
Registration Policy

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Policy

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1.0 Introduction

This policy applies to you if you are thinking about applying to be a member of the Association of BC Forest Professionals (ABCFP); if you are currently an enrolled member; if you are a member with conditional status; or if you are a transferring forest professional who has yet to complete the registration exam. It will tell you what the requirements are to become an enrolled member, how to apply and the rules that apply to you as an enrolled member and as an exam writer. You should also refer to the following documents:

- Application packages;
- Transferring forest professional section of our website;
- *Articling Policy*
- *Foresters Act*; and,
- Association bylaws, particularly bylaws 5 (Categories of Membership), 6 (Membership Rights and Obligations), 11 (Code of Ethics), and 12 (Standards of Professional Practice).

All of these documents are available online at www.abcfp.ca.

This policy assumes that you have already completed your schooling and know your career plans. If you have not completed your schooling or are still trying to decide whether you want to become a member, please refer to our website at www.abcfp.ca for more information.

2.0 Definitions

We have tried to write this policy in plain English. Sometimes certain words, acronyms or phrases, which have special meanings, are used. Definitions for most of the words, acronyms or phrases that have special meanings in this policy are provided below. Others can be found on our website.

Academic Appeals Committee or AAC means a special committee of the board of examiners and/or council members that is established to hear academic appeals. Academic appeals may include requests to re-write the registration exam if you have failed it more than once and other appeals as determined by council.

Academic/core competency standards or academic/core competency requirements means entrance standards we have agreed to for membership in one or more membership categories. The *Foresters Act* requires that we set entrance standards for

any person wishing to practise as a Registered Professional Forester or Registered Forest Technologist. The entrance standards include academic/core competency standards, as well as work experience and exam requirements. We work with various provincial and national organizations to set the academic/core competency standards in order to ensure that you have the education necessary to begin practising as an enrolled member.

We have established academic/core competency standards for enrolment as Foresters in Training (FIT) and Trainee Forest Technologists (TFT). These standards are available on our website.

Act means the *Foresters Act*.

Allied Science Forester in Training (ASFIT) means a Forester in Training who has:

- a recognized degree (as defined below) but that degree does not meet all the academic/core competency requirements for entry as a Forester in Training (additional coursework or experience to ensure an adequate grounding in all academic/core competency requirements for practice as a Registered Professional Forester will be required);
- a bachelor-level degree in a discipline (usually science) and with courses deemed acceptable by the board; or,
- a master's or doctorate degree in forestry but does not have a recognized undergraduate degree.

Since you may have missed out on some academic/core competency requirements for Foresters in Training, you may need to take additional coursework, training, challenge exams, or competency assessments during your articling period to complete any outstanding requirements.

Allied Science Trainee Forest Technologist (ASTFT) means a Trainee Forest Technologist who has a post-secondary diploma but not a recognized forestry diploma. As an ASTFT, you may have missed out on some academic/core competencies requirements for Trainee Forest Technologists. You will need to bridge any gaps by taking additional coursework, training, or competency assessment during your articling period.

Articling period or articles means the period of time you must spend as an enrolled member completing academic/core competency requirements, if any, and gaining relevant work and professional experience under the guidance of a registered member before you can write a registration exam and apply to become a registered member. The length of your articles will depend on your enrolled member category.

Accreditation is the process of education assurance through which formal recognition of the quality and necessary curriculum content of a forestry program is conferred by a regulatory body. A graduate from an accredited forestry program is eligible for enrolment upon graduation and may take the professional exam once the prescribed practical experience requirements have been met for certification.

Association, we, us, our, the ABCFP or the association means the Association of BC Forest Professionals. In British Columbia, the association regulates the practice of professional forestry, the practice of forest technology and the practice of associate members of the ABCFP.

Board of Examiners or Board means a committee appointed by council to advise us, among other things, on matters related to enrolment, registration and continued membership with the ABCFP.

Bylaws mean the association bylaws. Bylaws are rules passed by council and approved by a vote of the members. These rules apply to all members. While all bylaws are important, you should pay very close attention to two of the bylaws; the Code of Ethics and the Standards of Professional Practice.

Certification is the authoritative endorsement by a regulatory body that a person has met the academic/core competency criteria for entrance to the association.

CFAB means the Canadian Forestry Accreditation Board. This is a national board that reviews university programs to determine whether they meet the academic standards for entry to the profession. Please also review the definition for recognized forestry program below.

CTAB means the Canadian Technology Accreditation Board. This is a national board that reviews technology diploma programs to determine whether they meet national standards. Please also review the definition for recognized forest technology program below.

Core Competency refers to the competencies defined for incoming RFTs and RPFs as may be published on the ABCFP website at www.abcfp.ca.

Council means those persons who are duly elected or appointed (as per the specifications of the *Foresters Act* and ABCFP bylaws) to run the affairs of the association and to develop and enforce policy, including policy relating to enrolment and membership with the association. All applications for enrolment must be approved by council.

Enrolled member means a Forester in Training, Allied Science Forester in Training, Forestry Pupil, Trainee Forest Technologist or Allied Science Trainee Forest Technologist.

Forester in Training (FIT) means an enrolled member who has graduated from a recognized forestry program and who wishes to become a Registered Professional Forester.

Forestry Pupil (FP) means an enrolled member who does not have an undergraduate degree, but has other academic and work experience qualifications sufficient to allow them to enrol as a Forestry Pupil and take the necessary academic/core competency requirements while articling. The forestry pupil program has been discontinued as of December 1, 2005. Enrolled members who entered the forestry pupil program on or before this date will be permitted to continue through to registration under this program.

Guarantor is a registered forest professional who is able to confirm your competency and is prepared to provide professional endorsement and confirmation of your self-assessment.

Recognized forestry program or recognized degree means a degree in forestry, natural resource management, terrestrial or aquatic biological sciences, or related fields, from a post-secondary program we recognize as providing you with the academic requirements needed to enrol as a Forester in Training. Before we will accept your degree it must either be accredited by the CFAB or recognized by us so that we can confirm that it delivers the academic content requirements we have set for post-secondary programs. Please refer to our website for a detailed description of our academic standards for Foresters in Training and recognized forestry programs.

