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# Enrolment Policy

August 2006

## POLICY

\*NOTE: This *Enrolment Policy* (released in August 2006) repeals and replaces the *Enrolment Policy* contained in the *Enrolment, Registration & Membership Policy* (released in December 1999).

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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 or if you are currently an enrolled member. 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. You should also refer to the following documents:

- Application packages;
- *Forest Technologist Transition Policy*;
- *Sponsoring Forester Policy* (soon to be known as the *Articling Policy*);
- *Enrolment, Registration and Membership Policy* (soon to be known as the *Membership Policy*)—if you are currently an enrolled member and want to find out about taking a leave of absence or resigning). The new *Enrolment Policy* repeals and replaces Part 1 of the *Enrolment, Registration and Membership 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](http://www.abcfp.ca).

This policy assumes that you have already completed your schooling and know whether you plan to become a Registered Professional Forester or a Registered Forest Technologist. 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](http://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.

### Definitions

#### **Academic Appeals Committee, or AAC**

A special committee of board and/or council members which is established to hear academic appeals. Academic appeals include decisions about whether you will be able to write the registration examination if you have failed it more than once, whether you can re-enrol if you do not complete your articles in the time allotted, or whether you can extend your articling period beyond the normal allowances for extensions.

#### **Academic Standards or Academic Requirements**

Academic standards we have set 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 standards as well as work experience and examination requirements. We work with various provincial and national organizations to set the academic standards, ensuring that you have the education necessary to begin practising as an enrolled member.

Academic standards usually describe subject areas in which you must complete a program of study or competencies that you must have before you can enrol.

We have established academic standards for enrolment as Foresters-in-Training, Forestry Pupils and Trainee Forest Technologists. These standards are available on our website.

#### **Act**

The *Foresters Act*.

## Definitions

### **Allied Science Forester-in-Training or ASFIT**

A Forester-in-Training who has:

- A recognized degree (as defined below) but that degree does not meet all the academic standards requirements for entry as a Forester-in-Training (additional coursework to ensure an adequate grounding in all academic 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,
- Earned a master's or doctorate degree in forestry but does not have a recognized undergraduate degree. Additional coursework will be required to ensure an adequate grounding in all academic requirements for practice as a Registered Professional Forester.

Since you may have missed out on some educational components described in the academic standards for Foresters-in-Training, you will need to take additional coursework during your articling period to complete those educational components. We will allow you more time to article so that you can complete this coursework.

### **Allied Science Trainee Forest Technologist or ASTFT**

A Trainee Forest Technologist who has a diploma but not a recognized diploma.

As an ASTFT, you may have missed out on some educational components described in the academic standards for Trainee Forest Technologists. You will need to bridge any educational gaps by taking additional coursework during your articling period.

### **Articling period or articles**

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

## Definitions

<b>ASFIT</b>	An Allied Science Forester-in-Training.
<b>Association, we, us, our, the ABCFP or the association</b>	The Association of BC Forest Professionals. The association regulates the practice of professional forestry and the practice of forest technology in British Columbia.
<b>Board, Examiners or the board of examiners</b>	The board is a committee appointed by council to advise us, among other things, on matters related to enrolment, registration, and continued membership with the ABCFP.
<b>Bylaws</b>	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.
<b>CFAB</b>	The Canadian Forestry Accreditation Board. This is a national board that reviews baccalaureate 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.
<b>CTAB</b>	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.
<b>Council</b>	Those persons allowed (by the <i>Foresters Act</i> ) to run the affairs of the association and to develop and enforce policy, including policy relating to enrolment and membership with the association.
<b>Enrolled Member</b>	A Forester-in-Training, Allied Science Forester-in-Training, Forestry Pupil, Trainee Forest Technologist or Allied Science Trainee Forest Technologist.

