff at least six (6) weeks prior to the exam date to make such arrangements.

If you wish to write the exam outside of British Columbia, you must submit a request for a special location no later than August 1<sup>st</sup> of the year in which you intend to write. Please note that submitting a request for a special location on time is not a guarantee that the request will be accommodated.

If you have special medical needs which require additional time or specialized equipment, please contact Admissions Department staff no later than August 1<sup>st</sup> of the year in which you intend to write so that we can assess if and how we can accommodate you.

A registered member of the Association, or other person authorized by the Association, will be appointed to invigilate the exam at each location according to procedures specified by the Board of Examiners.

### 1.12.6. Exam Marking and Release of Information

The exam is marked by the Board of Examiners. A list of successful enrollees is forwarded to the ABCPF Council for ratification at the end of October. Once the list of successful enrollees is accepted by the ABCPF Council, all enrollees are informed of their results by mail. We do not release exam marks other than by personalized mail.

### 1.12.7. Rewriting the Registration Examination

If you fail the Registration Examination, you are entitled to request a copy of the exam for review with your sponsoring forester. A copy of your exam will be forwarded to your sponsoring forester on condition that it be returned to us within a time-frame we specify and that no copies of the exam are made. The purpose of releasing the exam to you is to allow you to consider where you may have gone wrong or where further study is required.

**No applications for remarking or appeals will be entertained unless it can be clearly shown that there has been an addition error or that the examiners have somehow not seen an answer or part of an answer.**

If you fail the Registration Examination on your first attempt, you may apply to the Board of Examiners to re-write. Permission is granted at the discretion of the Board of Examiners. You must make written application to the Board of Examiners explaining the circumstances which necessitate a second writing of the exam and include it with your exam application package. You should also include a detailed description of the steps you intend to take to ensure success on your second attempt.



### 1.12.8. Third Time Exam Writers

If you fail the exam a second time and wish to write for a third time, you must appear in person before the Academic Appeals Committee (AAC) to plead your case. The AAC is a special committee appointed by the ABCPF Council and is made-up of Council and Board of Examiners members. It has been granted full decision making authority to decide all AAC appeals. Decisions of the AAC take the form of recommendations to Council. The AAC will hear your case and render a decision which will then be forwarded to the ABCPF Council for ratification. The AAC meets at the Association office in Vancouver when and as required.

The policy and procedures relating to the AAC are set out in the Third Time Exam Writers Policy which appears in the text box below. Descriptions of the policy and procedures appearing in the remainder of this document are for explanation purposes only. In the event of a conflict between the official wording of the Third Time Exam Writers Policy and the descriptions appearing in the remainder of this document, the official wording of the Third Time Exam Writers Policy prevails.

**Third Time Exam Writers Policy,  
with revisions as adopted by Council on: 25-26 March, 1999**

1. Enrollees may write the Registration Exam a second time at the discretion of the Board of Examiners. Enrollees wishing to write the Registration Exam a second time must make written application to the Board of Examiners explaining the circumstances which necessitated a second writing of the exam.
2. A special committee (the Academic Appeals Committee) made of Council members and Board of Examiners members is convened to review applications for a third opportunity to write the Registration Exam.
3. Enrollees may write the Registration Exam a third time at the discretion of Council, acting on advice of the Academic Appeals Committee. If an enrollee fails the exam a second time and wishes to make an application to the Academic Appeals Committee to write a third time, his or her must inform the Registrar of his or her intention to make such an application immediately. To make application, the enrollee must appear before the Academic Appeals Committee and plead his/her case. The Academic Appeals Committee may recommend that Council grant the allowance only if it is satisfied that extraordinary grounds exist to warrant a third try and may set terms and conditions it deems necessary for the candidate to meet before she/he will be allowed to write a third time.
4. If extraordinary grounds are proven and the Academic Appeals Committee recommends that Council grant the applicant permission to write the Registration Examination a third time, one of the terms and conditions set will normally be that the applicant will only be allowed to write two years from the date of the second failure.
5. If the Academic Appeals Committee is unable to find extraordinary grounds, it will recommend that Council not grant the applicant permission to write the Registration Examination a third time. If Council confirms this recommendation, the applicant will be removed from the Rolls and his or her annual membership fees will be refunded upon surrender of the annual membership fee receipt issued by the ABCPF.
6. If the application to write a third time is rejected or if a person writes the Registration Examination a third time and fails in that attempt, the enrollee may not re-enrol with the ABCPF for a period of five years.