Recognized forest technology program or recognized diploma means a diploma in forest technology or a related field from a post-secondary program we recognize as providing you with the academic requirements for acceptance to enrol as a Trainee Forest Technologist. Before we can accept your diploma it must be recognized by us so that we can confirm that it delivers the academic content requirements we have set for forest technologist diplomas. Please refer to our website for a detailed description of our academic/core competency standards for Trainee Forest Technologists and recognized forest technology programs.

Registrar means the association's registrar. The registrar is in charge of running the registration department and applying ABCFP policy or policy variances to your application.

Sponsor is a registered forest professional who, upon signing an articling agreement with applicant/enrolled member, assumes responsibility for overseeing the growth and development of that enrolled member towards registration and the work that the enrolled member does during his or her articling period.

Trainee Forest Technologist (TFT) means an enrolled member who has graduated from a recognized forest technology program and who wishes to become a Registered Forest Technologist.

Transferring Forest Professional means a forest professional who is accepted by the ABCFP under the provisions of the ABCFP Bylaws or under the Agreement on Internal Trade (AIT) or the Trade Investment and Labour Mobility Agreement (TILMA) who has yet to pass the registration exam.

You or your means you.

3.0 Legal Authority

The *Foresters Act* requires any person in BC who wants to practise professional forestry, as defined in the Act, in British Columbia to be a member of the association. This includes forest technologists and professional foresters. This type of legislation, commonly known as ‘right to practise’ legislation, is similar to the legislation that sets the rules for doctors, lawyers or accountants. The *Foresters Act* gives council the power to pass resolutions that govern ABCFP members including:

- a) the establishment and administration of standards, policies and procedures for enrolment and registration and the qualifications of candidates for admission, including the subjects of study, the exams to be passed and the experience in forestry required of applicants for membership and for registration;
- b) the resignation, reinstatement and temporary withdrawal from practice of members;
- c) (the fees, other than the annual membership fees, payable by members;
- d) the levy, assessment, payment, remission and collection of fees, assessments and all other such charges;
- e) the removal of members from the register for the non-payment of fees or other charges;
- f) the removal of enrolled members from the register for not completing registration requirements within a specified period;

3.1 Power and authority vested in the Board of Examiners and the Registrar

The *Foresters Act* grants council the power to delegate council authority and decision-making powers to individuals, board 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.

4.0 Membership Types and Requirements

The *Foresters Act* defines six different membership classes and allows council to establish different categories of membership within each class. Each category can have different membership rights and responsibilities.

Unless you are a transferring forest professional, before you can become a registered member you must first become an enrolled member, complete your articling period and write a registration exam. The length of time you must spend on your articling period and the type of registration exam you will have to write will depend on which category of enrolled membership you have.

All applications for enrolment must be approved by council. There are three categories of the enrolled membership class:

- Foresters in Training (includes Allied Science Forester in Training);
- Forestry Pupils; and,
- Trainee Forest Technologists (includes Allied Science Trainee Forest Technologist).

Each of these categories has academic/core competency requirements for entry, articling requirements while you are enrolled, and membership rights and responsibilities. Some of these requirements are common, but others differ among categories. This policy describes these requirements in detail.

Transferring Professional Foresters (TPF), who are members in good standing with their professional registering body in another jurisdiction in Canada, may enter the profession with the ABCFP via two routes of entry. A TPF has the option of applying through the regular route of entry under the ABCFP Bylaws or applying under the provisions of the Agreement on Internal Trade (AIT) or the provisions of the Trade Investment and Labour Mobility Agreement (TILMA). More detail on these options is described in section 4.4. below.

Transferring Registered Forest Technologists (TRFT) who are members in good standing with their professional registering body in another jurisdiction in Canada,

may enter the profession with the ABCFP via two routes of entry. A TRFT has the option of applying under the ABCFP Bylaws or coming in under the provisions of the Trade Investment and Labour Mobility Agreement (TILMA). More detail on these options is described in section 4.4 below.

4.1 Forester in Training Category

4.1.1 Foresters in Training

If you have a recognized degree you may apply as a Forester in Training. There are a number of different programs that we recognize. Some of these programs are CFAB accredited forestry programs. A list of accredited programs is available through our website. If you have read through this policy and looked at our website and are still unsure whether your degree is from a recognized forestry program, please contact a member of the registration department.

The general rule is that if you have completed a CFAB accredited degree, you have met the academic/core competency standards. While this rule holds true in almost all cases, there are times when additional requirements are deemed necessary even though the program is CFAB accredited. Registration department staff can assist you with any questions you may have in this regard.

If you have a recognized post-secondary science degree in forestry or natural resource management from a non-CFAB accredited forestry program, you can still apply for membership as a Forester in Training but you may be required to complete additional academic/core competency requirements. We will review your application on an individual basis, and will determine what, if any, additional requirements you may have to complete while an enrolled member.

4.1.2 Allied Science Forester in Training

You may be able to enrol as an Allied Science Forester in Training if you meet the requirements set out in the definition section of this policy.

If, after reviewing the definition of an Allied Science Forester in Training and the academic/core competency standards for Foresters in Training, you think you qualify for enrolment as an ASFIT, you are encouraged to apply for admission. We will review your application and your degree in comparison with our requirements to decide whether we will recognize that you have enough background to enrol as an ASFIT and what, if any, additional requirements you will need to complete. Each application is reviewed on a case-by-case basis.

As an ASFIT, you are considered a member of the Forester in Training membership category, and are given an extended articling period. You will be subject to the rights and obligations of a FIT.

Degrees obtained from institutions outside Canada may require an educational evaluation by an independent credential evaluation service. If we require such an assessment we will let you know and will refer you to an assessment organization that can provide us with the needed information. You will have to pay for the assessment.

4.2 Forestry Pupil Category

Important Notice: Council has suspended acceptance of applications to this membership category as of December 1, 2005. Members already in the forestry pupil program will be allowed to continue through to registration so long as they meet all program requirements.

4.3 Trainee Forest Technologist Category

If you have a recognized technology diploma you may apply as a Trainee Forest Technologist. There are a number of different programs that we recognize including a list of CTAB accredited forestry programs which is available through our website.

If you have read through this policy and looked at our website and are still unsure whether your diploma is from a recognized forestry program, please contact a member of the registration department.