## Definitions

<b>FIT</b>	Forester-in-Training
<b>FP</b>	Forestry Pupil
<b>Forester-in-Training</b>	An enrolled member who has graduated from a recognized forestry program and who wishes to become a Registered Professional Forester.
<b>Forestry Pupil</b>	<p>Enrolled members who do not have an undergraduate degree but have other academic and work experience qualifications sufficient to allow them to enrol as a Forestry Pupil and take the necessary coursework while articling.</p> <p>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.</p>
<b>Recognized forestry program or recognized degree</b>	<p>A baccalaureate (undergraduate) degree (or its equivalent) in: forestry; natural resource management; terrestrial or aquatic biological sciences; or related fields, from a university program we recognize as providing you with the academic requirements needed to enrol as a Forester-in-Training.</p> <p>Before we will accept your degree it must either be accredited by the CFAB or recognized by us so that we can determine whether it delivers the academic content requirements we have set for university programs.</p> <p>Please refer to our website for a detailed description of our academic standards for Foresters-in-Training and recognized forestry programs.</p>

## Definitions

**Recognized forest technology program or recognized diploma**

A diploma (or its equivalent) in forest technology or a related field, from a college program we recognize as providing you with the academic requirements for delivery through college diploma programs and which leads to acceptance to enrol as a Trainee Forest Technologist.

Before we can accept your diploma it must either be accredited by the CTAB or recognized by us so that we can determine whether 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 standards for Trainee Forest Technologists and recognized forest technology programs.

**Registrar**

The association's registrar. The registrar is in charge of running the registration department and applying the rules relating to your application.

**TFT**

A Trainee Forest Technologist.

**Trainee Forest Technologist**

An enrolled member who has graduated from a recognized forest technology program and who wishes to become a Registered Forest Technologist.

**You or your**

Means you.

## 3.0 Legal Authority

The *Foresters Act* requires any person who wants to practise professional forestry or forest technology in British Columbia to be a member of the association. This type of legislation, commonly known as ‘right to practice’ legislation, is very similar to the legislation that sets the rules for doctors, lawyers or accountants. The *Foresters Act* gives council the power to set the criteria you must meet before you can apply to be a member, as well as the rules you must follow to apply and to be a member of the association.

## 4.0 Membership Types & 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.

If you are reading this policy, you are probably thinking about applying for membership and becoming a registered member in either the Registered Professional Forester category or the Registered Forest Technologist category.

Before you can become a registered member you must first become an enrolled member, complete your articles and write a registration examination. The length of time you must spend doing your articles and the type of registration examination you will have to write will depend on which category and class of enrolled member you are.

There are three categories of the enrolled membership class:

- Foresters-in-Training;
- Forestry Pupils; and,
- Trainee Forest Technologists.

Each of these categories have academic requirements for entry, articling requirements while you are enrolled, and membership rights and responsibilities. Some of these requirements are common, others are very different. This policy describes these requirements in more detail.

### 4.1. Forester-in-Training Category

#### 4.1.1. Foresters-in-Training

If you have a recognized degree, you will be able to apply as a Forester-in-Training. There are a number of different programs offered at universities in Canada and around the world that offer degrees we recognize. A list of CFAB accredited forestry programs is available on our website. Information about other degree programs we recognize can be obtained from registration department staff. 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 (604.687.8027).

The general rule is that if you have a CFAB accredited degree, you will not have to take more coursework during your articling period. While this rule holds true in almost all cases, there are times when additional coursework is required even though the program is CFAB accredited.

If you have a recognized undergraduate university 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 have to do some additional coursework. The board will review your application on an individual, case-by-case basis, and will determine what, if any, additional coursework you may have to take while an enrolled member.

We have had many years experience with evaluating graduates from a wide range of forestry programs. A list of those programs and any additional coursework required may be found on our website. Again, our registration department staff can answer any questions not answered in this policy or on our website.

#### **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 (available on our website) and academic 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 assess your degree to decide whether we will recognize it as providing you enough background to enrol as an ASFIT and what, if any, additional coursework you will need to take. Each application is reviewed on a case-by-case basis.