If you intend to make an application to write the Registration Examination a third time, you must inform the Registrar of that intention immediately after learning that you have failed on your second attempt.

If your application to write a third time is rejected or if it is accepted and you fail the exam for a third time you will be barred from applying to re-enrol with the ABCPF for a period of five (5) years and you will no longer be permitted to engage in professional forestry work in the province of British Columbia.



## 2. RESIGNATION POLICY

### 2.1. Introduction

You are entitled to resign from the Association so long as you:

1. Are not practicing professional forestry as defined in the *Foresters Act*;
2. Refrain from engaging in any and all professional forestry practice while not a member;
3. Do not represent yourself as a professional forester or enrolled member of the Association;  
and
4. Do not return to practice without first reinstating your membership status.

### 2.2. How to Resign

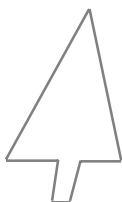
To resign, you must submit an application letter to the Registrar or Deputy Registrar stating your reasons for wishing to resign and affirming that you understand that you may not practice professional forestry in the province of British Columbia while not a member of the Association. Your application will be forwarded to the Board of Examiners for consideration and recommendation to Council. If the Board of Examiners and Council accept your application you will be notified of this fact by mail and your name will be removed from the active member Rolls. The Association will also place an announcement in its news magazine informing the membership and the public that you are no longer a member or able to engage in professional forestry practice.

### 2.3. Use of Title and Practice Prohibited

Once you resign, you are no longer entitled to:

1. Use any of the titles “Registered Professional Forester”, “RPF”, “Professional Forester”, “Forester-in-Training”, “FIT”, “Forestry Pupil”, “FP” or any other title which could lead a member of the public to believe you are an active member of the Association; or
2. Engage in professional forestry practice, without first reinstating yourself to full active membership status. Please refer to the *Foresters Act* regarding unauthorized practice and improper use of title.

**The Association may also require you to return your practice certificate and seal to the ABCPF office.**



## 3. RETIREMENT POLICY

### 3.1. Introduction

The Association recognizes that most members will eventually retire from work and stop practicing professional forestry. While no longer practicing, these members often wish, and are encouraged, to remain actively involved with the profession and in the affairs of the Association. Two membership categories exist to accomplish this objective: Retired Membership and Life Membership.

### 3.2. Retired Membership

#### 3.2.1. Retired Membership Criteria

Bylaw 6.1.2. outlines the criteria which must be met in order to be eligible for admittance into the Retired member category.

6.1.2. *Retired Member: Upon application, Council may admit an Active Member to the Retired Member category who:*

- 6.1.2.1. *Is no longer practicing professional forestry;*
- 6.1.2.2. *Does not expect to practice in the future;*
- 6.1.2.3. *Has attained a minimum of 55 years of age;*
- 6.1.2.4. *Has been a registered member in good standing for a minimum of 15 continuous years unless the member can demonstrate extenuating circumstances to the satisfaction of Council; and*
- 6.1.2.5. *Agrees to pay the retired membership fee prescribed in Schedule "A."*

#### 3.2.2. How to Apply for Retired Member Status

If you meet these criteria, you may apply for retired membership by written letter addressed to the Registrar or Deputy Registrar. Please enclose the annual retired member fee, listed in the fee schedule, with your application.

In your application you must outline how and why you meet the criteria set out in Bylaw 6.1.2.. Please note that when calculating the minimum of 15 years continuous membership for the purposes of Bylaw 6.1.2.4., time spent on leave of absence may be included.