The general rule is that if you have completed a CTAB accredited diploma in forestry, you have met the academic/core competency requirements. While this rule holds true in almost all cases, there are times when additional requirements are deemed necessary even though the program is CTAB accredited. Registration department staff can assist you with any questions you may have in this regard.

If you have a recognized post-secondary diploma in forestry or a related field from a non-CTAB accredited forestry program, you can still apply for membership as a Trainee Forest Technologist but you may be required to complete additional academic/core competency requirements. We will review your application on an individual basis and will determine what, if any, additional requirements you may have to complete while an enrolled member.

4.3.1 Allied Science Trainee Forest Technologist

You may be able to enrol as an Allied Science Trainee Forest Technologist if you meet the requirements set out in the definition section of this policy.

If after reviewing the definition of an Allied Science Trainee Forest Technologists and the associated academic/core competency standards for Trainee Forest Technologists, you think you qualify for enrolment as an ASTFT, you are encouraged to apply for admission. We will review your application and your diploma in comparison with our requirements to decide whether we will recognize that you have enough

background to enrol as an ASTFT and what, if any, additional requirements you will need to complete. Each application is reviewed on a case-by-case basis.

As an ASTFT, you are considered a member of the Trainee Forest Technologist membership category and are given an extended articling period. You will be subject to the rights and obligations of a TFT.

Diplomas obtained from institutions outside Canada may require an educational evaluation by an independent credential evaluation service. If we require such an assessment we will let you know and will refer you to an assessment organization which can provide us with the needed information. You will have to pay for the assessment.

4.4 Transferring Forest Professionals

4.4.1 Transferring Professional Forester (TPF):

TPFs can apply to join the ABCFP in either of two ways. The regular route of entry specified in the ABCFP Bylaws requires the TPF to apply and receive a special permit to practise and then write the regular registration exam. The special permit may grant rights of title and either full or partial rights of practice. Once candidates pass the registration exam they will have full right to title and practice. The regular exam writing rules apply to this route of entry as described below in section 7.6.

The second route of entry is under the provisions of the Agreement on Internal Trade (AIT) or the provisions of the Trade Investment and Labour Mobility Agreement (TILMA). This route of entry is described on the ABCFP website (www.abcfp.ca). It requires a different application package and writing a different exam than the regular route of entry. The exam in this case is shorter than the regular exam and is strictly based upon BC jurisprudence. Special exam rules apply for this route of entry as explained below in sections 7.7.

4.4.2 Transferring Registered Forest Technologist (TRFT):

TRFTs can apply to join the ABCFP in either of two ways. The regular route of entry requires the TRFT to apply and get a limited licence to practise and then write the regular registration exam. The limited licence may grant rights of title and either full or partial rights of practice. Once candidates pass the registration exam they will have full rights to title and practise. The regular exam writing rules apply to this route of entry as described below in section 7.6.

The second route of entry is under the provisions of the TILMA. This route of entry is described on the ABCFP website (www.abcfp.ca). It requires a different application package and writing a different exam than the regular route of entry. The exam in this case is shorter than the regular exam and is strictly based upon BC jurisprudence. Special exam rules apply for this route of entry as explained below in section 7.7.

5.0 Application Process

5.1 Submitting an Application Package

Application packages are available on our website. The application packages contain all the necessary forms and information you will need to enrol. Please note that all documents EXCEPT your official transcripts must be included in ONE application package.

Some post-secondary institutions will insist on sending your transcripts directly to us. This is acceptable. With the exception of your transcripts, your application will only be accepted if it contains your:

- **Application Form** filled in completely and signed where indicated. Because ABCFP correspondence with our members is done mainly by e-mail, please provide an e-mail address that you check regularly. It is your responsibility to keep your contact information up to date.
- **Resume** which details all forestry related positions held since high school graduation.
- **Confidential Reports** from two references plus one from your sponsor. The necessary forms are included in the application package. Your sponsor must sign and seal or stamp his/her report.
- **Indictable Offence Form** completed and signed.
- **Application Fee plus Annual Membership Fee** paid by cheque, Visa or MasterCard, all as set out on the fee schedule available on the website. Depending on the time of year when you apply, the annual fee may be abated.
- **Articling Agreement** completed by you and your sponsor. This agreement sets out the respective roles and responsibilities you and your sponsor have during your articling period.
- **Official Transcripts** that state degrees/diplomas have been granted. If the official transcripts are not yet available you must have a letter from the Dean or program advisor of your school indicating the degree/diploma is complete before we can accept your application. In this case, you must ensure that official transcripts are provided to us once they are available. **Official transcripts must be sent directly to us by the issuing educational institution.**

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 ABCFP. Please contact the registration department staff 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.

5.1.1 Only fully completed applications will be accepted

You are applying to become a member of a profession that demands high standards from its members. Your application package must not contain errors or omissions. If it does, it will not be processed. The registration department will contact you by e-mail regarding any deficiencies and keep your incomplete application on hold for a period of six months. Thereafter, you must submit a new application package.

If you have any questions about your package that are not answered by this policy, the documentation accompanying the package, forms, or the materials on our website, contact a member of the registration department.

5.2. Processing Completed Applications

Once we have received your completed application package, you will be notified by e-mail. We will also date stamp your application package at this time. 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 exam and apply for registration.

Registration department staff will process your application and may then refer it to the board and council for consideration. You will be officially enrolled when council approves your application. Once your application is approved, we will e-mail to you a welcome letter with information about your membership which may include time limits for articling, when you will be able to write your registration exam, and any additional requirements.

The entire process from our receipt of your completed application package to the time you receive your welcome letter may take up to eight (8) weeks.

5.3 Appealing Decisions About Academic/Core Competency Requirements

When we assess your academic/core competency requirements we will apply our policies and procedures fairly and consistently. We draw on all available knowledge about the academic institution that provided the coursework, including the detailed course descriptions, plus we analyze actual course content and the qualifications of instructors to determine whether your academic institution meets our standards. Similarly, we rely on the expertise of forest professionals who conduct competency assessments of individual applicants with non-accredited forestry or allied science

degrees (ASFITs) or those applicants with non-accredited forestry or allied science technology diplomas (ASTFTs).