As an ASFIT, you are considered a Forester-in-Training but are given more time to article and to make up any coursework we require of you.

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.

The Forest Pupil program was designed to allow persons who have sufficient work experience in the forest sector but either did not have a university degree or had an unrecognized degree, to enter the profession and to meet their educational

requirements during their articling period while working under the direct supervision of a sponsoring Registered Professional Forester.

Persons accepted to the Forest Pupil program had:

- Scholastic credentials that made them eligible for admission to an accredited forestry program; and,
- At least 48 months of work experience in the forest sector the board considered relevant and applicable.

### 4.3. Trainee Forest Technologist Category

Important Notice: On June 20, 2003, the *Foresters Act* gave us the responsibility to regulate forest technology practice. When passing the *Foresters Act*, the legislators recognized that there would need to be a transition period to allow forest technologists to become association members. They allowed us to create special rules in this regard. This policy is therefore subject to transitional rules described in the *Forest Technologist Transition Policy*. Most of the transitional rules expired on November 30, 2005. One part of that policy, applicable to people who: (1) are not currently RFT members; (2) are practising under the direct supervision of an RFT; and (3) who have a recognized diploma, remains in effect until December 1, 2008. If you feel you may qualify for special consideration under the transitional rules, please refer to the *Forest Technologist Transitional Policy* available on our website.

To enrol as a Trainee Forest Technologist, you must have a recognized diploma from a recognized forest technology program.

#### 4.3.1. Allied Science Trainee Forest Technologist

If you have a technology diploma that is not accredited by CTAB or otherwise recognized by us, you may be eligible to apply as an Allied Science Trainee Forest Technologist.

If, after reviewing the academic standards for Trainee Forest Technologists, you think you qualify for enrolment, you are encouraged to apply. The board will review your application and assess your diploma to decide whether we will recognize it as providing you with enough background to enrol and what, if any, additional coursework you will need to take. Each application is reviewed on a case-by-case basis.

As an Allied Science Trainee Forest Technologist, you are considered a member of the Trainee Forest Technologist membership category and 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.

## 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 universities or colleges will insist on sending your transcript 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 full and signed where indicated.
- **Resumé** 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, signed and enclosed it in a separate envelope marked PERSONAL AND CONFIDENTIAL.
- **Enrolment Fee** plus Annual Fee paid by cheque, Visa or MasterCard, all as set out on the fee schedule available on the website and in the application package. Depending on the time of year in which you apply, the annual fee may be abated.
- **Sponsor 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** for all degrees/diplomas conferred. The degree(s) must have been conferred 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 unopened in its original sealed envelope.

If your transcript is not in English, you must provide us with an English translation that is 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 demanding high standards from its members. Your application package must not contain errors or omissions. If it does, it will not be processed. Your documents will be returned to you by regular mail along with a description of deficiencies. You must then submit a new application correcting the deficiencies.

If you have any questions about your package not answered by this policy, the documentation accompanying the package, or materials on our website, call our offices (604.687.8027) and ask to speak to a member of the registration department.

## **5.2. Processing Completed Applications**

We will notify you once we have received your completed application package. 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 examination and apply for registration.

Registration department staff will process your application and will 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 send you a welcome package with information about your time limits for articling and when you will be able to write your registration examination.

If we determine that you need to complete coursework during your articling period, your welcome package will include a description of the coursework we require of you.

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

## **5.3. Appealing Decisions About Coursework**

When we assess your academic requirements, we will apply our policies and procedures fairly and consistently. We draw on all available knowledge about the academic institution providing the coursework as well as detailed course descriptions, analysis of actual course content and qualifications of the instructors to determine whether your academic institution meets our academic standards.

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 requirement for which you feel you have done the necessary coursework, 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, you could consider an appeal through either requesting a qualifying examination, if available, or a reassessment of the academic requirement based on more detailed information you can provide (as outlined below).

We will consider your request and may consult with, or may delegate decision making powers to, one or more academic subcommittees with expertise in the subject area(s) for which you have submitted a request for reassessment or for a qualifying examination.