Applications for retired membership are brought before the Board of Examiners for consideration and recommendation to Council. If the Board of Examiners and Council accept your application, you will be notified of this fact by mail and your name will be removed from the active member Rolls and placed on the retired members Rolls. The Association will also place an announcement in its news magazine informing the membership and the public that you have retired from active professional forestry practice.



### **3.2.3. Use of Title and Practice Prohibited**

Bylaw 7.1.2. outlines the rights and responsibilities of Retired and Life members.

*7.1.2. Retired and Life members shall:*

- 7.1.2.1. Not be eligible to engage in the practice of professional forestry, shall only use the titles “RPF (Ret)”, “R.P.F. (Ret.)”, or “Retired Professional Forester” and shall not use any such other designation or title which could lead a member of the public to believe that he/she is qualified to engage in the practice of professional forestry;*
- 7.1.2.2. Enjoy full voting and participation rights in the affairs of the Association;*
- 7.1.2.3. Not be subject to continuing education and practice review requirements adopted by the Association or Council from time to time;*
- 7.1.2.4. Be subject to the disciplinary process; and*
- 7.1.2.5. Not be eligible to apply for leaves of absence.*

## **3.3. Life Membership**

### **3.3.1. Life Membership Criteria**

Bylaw 6.1.3. outlines the criteria which must be met in order to be eligible for admittance into the Life member category.

*6.1.3. Life Member: Council may admit an Active Member to the Life Member category who:*

- 6.1.3.1. Is no longer practicing professional forestry;*
- 6.1.3.2. Does not expect to practice in the future;*
- 6.1.3.3. Has attained a minimum of 55 years of age;*
- 6.1.3.4. Has been a registered member in good standing for a minimum of 25 continuous years; and*
- 6.1.3.5. In the opinion of Council, has made an exemplary contribution to the profession of forestry.*

Council has empowered the Board of Examiners to receive and evaluate applications for Life Membership. The Board of Examiners then recommends whether Life Membership status should be conferred. The criteria on which you will be assessed relative to Bylaw 6.1.3.5. is developed by the Board of Examiners and Council jointly and may be modified from time to time. They are available from the Association office by request.

A member who has taken a leave of absence is still considered to be a registered member in good standing during the leave for the purposes of Bylaw 6.1.3.4.



### 3.3.2. How to Apply for Life Member Status

Council has the power to grant Life Membership to persons who meet the requirements set out in Bylaw 6.1.3. and in policies and procedures established for this purpose. The grant of Life Membership status is an honour rather than a right. If you wish to be considered for Life Membership, you must submit a letter of application to the Registrar or Deputy Registrar. In that letter, you should outline how and why you meet the criteria in Bylaw 6.1.3. You should also include any other materials you think will assist in deciding whether you should be granted Life Membership. To that end, a work history or curriculum vitae must also be included with your application.

Your application will be forwarded to the Board of Examiners for consideration and recommendation to Council. If the Board of Examiners and Council accept your application, you will be notified of this fact by mail and your name will be placed on the Life member Rolls. The Association will also place an announcement in its news magazine informing the membership and the public that you have been granted the honour of Life Membership. You will also be invited to attend the Association's annual general meeting at which you will be formally recognized and presented with a gold seal to be placed on your membership certificate.

While Life Membership is granted by application, Association staff periodically reviews the Retired members Rolls to identify any potential applicants and may invite them to apply.

### 3.3.3. Use of Title and Practice Prohibited

Bylaw 7.1.2. outlines the rights and responsibilities of Retired and Life members.