We have been assessing applications and course offerings for many years and have built up an extensive database of information. While our information is extensive, it is not exhaustive. If you have not been given credit for an academic/core competency requirement for which you feel you have done the necessary coursework or gained substantial experience, it may be that we lack sufficient information to make a proper assessment. If you think that this is the case, you should contact registration department staff to discuss the matter further and to confirm the reasons why you were not credited. If the reason you were not credited is that we do not have sufficient information on the institution you attended and/or the particular coursework you have undertaken, or the competency assessment falls short of the minimum requirement, you may appeal our decision by requesting a self-assessment (main components of the process is described below).

We will consider your request and may consult with, or may delegate decision making powers to, one or more board of examiners subcommittees which have expertise in the academic or competency area(s) for which you have requested a reassessment.

The ABCFP and other provincial professional forestry associations have together developed a set of accreditation standards for the practice of professional forestry. These standards have now been adopted by CFAB and will be used as the national accreditation standards for post-secondary degree programs. Similarly, the ABCFP has developed a set of competency standards for the practice of professional forest technology. CTAB has adopted the general competency statements for the practice of professional forest technology as established by ABCFP and will use these as a national benchmark for granting national accreditation for post-secondary diploma programs. The ABCFP standard for forest technologists is more specific to the practice of professional forest technology than the CTAB standards. Post-secondary programs that want to be recognized by the ABCFP must meet the ABCFP standards. Graduates from recognized forestry programs will generally not need to complete any further coursework or additional assessment of their academic credentials.

Assessment process

This assessment process is required for all enrolled members who are pursuing:

- RFT status - who have graduated from a non-accredited forest technology diploma program or those who graduated from a recognized allied technology program.
- RPF status – who have graduated from non-accredited forestry degree

program or those who graduated from a recognized allied program with a Bachelor of Science or equivalent undergraduate degree.

The assessment process has a number of components which generally includes:

- 1. A self-assessment of 'Core Competencies'** – these are the base competencies that anyone from a forestry program, or from an allied program, must have to communicate and function within the forestry environment. These skills are common to forestry related, resource-based professions and a high level of compliance is expected. The core competency requirements differ for RPF and RFT applicants.
- 2. A self-assessment of the 'Scope of Practice outcomes'** (required for RFT applicants only) – these are the competencies specific to the profession of forest technology rather than the common core which applies to all resource professions. The outcomes in this case are grouped into ABCFP practice areas for technologists.
- 3. Endorsement or signoff by a guarantor** - your guarantor (e.g. sponsor, supervisor(s), or professional colleagues) must endorse the overall package by certifying that, to the best of his or her knowledge, you have the competencies indicated in the submitted package.
- 4. Requirements for acceptance** - you must demonstrate through this self-assessment process that you have equivalent academic/core competency knowledge and skills to that of a graduate from an accredited forestry program. The required knowledge and skills may have been obtained from the academic program content, from additional continuing education or from experience. To be accepted you must have all of the core competency skills (as listed in the self-assessment of core competencies).
- 5. Supporting Documentation** - the self-assessment matrix identifies the information necessary for each forestry discipline. You must supply all necessary information to support your assessment.

The assessment packages are available for download from our website.

6.0 Articling Requirements

As an enrolled member, you must spend time gaining relevant professional work experience under the guidance of a registered member (sponsor) before you can write your registration exam.

Most of the details about your articling requirements are set out in the *Articling Policy* which can be found on our website. Some of the more important features are discussed below.

6.1. Scope of Practice Rights

6.1.1. Direct supervision

An enrolled member can only practise under the direct supervision of a registered member. For FITs and FPs the supervisor must be a Registered Professional Forester. For TFTs the supervisor can be either a Registered Professional Forester or a Registered Forest Technologist (Note: conditionally registered members are not entitled to act as sponsors). There may be times when you and your sponsor will find another registered member to supervise either some or part of your practice, particularly if your sponsor is not qualified to supervise the work you are doing or if you and your sponsor live or work in different locations which makes direct supervision impossible.

A person who agrees to be your sponsor and/or your supervisor shares professional accountability with you for the work that you do as an enrolled member; therefore, the sponsor or supervisor must know what you are doing on a day-to-day basis. This relationship requires the two of you to be in frequent contact and for you to communicate with your sponsor/supervisor fully and openly. Your sponsor/supervisor must take active steps to ensure he or she is comfortable with your progress and with your work, knowing that he or she shares accountability for it with you.

6.1.2 Only relevant work experience will be credited

As an enrolled member you are expected to gain exposure to as broad a range of professional forestry (FITs and FPs) or forest technology (TFTs) practices as possible. We will only accept work experience that is relevant and applicable to your membership category. Work experience that does not relate directly to either the practice of professional forestry or forest technology will not be credited. If you do not know whether the work you are doing qualifies, please contact registration department staff for assistance.

6.2 Use of Title and Designation

The *Foresters Act* gives you exclusive rights to use certain titles and designations. Enrolled members must use the titles and designations relevant to their membership

category. This means that, for all advertising and promotional material and on all work-related documents (paper and electronic) on which you are identified as an author or part author, if you are a:

- Forester in Training or Allied Science Forester in Training, you must use the title Forester in Training and/or the designation FIT;
- Forestry Pupil, you must use the title Forestry Pupil and/or the designation FP; or,
- Trainee Forest Technologist, you must use the title Trainee Forest Technologist and/or the designation TFT.

You must not use any other title or designation that could lead anyone to believe you are a registered member entitled to practise independently.

6.3. Length of Articles

The length of time you must spend doing your articles will vary depending on your enrolled member category.

If you are a FIT or TFT you must gain 24 months of relevant professional work experience during your articling period. At least 18 months of this experience must be gained in British Columbia. Since job markets cannot be guaranteed, you have up to 48 months from the date we receive your completed enrolment application to fulfill your articling requirements.

If you are an ASFIT or ASTFT you must still gain 24 months of relevant professional work experience during your articling period, at least 18 months of which must be gained in British Columbia. The only difference is that we will allow you up to 72 months from the date we receive your completed enrolment application to fulfill your articling requirements. You get extra time because as an ASFIT or ASTFT, it is likely you will need additional time to complete academic/core competency requirements.

If you are a Forestry Pupil you must gain at least 48 months of relevant professional work experience during your articling period, at least 42 of which must be gained in British Columbia. You have up to 120 months from the date we receive your completed enrolment application to fulfill your articling requirements. This is because as a FP, you will have to complete additional academic/core competency requirements.