### **5.3.1. Applying for a Reassessment**

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

- A cover letter detailing the academic requirement you wish to have reassessed and the reasons you feel that credit should be granted;
- A detailed syllabus for each relevant course you feel covers the academic requirement. The syllabus must contain a description of topics covered and time spent on topics in lectures, labs, seminars, etc.;
- A bibliography of reading materials for each relevant course;
- The name and qualifications of the instructor(s) who taught each relevant course;
- A resumé detailing work experience relevant to the academic requirement; and,
- If the coursework you want considered was taken outside Canada, an educational evaluation by an independent credential evaluation service. If we require such an evaluation, we will let you know and will refer you to an appropriate evaluation authority which can provide us with the needed information. You will have to pay for the evaluation.

You must submit a separate application for each academic requirement you wish reassessed. A single application containing requests for credit for multiple requirements will be returned. Official translations of documents not originally in English must be submitted where necessary. Once received, your application will be checked for completeness. If there is insufficient information for a proper review, your application will be returned. The association has academic subcommittees with a number of subject area experts for each academic subject area required of enrolled members. The appropriate academic subcommittee will evaluate your application and will decide your appeal.

### **5.3.2. Applying for a Qualifying Examination**

If we have said that you must complete coursework during your articles because we think you are missing one or more academic requirements, you could ask to take a qualifying examination for that/those requirement(s). Qualifying exams are similar to university final exams and are prepared by a suitable instructor teaching an accredited course or courses that cover the academic subject area. Qualifying exams are available for some, but not all, academic requirements. The board determines which, if any, academic subject areas may be challenged through a qualifying exam.

If you wish to write a qualifying exam for a particular academic standard subject area, you must apply to the academic subcommittee for that subject area. The subcommittee will review your request and will determine whether a qualifying exam is appropriate.

Normally, your sponsor or another registered member will be asked to administer the exam. Once complete, the instructor who set the exam, marks your exam. A passing grade will give you credit for the academic requirement. No appeals to the exam results are possible.

A fee is charged for each qualifying exam. Please refer to the current fee schedule available on our website.

## **6.0 Articling Requirements**

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

Most of the details about your articling requirements are set out in the *Sponsoring Forester Policy* (soon to be called 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. In most cases, your sponsor will supervise your practice but does not have to be your direct supervisor. There are times when you and your sponsor will find another person to supervise either some or part of your practice, particularly when what you are doing is not something your sponsor is qualified to supervise or when you and your sponsor live or work in different locations, making direct supervision impossible.

A person who agrees to be your sponsor and/or your supervisor shares professional accountability for the work that you do as an enrolled member. To

be able to do this, the sponsor or supervisor must know what you are doing on a day-to-day basis. This 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/she is comfortable with your progress and with your work knowing that he/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 who will be happy to assist you.

## **6.2. Use of Title & 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 someone else 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 work and professional experience during your articling period. At least 18 months of this experience must be gained in British Columbia. Since the job market for any member is not guaranteed and while it is unlikely (although not impossible) that you will also have academic requirements to satisfy while articling, 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 work and

professional 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 for ASFITs and up to 36 months for ASTFTs from the date we receive your completed enrolment application to fulfill your articling requirements. This is because as an ASFIT or ASTFT, it is likely you will have to take coursework to complete academic requirements.

If you are a Forestry Pupil, you must gain at least 48 months of relevant work and professional 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 take coursework to complete academic requirements.

### **6.3.1. Consequences For Not Completing**

#### **Articles in 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 and 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 to the academic appeals committee citing those reasons. The academic appeals committee 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 Time Limits For Your Articling Period**

#### **6.3.2.1. Decreasing Your Articling Period**

##### **6.3.2.1.1. Going Back to School**

Once enrolled, you may count up to 12 months of full-time study on a master's or doctorate program (FIT/ASFIT), or on a recognized forestry degree (TFT/ASFIT) towards your articling requirements provided that, in the case of FITs and ASFITs the program is in forestry or an allied science acceptable to the board. You will be eligible for this credit if you were an enrolled member before you started the degree and either remain an enrolled member or take a leave of absence during your course of study.