7.1.2. *Retired and Life members shall:*

- 7.1.2.1. *Not be eligible to engage in the practice of professional forestry, shall only use the titles "RPF (Ret)", "R.P.F. (Ret.)", or "Retired Professional Forester" and shall not use any such other designation or title which could lead a member of the public to believe that he/she is qualified to engage in the practice of professional forestry;*
- 7.1.2.2. *Enjoy full voting and participation rights in the affairs of the Association;*
- 7.1.2.3. *Not be subject to continuing education and practice review requirements adopted by the Association or Council from time to time;*
- 7.1.2.4. *Be subject to the disciplinary process; and*
- 7.1.2.5. *Not be eligible to apply for leaves of absence.*



## 4. LEAVE OF ABSENCE POLICY

### 4.1. Introduction

From time to time, enrolled members may find themselves in a situation where they are not actively engaged in working towards RPF status or active members may find themselves in a situation where they are not practicing forestry in British Columbia. Members faced with these situations may wish to consider whether taking a leave of absence is appropriate.

Their reasons for considering a leave of absence are many and varied. They include: unemployment; medical considerations; returning to school; living and working outside the province; or being away from work on maternity leave, to name but a few of the more common reasons.

### 4.2. Who Can Apply for a Leave of Absence?

Only enrollees (ASFITs, FITs, and FPs), active RPFs, or, in special circumstances, section 17(1)(b) Special Permit holders who are in good standing and not practicing forestry in British Columbia may take a leave of absence. Life, Retired, and Honorary Members and section 17(1)(a) Special Permit holders may not take a leave of absence.

### 4.3. How to Apply for a Leave of Absence

To apply for a leave of absence, you must submit a written request addressed to the Registrar or Deputy Registrar stating your intention to take a leave of absence and the reasons for taking the leave. Your request will be forwarded to the Board of Examiners for consideration. Please enclose a cheque for the annual Leave of Absence Fee, listed in the fee schedule when submitting this application.

### 4.4. How Long is the Leave Effective?

If accepted, the leave is effective for the Association's fiscal year only. If you wish to take a leave of absence for longer than one year, you must re-apply before the start of each fiscal year for another leave of absence. While the Association's fiscal year begins December 1<sup>st</sup>, you should make re-applications prior to October 1<sup>st</sup> of each year. This will ensure accurate billing with the Association's computerized billing system.

### 4.5. Enrolled Members Taking a Leave of Absence

As an enrolled member, you are entitled to take a maximum of three leaves of absence. These leaves of absence need not be consecutive. While on leave of absence, your enrolled status is temporarily suspended. Any work experience gained or full-time study in a Masters or Doctorate degree program in forestry undertaken during the leave of absence will not be counted toward the necessary work experience requirements. ABCPF accredited coursework taken during a leave of absence will, however, be accepted for credit against educational requirements you may have outstanding.

Given that work experience does not count during a leave of absence, the maximum enrolment period is extended by one year to accommodate for the leave of absence. For example, a Forester-in-Training normally has four years to complete all enrolment requirements and write the Registration Examination. If this FIT takes a leave of absence, this period is extended to five years, one year of which is the leave of absence itself.

All members on leave of absence are still subject to the *Foresters Act* and Bylaws of the Association, including the Code of Ethics.



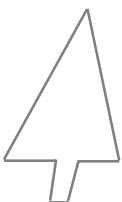
## 4.6. Active Registered Members Taking a Leave of Absence

Active members are allowed an unlimited number of leaves of absence. However, active members taking more than three consecutive leaves of absence must meet the reinstatement requirements detailed in the next section.

While on a leave of absence you are not entitled to:

1. Engage in professional forestry practice in British Columbia; or
2. Participate in the affairs of the Association, including: voting, sitting on Council or any boards, committees or subcommittees.

All members on leave of absence are still subject to the *Foresters Act* and Bylaws of the Association, including the Code of Ethics. Any active member on a leave of absence who engages in the practice of professional forestry in British Columbia is reminded that they do so in contravention of the *Foresters Act* and as such are subject to disciplinary action.