6.3.1 Consequences for not completing your articles within the time allotted

You must complete your articles in a timely manner. If you do not complete your articles within the limits described above, you will lose your membership status and

you will not be permitted to re-enrol for a period of five (5) years from the date you are removed from the membership list.

If there are extraordinary reasons for your failure to complete your articles, you may make an appeal citing those reasons. We will then decide whether the five (5) year prohibition against you re-enrolling should be varied in whole or in part.

6.3.2 Varying the time limits for your articling period

6.3.2.1 Decreasing your articling period

6.3.2.1.1. Going back to school

If after enrolment with the ABCFP you decide to go back to school, 12 months of full-time study may be credited towards the required 24 months of articling. Studying for a master's or doctorate program (FIT/ASFIT), or on a recognized forestry degree (TFT/ASTFT) will qualify you for this credit provided that the program is in forestry or an allied science acceptable to the board. You will be eligible for this credit if you are an enrolled member before starting the course of study degree and either remain an active enrolled member or take a leave of absence during your course of study.

You must complete the program and the degree has to be granted to receive the 12 months credit. If you are thinking about taking a master's or doctorate degree or you are a TFT or ASTFT and want to get a recognized forestry degree and take advantage of the credit, please contact registration department staff before starting the degree to confirm your eligibility for the credit.

If an individual applies to enrol with the ABCFP part way through a graduate program, which is often the case, the articling clock will start when the individual has successfully applied and begins working with a sponsoring forester. You will only be eligible for credit if you complete the program and receive the degree.

6.3.2.1.2 Registered outside Canada

If you are a registered forest professional in another country or hold a status substantially similar to that of a registered member, you may be eligible for an exemption of 12 months from the normal 24 month work experience requirement. You must apply for this exemption in writing and must include proof of registration, a detailed description of the registering body and a detailed resume of your forestry experience.

6.3.2.1.3 Working in a Canadian province without a professional regulatory body

You may be eligible for the 12 month exemption if you have:

- a recognized degree or diploma;

- at least five years of relevant Canadian forestry experience gained within the last 10 years; and,
- obtained your work experience in a Canadian province that does not have a professional forestry or forest technology regulatory body.

Applications for exemptions must be in writing and must include a detailed resume of forestry experience. Please note, if your work experience was gained in a jurisdiction having a professional forestry or forest technology regulatory body and you were not registered, you will not be eligible for this exemption.

6.3.2.2 Extending your articling period

Occasionally circumstances may make it impossible for you to complete your articling requirements within the time allotted. You may apply for an extension, in writing as soon as you realize that you will not be able to complete your articles in the time allotted.

The application must include:

- specific and detailed reasons why you are unable to complete your articling requirements within the time allotted; and
- length of the extension you may need along with an action plan stating how, and when you will complete all your remaining articling requirements.

We will consider your application and decide whether or not an extension can be granted. The timeframes for completing your articles have been calculated to allow for a number of contingencies such as fluctuations in job markets. Extensions will therefore not be granted as a matter of right, but rather only if we are satisfied that extraordinary grounds exist which have prevented you from completing your articling requirements in a timely manner.

If we are satisfied that extraordinary grounds exist, we may approve your application with terms and conditions we consider necessary to ensure you have the best possible chance of completing your articles successfully.

Generally only one extension will be granted. If you do not complete your articling requirements within the extended time allotted, you will lose your membership and you will not be allowed to re-enrol for a period of five (5) years from the date you are removed from the membership list. You will not be allowed to appeal for an early re-enrolment date.

6.4 Switching between enrolled member categories

You may have enrolled as a Forestry Pupil or Trainee Forest Technologist a number of years ago and then decided to go back to school and now have graduated with a recognized degree. It is possible to switch your enrolment category to that of a Forester in Training.

You can switch between enrolled membership categories and we will update your academic record and requirements, taking your more recent educational achievements into account. Also, the work experience you earned in one category will be examined to see if it is relevant to the other category. The work experience you gained as a TFT may not meet the depth and breadth of experience required as a FIT or FP. Also, we may require you to gain additional work experience in practice areas you have not adequately covered. The quality of the work experience you gain while articling is as important as the quantity.

6.5 Sponsoring Member

You can only practise as an enrolled member under the direct supervision of a registered member. In most (but not all) cases that person will be your sponsor.

Your sponsor must be a trusted mentor who will help guide your professional development during your articling period. He or she will help see to it that you are exposed to the full range of practise experience required under the *Articling Policy*. Your sponsor shares professional accountability for all of the work you do.

It is very important that you and your sponsor fully understand and agree to all of the terms and conditions of your mutual relationship. Those terms and conditions are fully explained in the *Articling Policy* which can be found on the website.

6.6 Completing Academic/Core Competency Standards During Your Articles

6.6.1. General

Our academic/core competency standards set out the educational requirements for entry to the association and for registration either as an RPF or RFT.

If you enrol with a CFAB accredited degree or CTAB accredited diploma (see definitions of recognized degrees or diplomas), you probably will not have to complete any additional requirements during your articling period. If you do not have a CFAB accredited degree or CTAB accredited diploma, you may be required to undertake additional requirements to complete any deficiencies.

As already discussed in previous sections of this policy, we will assess your situation on a case-by-case basis. Our analysis will determine under what category of membership you will be able to enrol, any additional requirements, and the minimum and maximum length of your articles.

7.0 Registration Exams

This section applies to all enrolled members, conditional RFTs, and TPFs (Special Permit in ABCFP Bylaws) who are required to write a registration exam. Requirements for forest professionals transferring under the provisions of the AIT or TILMA are covered in section 7.7.4.

Council has delegated the task of setting the exam to the board with instructions to ensure that the exam is comprehensive and fair in its application, administration and evaluation. The board takes this task very seriously.

The registration exams are held once per year on the first Friday in October.

As a general rule, conditional RFTs and TPFs (Special Permit in ABCFP Bylaws) have already met the exam eligibility requirements. Your earliest and latest dates to write the exam will be included in the welcome letter.

To be eligible to write the registration exam enrolled members must have:

- completed or are close to completing any academic/core competency standards required of you during your articling period;
- be within six months of completing your articles by the date of the exam; and
- reached the earliest date to write the exam, as mentioned in the welcome letter.