You will only be credited if you complete the program and the degree is conferred. 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 want to take advantage of the credit, please contact registration department staff before starting the degree to ensure that you will be eligible for the credit.

#### **6.3.2.1.2. Registered Outside Canada**

If you are registered 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 of 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. All exemption decisions are made by, and at the sole discretion of, the board.

#### **6.3.2.1.3. Working in a Canadian Province Without A Professional Regulatory Body**

If you have a recognized degree or diploma and have:

- 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,

you may be eligible for the 12 month 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 board. Please note, however, that if your work experience was gained in a jurisdiction that does have a professional forestry or forest technology regulatory body but you chose not to apply for registration or its equivalent, 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 articles within the time allotted. You may apply for an extension. You must make a written application 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 articles within the time allotted;
- A timeline indicating how and when you will complete your articling requirements. If you still have coursework to do, you must include a list of that coursework as well as the date(s) you will complete the course(s) and the name of the institution(s) you will attend; and,
- Details of the length of the extension you are requesting in order to complete your articling requirements.

We will consider your application and decide whether or not an extension can be granted. The time frames for completing your articles have been

calculated to allow for a number of contingencies such as fluctuations in job markets and availability of courses. 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 articles in a timely manner.

If we are satisfied that extraordinary grounds exist, we will approve your application on 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 still do not complete your articling requirements within the extended time allotted, you will lose your membership and will not be permitted to re-enrol for a period of five (5) years from the date you are removed from the membership list. You will not be able to appeal to the academic appeal committee 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 credited to the other category.

Please be aware that the work experience you gained as a TFT may not meet the depth and breadth of experience required as a FIT or FP. We will credit you with as much work experience as is possible. We may still 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 practice experience required under the *Sponsoring Forester Policy* (soon to be called *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 Coursework During Your Articles**

### **6.6.1. General**

Our academic 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 do any additional coursework during your articling period. If you do not have a CFAB accredited degree or CTAB accredited diploma, you may be required to undertake coursework to make up any deficiencies between your academic training and the requirements under our academic standards.

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, the coursework required, and the minimum and maximum length of your articles.

### **6.6.2. Professional Report**

The professional report is the one academic requirement different from all the others. All members enrolled as FITs, ASFITs, or FPs must demonstrate their ability to produce a professional report on a topic relevant to professional forestry and professional forest management. The professional report is a required component of all CFAB accredited degrees (sometimes also called a thesis within these programs).

Enrolled members who do not have a qualifying professional report (as described below) as part of their degree, must first finish any other coursework required of them and then write a professional report before they can complete their articles and write the registration examination.

If you have not graduated from a CFAB accredited program or a program we recognize and which we have determined meets the professional report requirement, a university thesis or paper 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 thesis/paper and wish it considered as a qualifying professional report, you may submit it for consideration. The board will review it to decide whether it is acceptable and the terms and conditions, if any, for acceptance.

Before you can submit your professional report for evaluation, you must first submit an outline to the board for approval. The process from submission of your outline to submission and final review and approval of your professional report can be lengthy. You should begin working on your outline and your professional report as soon as you have identified a topic area.

We strongly encourage you to pay close attention to all of the requirements outlined in this policy, including the timelines which have been put in place to help ensure your professional report can be completed and approved in time for you to write the registration examination. You must allocate sufficient time to prepare your outline and professional report taking into consideration the possibility that one or both may require revisions.

While discussed in more detail below, following is a chart of important dates applicable to the outline and professional report.