## 5. REINSTATEMENT POLICY

### 5.1. Introduction

Occasionally, individuals who have resigned, taken a leave of absence, been granted Retired or Life status, or have been removed or struck from the Rolls, wish to return to their former membership status. The requirements necessary to reinstate your membership status will vary depending on the following factors:

1. The length of time which has passed since you were last an active or enrolled member;
2. The reason you left active status (voluntary resignation or retirement versus disciplinary action or removal); and
3. The activities in which you have been engaged since leaving active or enrolled status.

### 5.2. How to Apply for Reinstatement

To reinstate, you must apply in writing to the Board of Examiners. Application letters should be addressed to the Registrar or Deputy Registrar and should include:

1. The reasons for leaving active or enrolled member status; and
2. Detailed information about your activities since leaving active or enrolled status. This will, at a minimum, require you to provide a resumé or curriculum vitae.

Applications are reviewed by the Board of Examiners on a case-by-case basis. The Board of Examiners will recommend to Council whether your application for reinstatement should be accepted and whether any terms and/or conditions for reinstatement should be imposed. Council has the power to reject, accept, or vary these recommendations, and may impose any such additional terms and conditions for reinstatement as it sees fit. This said, policies have been developed to assist the Board of Examiners in determining reinstatement requirements. They are listed in sections 5.3. and 5.4. following.

### 5.3. Reinstatement to Enrollee Status

If you were an enrollee who has:

1. Voluntarily resigned;
2. Been removed from the Rolls for non-payment of fees; or
3. Been struck from the Rolls for disciplinary action,

you may be eligible to apply to reinstate your enrolled membership status. If you have been struck from the Rolls for disciplinary action, your ability to reinstate your membership status will depend on the particulars of the disciplinary penalty imposed.

**If you have been removed from the membership Rolls for failure to fulfill your membership requirements in the timelines provided under sections 1.2, 1.3. and 1.4. of this policy, you will not be able to re-apply for membership for a period of five (5) years. For further information on re-application and appeal procedures, please refer to section 5.3.4.**

The requirements for reinstatement vary according to the circumstances surrounding your loss of enrolled membership status. They are outlined in the following sections.



### **5.3.1. Reinstatement After a Voluntary Resignation**

If you were a member in good standing who resigned voluntarily, you have 36 months (from the date of your resignation) to apply for reinstatement. To apply, you should make a written application addressed to the Registrar or Deputy Registrar requesting reinstatement. You should include a detailed work history or curriculum vitae which describes your activities since you resigned. You will also have to:

1. Pay a reinstatement fee and the applicable current annual fees (which may be pro-rated); and
2. Meet any new entrance requirements introduced while you were off the Rolls of the ABCPF.

Once reinstated, you must complete any educational and/or work experience requirements left outstanding at the time of your resignation before being eligible to write the Registration Examination.

If you resign and have been off the membership Rolls for more than 36 months, you cannot reinstate your enrolled membership status. Rather, you must make a new application to enrol with the Association. You will be required to:

1. Gain the prescribed work experience under the guidance of a sponsoring forester all over again. This means that you will not be given credit for work experience undertaken under your former enrolment period; and
2. Have your educational requirements reassessed by the Board of Examiners which may require you to take additional or re-take certain coursework and may impose such other terms and conditions on your application as it deems necessary.

### **5.3.1. Reinstatement After Removal for Non-Payment of Membership Fees**

If you are an enrollee and have not paid your annual membership fees by the deadline prescribed in the Fee Payment Policy published by the Association, your name will be removed from the membership Rolls for non-payment of fees. Your ability to reinstate your enrolled membership status will depend on how soon you apply to do so.

#### **5.3.2.1. Applications Within the Same Fiscal Year of Being Struck**

You may reinstate your membership within the same fiscal year in which the removal occurred by submitting an application letter to the Registrar or Deputy Registrar along with a cheque or funds to cover the prescribed reinstatement fee and all other outstanding fees and penalties for late payment outstanding on your account. For a complete list of fees and penalties, please refer to the Fee Payment Policy and Schedule of Fees published by the Association.