At one time we had a requirement for a professional report for RPF exam candidates which has now been replaced by a requirement to write the take-home exam. If you have not completed the thesis or professional report requirement as part of your academic studies, you will be required to write and pass the take-home exam. Contact the registration department to confirm if you have to write the take-home exam.

Each year in mid-May, information pertaining to the registration exam will be posted on our website

7.1 Submitting Your Exam Application

The exam application is available on the ABCFP website by mid-May. Please anticipate that your sponsor and references may not be available at all times and that it will take some time to gather necessary application package materials when you budget your time for preparing your application package. While we expect that you will not make errors or omissions in your package, the consequences of missing the deadline are sufficiently important that you should budget enough time to allow for

delivery of your application, notification of any errors, and re-submission of your package.

We must physically receive your fully completed and error-free exam application on or before 1630 hours, August 15th of the year you intend to write the exam. If this date is on a weekend or holiday, we will extend the deadline to the first business day thereafter. This means that if we do not receive your complete and correct application by the deadline time and date, you will not be able to write the exam.

7.2 Exam Writing Locations

We try to ensure that exam locations will be within a 200 km radius of any exam applicant's place of work in British Columbia, wherever possible. The location for each writing centre will vary from year-to-year based on the number of people writing the exam and their geographic locations. The exam application package will contain information about the exam locations and will provide a means for you to indicate your preferred location.

7.3 Special Location or Other Exam Requests

If you are unable to write your exam in one of the designated locations, you must apply for special consideration on or before August 1st of the year you intend to write your exam. We will consider your request and decide whether or not it can be accommodated.

If, for documented medical reasons, you need extra time to write your exam, you require special equipment, or you have other special needs, you must let us know on or before August 1st of the year you intend to write your exam. We will work with you to assess what, if any, special arrangements may be appropriate.

7.4 Exam Format and Marking

The exam format may differ from year-to-year and between RPF registration exam and the RFT registration exam. The passing mark for any one exam or section of any one exam is 60%. We will let you know the format of the exam well in advance of the exam date.

The board convenes to mark and re-mark all exams. Marking procedures are designed to ensure marking consistency and that your exam will be marked and judged in relation to all others who answer the same questions you chose to answer. Once the exam has been marked and re-marked (if required) the results are final. No further appeals or re-marking is possible.

7.5 Releasing Exam Marks

The board will report the exam results to council. Once council has been informed, your exam results will be available online in your membership account.

7.6 Rewriting the Exam

All enrolled members, conditional RFTs, and TPFs (Special Permit in ABCFP Bylaws) must pass the registration exam. There may be limited opportunities to rewrite the exam if you fail. If the exam has more than one part, you must pass both parts. If you pass one part and fail the other, you will only need to rewrite the part that you failed. Rewriting opportunities and procedures are discussed below.

If you fail your registration exam, you may request a copy of the exam so that you and your sponsor or mentor can review it to see where you may have deficiencies and/or where further study may be required.

Rewriting opportunities for members transferring under the provisions of the AIT or TILMA are covered in section 7.7.4.

7.6.1 Failing the exam once

If you fail on your first attempt, you must make a written application to the ABCFP for permission to write another registration exam. Your request to rewrite the exam must include all of the information as listed in section 7.6.3.

The board and/or registrar will consider your application and decide upon the conditions that you will have to meet in order to be entitled to write another registration exam. In making this decision, the board may place whatever terms and conditions it decides are prudent to ensure you will have better success on the exam on your second attempt.

7.6.2 Failing the exam after a second attempt

If you fail on your second attempt, you must make a written application to the ABCFP for permission to write the registration exam for a third time. Your request to rewrite the exam must include all of the information as listed in section 7.6.3.

The time span between the second and third attempts will be at least two years unless the AAC is convinced that you can meet your continuing education plan within one year.

You must be prepared to meet with the AAC following notification from registration department staff of the date when you will have an opportunity to be heard (to make your case) before the AAC. You may appear in person or have a telephone interview. It is important to have your sponsor or mentor support your continued work and you may have your sponsor or mentor attend your hearing with the AAC. The general procedure is for the committee to allow you between 15 and 20 minutes

to make your presentation. The committee will then spend some time discussing your application with you and your sponsor or mentor, if present. After that, the committee will deliberate and generally will inform you of their decision within a week.

If the AAC finds that you have met the requirements noted above it will grant your application on whatever terms and conditions it considers are prudent to help ensure that you will pass the exam on your next attempt.

Should you fail the exam for a third time you will be removed from the membership roll and will not be allowed to re-enrol for five years from the date of your final exam failure.

7.6.3 How to apply to rewrite the registration exam

To be considered for a rewrite at the next exam sitting, we must receive your application by end of February immediately following the date on which you wrote the exam. Your application must include the following:

- a detailed explanation of the reasons why you were not successful on the exam; and
- a continuing education plan that includes detailed description of the steps you intend to take to ensure you successfully complete the exam on your next attempt.

If you are an enrolled member you must prepare your rewrite application with guidance from your sponsor; both you and your sponsor must sign off on your rewrite application.

If we do not receive your rewrite application before the end of February, you may:

- lose your membership and any rights and privileges of membership; and,
- not be able to re-enrol for five years from the date you failed the exam.

7.6.4 Switching enrolled member categories and registration exam attempts

For the purposes of this section the following definitions apply:

Entry stream: means enrolment in a membership category leading up to registration either as an RFT or an RPF. There are two entry streams, the RFT entry stream and the RPF entry stream.

RFT entry stream: means enrolment as a TFT; and,

RPF entry stream: means enrolment either as a FIT or FP.

If you have written and failed the registration exam in one entry stream and then switch to another entry stream, when you write the registration exam in that entry stream, it will be considered a new, rather than a subsequent, attempt. This means that if, for example, you are enrolled as a TFT and have failed the RFT registration exam once and you then switch enrolment categories to that of a FIT, when you are first eligible to write the RPF registration exam it will be considered your first attempt.

If you have failed the registration exam in one entry stream:

- twice ; or,
- have been granted a third attempt, failed on that attempt and have been barred from re-enrolling in that entry stream for five (5) years,

you will not be barred from enrolling in the other entry stream so long as you are qualified to apply.