### Professional Report Deadlines & Fees Chart

Document	Deadline	Fee
<b>Outline</b> First submission (early)	<b>October 1st</b> Deadline for early submission: October 1st of the year BEFORE you wish to write the registration examination.	Early outline fee
<b>Outline</b> First submission (late) or any resubmissions	<b>December 1st</b> Final deadline. No submissions accepted after December 1st of the year BEFORE you wish to write the registration examination.	Outline fee or resubmission fee
<b>Professional Report</b> First submission (early)	<b>March 1st</b> Professional report must be submitted within one year from date outline was approved.  Deadline for early submission: March 1st of the year you intend to write the registration examination.	Fee waived
<b>Professional Report</b> First submission (late)	<b>June 1st</b> Deadline for first submission: June 1st of year you intend to write the registration examination.	Thesis/ Professional Report submission fee
<b>Professional Report</b> Revisions	<b>August 1st</b> Deadline for submission of revision is the lesser of: three months from date reviewers' comments were sent to you, or August 1st of year you intend to write the registration examination.	Resubmission fee

#### 6.6.2.1. Content & Topic Requirements

Through your professional report you must:

- Concisely describe, analyze and solve or make recommendations about a problem or situation relevant to professional forestry and professional forest management;
- Undertake sufficient research of the full range of available information sources to analyze the problem or situation;

- Apply scientific principles and professional judgement to the problem;
- Demonstrate your ability to apply clear, logical and critical reasoning analysis to the problem;
- Formulate meaningful conclusions from your analysis and provide practical solutions, strategies, opinion, and/or advice to manage the problem or situation you describe; and,
- Present the report in an appropriately written and formatted manner.

We recommend that your professional report relate to a professional forestry practice issue or situation with which you or your employer are dealing. If this is not possible, your professional report may be based on your own personal research and analysis of a relevant professional forestry related topic. There are many subjects on which you may choose to write. While we do not prescribe individual topics, we do require that the professional report be directly relevant to the practice of professional forestry and the profession itself.

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

#### **6.6.2.2. Helpful Hints On How to Approach Your Professional Report**

Your professional report should be written as if it were a peer-reviewed paper suitable for publication. While it may not be published, it will be peer reviewed by your sponsor and also by board evaluators or evaluators chosen to assist the board.

Ultimately, your professional report should demonstrate your powers of analysis, logic and critical reasoning skills as you describe a problem, develop a theory for resolving that problem, present and analyze research material, apply your research and analysis to the problem and prescribe solutions, or describe steps to manage the problem. You must also demonstrate your ability 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.

Below are some factors to consider when writing your professional report. This can only be a partial list of factors you will need to consider. Much will depend on the topic itself and your research. You are encouraged to check the website for additional information and guidance on professional reports and outlines.

- Do I clearly describe the problem/situation to be assessed, and its importance?
- Do I fully describe and clearly present the objectives of the report, the

methodology for analysis, and the logic upon which conclusions and recommendations are based?

- Is the methodology and logic justifiable given the current state of knowledge and information available?
- Have I researched and considered the full range of available information, not just the information used in the report?
- Do I draw conclusions regarding ecological and environmental impacts? Impact on the forest sector, society, government, industry and the profession of forestry?
- Do I discuss consequences and alternative courses of actions?
- Does my analysis extend beyond scientific and theoretical boundaries such that my recommendations have real world application and relevance?
- Do the conclusions and recommendations follow from the methods or logic used in the analysis of the problem or issue?
- Do I give proper credit to reference materials, those who have provided information or insight, or otherwise have assisted in my work?

### **6.6.2.3. Professional Report Outline**

The board must approve your report outline before you can submit the professional report. In so doing, they can determine whether your topic and intended approach to your topic is appropriate. While an approved outline is no guarantee the professional report will ‘pass’ evaluation, it reduces the chances of failure.

Your outline must include:

- Your professional report title;
- A statement of the problem(s) or issue(s) to be analyzed and solved and why it is important to assess the problem(s) or issue(s) at this time;
- A clean and simple statement of objectives;
- A list of steps or methods used to achieve the objectives; and,
- A list of topic headings with a very brief summary of the material and proposed treatment of material under each heading.