### **5.3.2.2. Applications After the Fiscal Year of Being Struck**

If you do not reinstate your membership status in the same fiscal year in which you were removed from the membership Rolls, you may reinstate your membership so long as you apply to do so within 36 months from the date your name was struck from the membership Rolls subject to the following requirements:

1. You will only be able to apply for reinstatement in the time period between 24 and 36 months from the date your name was struck from the membership Rolls. This means that you must wait at least 24 months from the date your name was struck from the membership Rolls and no longer than 36 months before you can apply for reinstatement;
2. You must pay the reinstatement fee, current annual fee, and all fees and penalties outstanding at the time of removal;
3. You must meet any new entrance requirements which may have been introduced while you were off the membership Rolls; and
4. You will be required to re-qualify your work experience requirement. Credit will not be given for work experience gained prior to removal.

If you have been struck from the membership Rolls and have not applied to reinstate within 36 months, you cannot reinstate your enrolled membership status. Rather, you must make a new application to enrol with the Association. You will be required to:

1. Gain the prescribed work experience under the guidance of a sponsoring forester all over again. This means that you will not be given credit for work experience undertaken under your former enrolment period;
2. Have your educational requirements re-assessed by the Board of Examiners which may require you to take additional or re-take certain coursework and may impose such other terms and conditions on your application as it deems necessary; and
3. Pay all fees and penalties outstanding on your account.

### **5.3.3. Reinstatement After Removal for Disciplinary Action**

Where terms of reinstatement have not been specifically outlined as part of the penalty imposed for discipline of an enrolled member, Council may impose any such requirements it deems necessary and may refuse reinstatement and/or future enrolment of such an individual.

### **5.3.4. Reinstatement After Removal for Failure to Meet Registration Requirements in Time Allotted**

Enrolled members who do not meet their registration requirements within the timelines set out in this policy document are liable to be struck from the membership Rolls. If you have been struck from the membership Rolls for failure to meet your registration requirements in the time allotted, you may not apply to re-enrol with the ABCPF for a period of five (5) years.



#### **5.3.4.1. Appealing Decisions to Strike for Failure to Meet Registration Requirements in Time Allotted**

You may apply to the AAC for a reconsideration of the decision to strike your name from the membership Rolls. To do so you must submit your application to the Registrar such that it is physically received no later than three (3) months from the date you were struck from the Rolls. Applications received after this deadline will not be considered. Your application must contain a detailed rationale of why you were unable to meet your enrolment requirements within the allotted period and a timeline showing how you intend to complete your remaining requirements.

The AAC may only grant your application if it is satisfied that extraordinary grounds exist that were not made known to the Board of Examiners at the time their recommendation was made. Extraordinary grounds are determined on a case-by-case basis but will normally not include the state of the job market or availability of courses as a factor. The reason for this is that the time-frames for completion prescribed in this policy document already take job market and course availability factors into account.

If the AAC is satisfied that extraordinary grounds exist, it may recommend that Council grant you an extension in which all remaining registration requirements must be met. In so doing, the AAC will re-evaluate your post-enrolment work experience and coursework taken while an enrolled member. This means that you may have to re-qualify some or all of your post-enrolment work experience and academic requirements. The AAC may recommend that Council imposes such other terms and conditions on your appeal as it deems fit.

#### **5.3.4.2. Re-applying After Being Struck for Failure to Meet Registration Requirements in Time Allotted**

If you have been struck from the membership Rolls for failure to meet your registration requirements in the time allotted, and the AAC does not find extraordinary grounds on which to reconsider such a decision, you will not be able to apply for re-enrolment for a period of five (5) years. Re-applications will be treated as new applications and are made to the Board of Examiners. You will have to re-qualify all post-enrolment work experience. The Board of Examiners will also re-evaluate your academic requirements and may impose such terms and conditions on your application as it sees fit.