7.7 Rules for Transferring Forest Professionals Under the AIT/TILMA

7.7.1 Submitting your application

An application package is available on our website. Forest professionals who transfer under the provisions of the AIT and TILMA are required to write the exam within six months of approval of their application by the ABCFP. Should you fail to write within six months, your membership and/or practice rights may be revoked or suspended.

7.7.2 Failure to pass the exam for applicants under the provisions of AIT or TILMA

Should you transfer under the provisions of AIT or TILMA and fail the exam you may lose your practice rights at the discretion of council and may be required to take a leave of absence and/or may be subject to other conditions at the discretion of council until you pass the exam. There are limited opportunities to rewrite the exam if you fail. Rewriting opportunities and procedures are discussed below.

7.7.2.1 Failing the exam once

If you fail your registration exam, we will send you a copy of the exam so that you can review it to see where you may have deficiencies and/or where further study may be required.

If you fail your exam on your first attempt, you must make a written application to the ABCFP for permission to write another registration exam. To be considered for a rewrite at the next exam sitting, we must receive your application no later than 30 days from the notice from the ABCFP about your exam result. In your application you must include the following:

- a detailed explanation of the reasons why you were not successful on the exam; and
- include a detailed description of the steps you intend to take to ensure success on your second attempt.

We will consider your application and decide upon the conditions that you will have to meet in order to be entitled to write another registration exam. In making this decision, we may specify any terms and conditions that we decide are prudent to help ensure you will have better success on the exam on your second attempt. A second attempt, if granted, must be completed within six months.

If we do not receive your application to write another exam on or before the 30 day period noted above, you may lose the opportunity to rewrite.

7.7.2.2 Failing the exam after a second attempt

If you transfer under the provisions of AIT or TILMA and fail the exam a second time, your right to practice will be suspended and you will be subject to conditions as outlined in section 7.7.2 for another 12 months or until you pass the exam, whichever comes first. You may apply to write the exam a third time. We must receive this application no later than 45 days from the date we notified you of your second exam failure. This third exam attempt may be approved if you can demonstrate that you have:

- a detailed explanation of the reasons why you were not successful on the exam; and
- a continuing education plan that includes detailed description of the steps you intend to take to ensure you successfully complete the exam on your next attempt.

The AAC will consider your application and decide upon the conditions that you will have to meet in order to be entitled to write another registration exam. In making this decision, the AAC may place whatever terms and conditions it decides are prudent to help ensure you will have better success on the exam on your third attempt.

The time span between the second and third attempts will generally be up to 12 months in length unless the AAC is convinced that you can meet your continuing education plan sooner.

You must be prepared to meet with the AAC following notification from registration department staff of the date when you will have an opportunity to be heard (to make your case) before the AAC. You may appear in person or have a telephone interview.

It is important to have your mentor support your continued work and you may have your mentor attend your hearing with the AAC. The general procedure is for the committee to allow you between 15 and 20 minutes to make your presentation. The committee will then spend some time discussing your application with you and your mentor, if present. After that, the committee will deliberate and generally will inform you of their decision within a week.

If the AAC finds that you have met the requirements noted above it will grant your application on whatever terms and conditions it considers are prudent to help ensure that you will pass the exam on your next attempt.

Should you fail the exam for a third time you will be removed from the membership roll and will not be allowed to re-apply for five years from the date of your final exam failure.

8.0 Change in Membership Status (Leave of Absence, Reinstatement and Resignation)

This section of the policy will guide enrolled members who have not passed the exam regarding their options for a leave of absence, reinstatement or resignation. For the association to process requests for change of status, specific documents must be completed and submitted to the registration department by mail, fax or e-mail. Requests are processed once every month. For a specific request to be processed within the same month it must be received by the registration department no later than the first week of the month. Any requests received after the first week will be placed on hold to be processed in the following month.

On approval of your request for change of status, the membership roll and directory will be updated accordingly and you will be notified by e-mail or surface mail. The association may also place an announcement on its website to inform the membership and the general public of your new status.

If your request is placed on hold or turned down, the registration department will inform you of the necessary actions that must be addressed before your request can be moved forward. Once the matter has been addressed your request will be resubmitted for further consideration.

The following are specific policy guidelines regarding change of status:

8.1 Leave Of Absence

8.1.1 Introduction

From time to time, enrolled members may find themselves in a situation where they are not actively engaged in working towards RFT or RPF status. 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.

8.1.2 Who can apply for a leave of absence?

Enrolees (ASFITs, FITs, FPs, ASTFTs, TFTs), and in special circumstances, Special Permit holders who are in good standing and not practising professional forestry in British Columbia, may take a leave of absence. TPFs (Special Permit in ABCFP Bylaws) and transferring registered professionals who have not passed the registration exam cannot take a leave of absence unless advised otherwise by the association.

To apply for a leave of absence, you must complete and submit the applicable forms and fees available on our website.

8.1.3 How long is the leave effective?

If accepted, the leave is generally effective for the association's fiscal year only. If you wish to take a leave of absence for longer than one year, you need to re-apply before the start of each fiscal year. The association's fiscal year begins December 1st so you should submit your application prior to November 1st of each year to ensure accurate association records and billing.

8.1.4 How many leaves of absence are allowed?

As an enrolled member, you are generally entitled to take a maximum of three leaves of absence. These leaves of absence need not be consecutive. Any work experience gained during the leave of absence will not be counted towards the necessary work experience requirements. While on leave of absence your active status is temporarily suspended.

Given that work experience does not contribute during a leave of absence, the maximum enrolment period is generally extended by one year to accommodate each one-year leave of absence. You are still subject to the *Foresters Act* and Bylaws of the association, including the Code of Ethics, while on leave of absence.

8.2 Reinstatement

8.2.1 Introduction

Occasionally, individuals who have resigned, taken a leave of absence or have been removed or struck from the roll, wish to return to their former membership status. Transferring forest professionals and members with conditional status generally do

not have the option to reinstate. If you are an enrolled member 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 member;
2. The reason you left active status (voluntary resignation, disciplinary action or removal); and
3. The activities in which you have been engaged since leaving active status.

