

Special Registration Examination Policy

Date: January 2001 (Revised: March 2001)

Please file this notice in your Professional Manual under the tab *Enrolment & Registration Guidelines* with your copy of the *Enrolment, Registration & Membership Policy*.

Introduction:

Historically, the Association of BC Professional Foresters (ABC PF) has held the Registration Examination only once per year – on the first Friday of October. The ABC PF, as a matter of policy, has not permitted a special registration examination for people who apply to write the examination but who are then unable to do so. Two major reasons for the existing policy are: (a) concerns regarding consistency in setting, administration and marking of a special registration examination versus the regularly scheduled Registration Examination; and (b) defining the circumstances under which a person would be granted permission to write a special registration examination.

The Board of Examiners revisited the special registration examination issue in discussions after the October 2000 Registration Examination. After lengthy and vigorous debate, the Board narrowly resolved to recommend Council consider a policy allowing for a special registration examination. The Board of Examiners chair brought the issue before Council at its November 2000 meeting, at which time Council resolved – again after lengthy and vigorous debate – to develop a policy allowing for a special registration examination. Council's resolution in this regard circumscribed the policy such that a special registration examination only be allowed on rare occasions and on compassionate grounds where extreme circumstances arose to prevent a person from writing the regularly scheduled examination and where there is demonstrable evidence that waiting for the next scheduled Registration Examination would cause an undue hardship on the applicant. Council further resolved that discretion to decide these issues be granted to the Board of Examiners.

The Policy:

- (1) When setting the Registration Examination, the Board of Examiners will set two separate exams; one of which will be designated the "Special Registration Examination."
- (2) The Registration Examination and the Special Registration Examination will each be approved by the Board of Examiners and Council.
- (3) ABC PF staff will take all necessary steps to ensure security and confidentiality of the Registration Examination and the Special Registration Examination.

- (4) Only those people who were registered to write the Registration Examination, who were unable to or prevented from writing that exam, and who meet all other requirements of this policy will be granted the opportunity to write a Special Registration Examination.
- (5) The Board of Examiners shall review all applications to write Special Examinations and will have absolute and sole discretion to decide which applicants will be permitted to write. Permission will only be granted by the Board of Examiners:
 - a. **on rare and extreme circumstances** as determined at the sole discretion of the Board of Examiners;
 - b. based on compassionate grounds supported by appropriate documentation (such as death certificates, record of hospitalization, and/or police incident reports) which gave rise to extreme circumstances beyond the control of the applicant and which prevent the applicant from writing the regularly scheduled Registration Examination; and
 - c. where there is demonstrable evidence that waiting for the next scheduled Registration Examination would cause an undue hardship on the applicant.
- (6) The application to write a Special Registration Examination must take the form of: (a) a letter, written by the applicant, addressed to the Board of Examiners detailing the reasons why permission to write a Special Registration Examination should be granted; (b) a letter, written by the applicant's sponsoring forester, indicating whether the sponsor supports the application and whether the sponsor is of the opinion that the applicant is ready to and capable of writing the Special Registration Examination; and (c) documentation in support of the application that can provide independent third party verification of the circumstances giving rise to the application.
- (7) The Board of Examiners may request any additional information and documentation as it deems appropriate in the circumstances of each application.
- (8) The Registration Examination is held on the first Friday of October. Applications to write a Special Registration Examination **must be received** in the ABCPF offices no later than 4:00pm on the **last Friday of that same October**.
- (9) **No extensions or exceptions to the application date deadline to write the Special Registration Examination will be entertained.**
- (10) The Special Registration Examination will normally be administered at the ABCPF offices on the first Friday of February. The Board of Examiners may consider alternate Special Registration Examination locations where, in their sole discretion, the circumstances warrant.
- (11) The application to write a Special Registration Examination is a certification by the applicant that the circumstances leading to that person's inability to write the exam at its regularly scheduled date are not, or will not be, a factor detracting from the applicant's ability to pass the Special Registration Examination. As such, the circumstances triggering a Special Registration Examination cannot later be used in an application to the Academic Appeal Committee should the applicant fail the Special Registration Examination.
- (12) A person granted permission to write a Special Registration Examination must pay all fees and costs attributed to the examination and must comply with any conditions imposed by the Board of Examiners.
- (13) This policy will be reviewed by Council and the Board of Examiners on an annual basis.