## **5.4. Reinstatement to RPF Status**

### **5.4.1. Introduction**

An RPF who has: voluntarily resigned; retired; been granted Life membership; been removed from the membership Rolls for non-payment of fees; or been struck from the Rolls for disciplinary action, may be able to reinstate their membership to active status. Each type of reinstatement carries different requirements and is outlined below.

### **5.4.2. Reinstatement After a Voluntary Resignation**

If you are an RPF who has voluntarily resigned in good standing with the ABCPF and have remained off the membership Rolls for a period not longer than 36 months, you may reinstate your active membership status by submitting an application to the Registrar or Deputy Registrar and paying the reinstatement fee and the appropriate annual membership fee (which may be pro-rated) set out in the Fee Payment Policy. Your application will be forwarded to the Board of Examiners for recommendation to Council.

If you are an RPF who has voluntarily resigned in good standing with the ABCPF and have remained off the membership Rolls for between 36 and 72 months, you will have to write and pass the Registration Examination in addition to the requirements set out in the preceding paragraph.

If you are an RPF who has voluntarily resigned in good standing with the ABCPF and have remained off the membership Rolls for more than 72 months, you will have to complete any requirements deemed necessary by the Board of Examiners (which may include but is not limited to re-qualifying educational credits) in addition to the requirements set out in the preceding two paragraphs.

## **5.5. Reinstatement from Retired or Life Membership Status**

Retired or Life Members who wish to return to practice may do so by reinstating their full active membership status. The effect of this is to put their Retired or Life Membership status in abeyance until such time as they decide to retire from practice once again. Retired and Life Members may apply for reinstatement on the same terms and conditions as active members described in the preceding section.

## **5.6. Reinstatement from Leave of Absence**

There are two ways in which a member on leave may be reinstated to active or enrolled status; through either voluntary or involuntary reinstatement.

### **5.6.1. Voluntary Reinstatement**

#### **5.6.1.1. Absences for Less Than Three Years**

Voluntary reinstatement occurs when you send an application for reinstatement in writing addressed to the Registrar or Deputy Registrar. You may apply to be reinstated at any time in the Association's fiscal year. With the exception of members reinstating to active status after more than three (3) consecutive leaves of absence, the only requirements for reinstating are



payment of a reinstatement fee and the applicable pro-rated portion of annual membership fees as set out in the Fee Payment Policy. Members on leave of absence for maternity/parental leave or for medical reasons and who provide the necessary documentation will only have to pay their pro-rated annual membership fee.

#### **5.6.1.2. Absences for More Than Three Years**

Enrolled members are not entitled to take more than three leaves of absence in total. This section therefore only applies to active registered members. If you have been on a leave of absence for three consecutive years or more you must write and pass the Registration Examination before you can reinstate your membership status.

If you have been on a leave of absence for more than 72 months you will have to complete any requirements deemed necessary by the Board of Examiners in addition to writing and passing the Registration Examination.

#### **5.6.2. Involuntary Reinstatement**

Involuntary reinstatement occurs when an individual on leave of absence fails to apply for a further leave or reinstatement on or before the October 1<sup>st</sup> deadline. At the beginning of each November, a list of individuals on leave who have not applied for either a further leave or reinstatement is compiled. This list is brought before the Board of Examiners and Council in November and the individuals whose names appear on the list will be involuntarily reinstated to either active or enrolled status as applicable. The reinstatement and annual fees are then applied on the invoice for the next fiscal year.

Members who have taken more than three consecutive leaves will not be involuntarily reinstated and are not eligible to have their membership renewed unless they apply for either a further leave or reinstatement. Those members who have taken more than three consecutive leaves and choose not to renew their membership by reinstating or taking a further leave of absence will be removed from the membership Rolls.

If your name has been removed from the membership Rolls under these circumstances you must write and pass the registration examination and meet other such requirements as deemed necessary by the Board of Examiners before you will be eligible for reinstatement.

You can apply for reinstatement at any time within the same fiscal year in which your name was removed from the membership Rolls. If you wish to apply after this time-frame you will have to wait 24 months from the date your name was struck before your application will be entertained.