8.2.2 How to apply for reinstatement

To apply for reinstatement, you must complete and submit the applicable forms and fees available on our website. The application form should include:

- The reasons for leaving active member status and detailed information about your activities since leaving active status. At a minimum, you are required to provide a resume or curriculum vitae.

Applications are reviewed on a case-by-case basis. We will determine whether your application for reinstatement should be accepted and whether any terms and conditions for reinstatement should be imposed. Policies developed to assist us in determining reinstatement requirements are shown below.

8.2.2.1 Reinstatement to enrollee status

If you were an enrollee who has:

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

you may be eligible to apply for reinstatement of your enrolled membership status. If you have been struck from the roll 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 roll for failure to fulfill your membership requirements in the timelines provided, you will not be allowed to re-apply for membership for a period of five years. For further information on re-application and appeal procedures, please refer to the appropriate section below.

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

8.2.2.2 Reinstating After a Voluntary Resignation

As an enrolled member, you are entitled to resign from the association at any time during your enrolment period so long as by doing so you do not breach the *Foresters Act* or the ABCFP Bylaws, or policies and procedures. If you resign, you will lose two months of post-enrolment work experience for each month, or portion thereof, you are off the membership roll.

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 submit the applicable forms and fees available on our website. You must include a detailed work history or curriculum vitae which describes your activities since you resigned. You will also have to meet any new entrance requirements introduced while you were off the membership roll.

Once reinstated, you must complete any outstanding academic/core competency standards and or work experience requirements before being eligible to write the registration exam.

If you resign and have been off the membership roll for more than 36 months, you may not be allowed to reinstate your enrolled membership status. Rather, you may be required to make a new application to enrol with the association. You may be required to:

1. Gain the prescribed work experience under the guidance of a sponsor 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 academic/core competency requirements reassessed and be asked to complete any additional requirements, if necessary. We may impose such other terms and conditions on your application as we consider appropriate.

8.2.2.3 Reinstating after removal for non-payment of membership fees

If you are an enrollee and have not paid your annual membership fees by the deadline(s) outlined on website, your name will be removed from the membership roll for non-payment of fees. Your ability to reinstate your enrolled membership status depends on how soon you apply to do so.

8.2.2.3.1 Applications within 36 months of being struck

If you do not reinstate your membership status in the same fiscal year in which you were removed from the membership roll, 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 roll, subject to the following requirements:

1. Complete the appropriate forms;
2. Pay all annual fees and penalties for late payment outstanding on your account. For a complete list of fees and penalties, please refer to our website;
3. Meet any new entrance requirements which may have been introduced while you were off the membership roll; and
4. Re-qualify any necessary work experience requirement. If you are removed, you will lose two months of post-enrolment work experience for each month, or portion thereof, you are off the membership roll.

8.2.2.3.2 Applications after 36 months of being struck

If you have been struck from the membership roll and have not applied to reinstate within 36 months, you may not be allowed to reinstate your enrolled membership status. Rather, you may be required to submit a new application to enrol with the association. You may be required to:

1. Gain the required work experience under the guidance of a sponsor all over again. This means that you will not be given credit for work experience undertaken under your former enrolment period;
2. Have your academic/core competency requirements re-assessed 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 considers appropriate; and
3. Pay all fees and penalties outstanding on your account.

8.2.2.3 Reinstating 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 considers appropriate and may refuse reinstatement and/or future enrolment of such an individual.

8.2.2.4 Reinstating 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 are liable to be struck from the membership roll. If you have been struck from the membership roll for failure to meet your registration requirements in the time allotted, you will not be allowed to re-apply for enrolment within the same membership category for a period of five years.

8.2.2.4.1 Appealing decisions to strike for failure to meet registration requirements in time allotted

You may apply for a reconsideration of the decision to strike your name from the membership roll. To do so you must submit a letter to the registration department such that it is received no later than three months from the date you were struck from the membership roll. Letters received after this deadline will not be considered. Your letter 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.

We will only grant your application if satisfied that extraordinary grounds exist that were not made known at the time the recommendation (to strike for failure to meet registration requirements) was made. Extraordinary grounds are determined on a case-by-case basis.

If we are satisfied that extraordinary grounds exist, then council may grant you an extension in which all remaining registration requirements must be met. In so doing, we may re-evaluate your post-enrolment work experience and academic/core competency requirements while an enrolled member. This means that you may have to re-qualify some or all of your post-enrolment work experience and academic/core competency requirements. We may impose such other terms and conditions on your appeal as we deem appropriate.

8.2.2.4.2 Re-applying after being struck for failure to meet registration requirements in time allotted

If you have been struck from the membership roll for failure to meet your registration requirements in the time allotted, and we do 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 years.

8.2.2.5 Reinstating from LOA

As an enrolled member, you are generally entitled to take a maximum of three leaves of absence. These leaves of absence need not be consecutive. There are two ways in which a member on leave may be reinstated to active status -- through either voluntary or involuntary reinstatement.

8.2.2.5.1 Voluntary reinstatement

Voluntary reinstatement occurs when you send an application for reinstatement to the registration department. You may apply to be reinstated at any time in the association's fiscal year. The requirements for reinstating are payment of a reinstatement fee and the applicable annual membership fees as set out on the website. 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 applicable annual membership fee.

8.2.2.5.2 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 November 1st deadline. A complete application must be received by this date. A list of individuals on leave who have not applied for either a further leave or reinstatement will be provided to the board of examiners and council in November and the individuals whose names appear on the list will be involuntarily reinstated to active status by December 1st. The reinstatement and annual fees are then applied on the invoice for the fiscal year.

8.3 Resignations

8.3.1 Who can apply for resignation

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

1. Are not practising professional forestry as defined in the *Foresters Act*;
2. Refrain from engaging in any and all professional forestry practice while not a member; and
3. Do not represent yourself as a member of the ABCFP or use any title which could lead a member of the public to believe you are a member of the association.

To apply for a resignation, you must submit the appropriate forms available on the website.

8.3.2 Use of title and practice prohibited

Once you resign, you are no longer entitled to:

1. Use any of the titles Forester in Training, FIT, Forestry Pupil, FP, Trainee Forest Technologist, TFT 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 the practice of professional forestry without first reinstating yourself to active status. Please refer to the *Foresters Act* regarding unauthorized practice and improper use of title.



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Ensuring BC's Forests Are In Good Hands.