## **5.7. Reinstatement from Removal for Non-Payment of Fees**

If you are an RPF and have not paid your annual membership fees by the deadline prescribed in the Fee Payment Policy published by the Association, your name will be removed from the membership Rolls for non-payment of fees. Your ability to reinstate your active membership status will depend on how soon you apply to do so.

### **5.7.1. Applications Within the Same Fiscal Year of Being Struck**

You may reinstate your membership within the same fiscal year in which the removal occurred by submitting an application letter to the Registrar or Deputy Registrar along with a cheque or funds to cover the prescribed reinstatement fee and all other outstanding fees and penalties for late payment outstanding on your account. For a complete list of fees and penalties, please refer to the Fee Payment Policy and Schedule of Fees published by the Association.

### **5.7.2. Applications After the Fiscal Year of Being Struck**

If you do not reinstate your membership in the same fiscal year in which you were removed from the membership Rolls, you may reinstate your membership so long as you apply to do so within 36 months from the date your name was struck from the membership Rolls subject to the following requirements:

1. You must wait at least 24 months from the date your name was struck from the membership Rolls and no longer than 36 months before you can apply for reinstatement; and
2. You must pay the reinstatement fee, current annual fee, and all fees and penalties outstanding at the time of removal.

If you have been struck from the membership Rolls for 36 months or longer and wish to reinstate your membership to full active RPF status, you must submit a written application addressed to the Registrar or Deputy Registrar. Additional requirements for reinstatement are that you must:

1. Pay all outstanding fees and penalties charged against your membership account as set out in the Fee Payment Policy;
2. Write and pass the Registration Examination at the next available sitting; and
3. Fulfill any other educational or work experience requirements deemed necessary by the Board of Examiners.

## **5.8. Struck from the Rolls by Disciplinary Action**

Where terms of reinstatement have not been specifically outlined as part of the penalty imposed for discipline of a member, Council may impose any such requirements it deems necessary and may refuse reinstatement and/or future enrolment of such an individual.



## 6. GLOSSARY OF COMMONLY USED TERMS

AAC	Academic Appeals Committee. This committee is a special committee established by Council to administer the Third Time Exam Writers Policy and hear appeals of decisions to strike members for the Rolls for failing to meet their registration requirements in the time allotted.
ABCPF	Association of British Columbia Professional Foresters, or Association. The regulatory body established under the <i>Foresters Act</i> to regulate the profession of forestry in British Columbia.
ASFIT	Allied Science Forester-in-Training. An ASFIT is an enrolled member of the Association and is a person who has a science degree or a forestry degree from a non-accredited university. Certain post-enrolment work experience and academic requirements will be required of this person before she/he can apply to write the Registration Examination.
BoE	Board of Examiners. This is one of the more senior committees within the Association. It advises Council on a wide range of matters dealing with admission and enrolment and sets and evaluates examinations.
Council	The Association Council. Consists of elected members of the Association and two lay members appointed by government. Council is granted authority under the <i>Foresters Act</i> to run the affairs of the Association.
FIT	Forester-in-Training. A FIT is an enrolled member who has graduated from an accredited forestry program. Additional academic requirements are usually not required of a FIT during her/his enrolment period before she/he can apply to write the Registration Examination.
FP	Forestry Pupil. A FP is an enrolled members who does not have a formal post secondary degree but who otherwise meets academic and work experience requirements to apply for enrolled member status. A FPs is required to take courses in a number of subject areas during her/his extended articling period before she/he can apply to write the Registration Examination.
Registration Examination	The common examination that must be written by all enrolled members. It is the last step in the process of registration. The exam is held annually, on the first Friday in October.
RPF	Register Professional Forester. A RPF is a member of the association who has met all entry and enrolment requirements, who has passed the registration examination, and who is entitled to engage in the practice of professional forestry in the province of British Columbia; and meets the continuing competence and all other membership requirements of the ABCPF.