Examples of marking guides used by board members and designated volunteers to review your outline are available online.

### **6.6.2.4. Submitting Your Outline**

You must submit your outline no later than December 1st in the year before you intend to write the registration examination (held on the first Friday of each October). If you submit, 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 1st in the year before you intend to write the registration examination. This reduced fee is offered as an incentive for you to submit your materials in a timely manner. The submission fees are published in the fee schedule that is posted on the website annually.

Your outline will be sent to two (2) board approved reviewers. They can do any one of the following things with your outline:

- Accept it as presented;
- Accept it on the condition that the report address comments they have made; or,
- Reject it outright or with revision requirements.

Historically, revisions are commonly required for either the outline or the professional report, and frequently, to both. As mentioned already, the review and resubmission process can be time consuming. You are strongly encouraged to submit your outline on or before the October 1st early submission date.

An updated resumé detailing work experience and education must be included with your submission.

You have two options for submission. The preferred method is to send us an e-mail with a copy of your outline attached in Adobe Portable Document Format (.pdf). Alternatively, you can send us two hard-copies of your outline in the mail. If you send the outline to us electronically, it must be accompanied by a cover sheet containing the following statements and signatures:

Outline submitted by:

Date:

Signature:

I confirm that I am the sponsoring forester for \_\_\_\_\_  
and have reviewed and approved this submission for evaluation.

Signature of Sponsor:

Date:

If you submit the outline in hard-copy the cover page and signatures must also be attached. Keep copies of all submissions in case revisions are required. We will not return any submissions to you.

Regardless of how you choose to submit your outline, it will not be forwarded for review until such time as you have paid the outline submission fee.

#### **6.6.2.5. Submitting Your Professional Report**

The professional report must:

- Be a substantial work dealing with a complex problem, historically professional reports are at least 5,000 words in length, excluding figures and appendices;
- Be clear and concise;
- Be carefully organized;
- Not have any grammatical or spelling errors;
- Be double spaced;
- Be printed on good quality, acid-free, white, 8.5 inch by 11 inch bond paper;
- Be bound with stiff paper or composition-type covers;
- Be consistent with the requirements set out in this policy and additional format and content requirement published on our website from time-to-time.

As noted previously, you can only submit your professional report once the outline has been approved. You must submit your professional report no later than one year after its outline was approved. If not, you must restart the whole process and submit a new outline for approval. Since your submission will be considered a new submission, all deadline dates for the outline will apply.

Your professional report must be submitted on or before June 1st in the year in which you intend to write the registration examination. The submission fees detailed in the fee schedule, available on our website, must be included with your submission. If you submit your professional report on or before March 1st of the year in which you intend to write the registration examination, the professional report submission fee will be waived.

You may submit your professional report either electronically (preferred) or in hard-copy format. The requirements for how to submit your professional report are the same as have been outlined in section 6.6.2.4. above.

If your professional report is not approved and/or edits are required, you will have to resubmit your professional report. Strict timelines apply for resubmission. They are the lesser of either:

- Three months from the date we send your reviewers' comments to you; or,
- August 1st of the year in which you intend to write the exam.

No resubmissions will therefore be accepted after August 1st of the year you intend to write the exam. Resubmissions must include the appropriate resubmission fees detailed in the fee schedule available on our website.

Examples of a form of marking guide used by board members and designated volunteers to review your professional report are available on our website.

Finally, you will only be allowed to resubmit your professional report once. If it is rejected a second time you must restart the entire process, select a new topic and submit a new outline. If your professional report is rejected a second time, you may appeal that decision to the board.

#### **6.6.2.6. We Have the Right to Publish Your Outline/Report Unless You Tell Us Otherwise**

There are times when we publish professional reports for the information of the membership and in recognition of particularly meritorious work. When you submit your outline or report to us, you are agreeing to give us licence to publish that material for the information of our membership if we so choose. We will always credit you as the author of the work. If you do not want us to be able to publish your report you must give us express written instructions not to publish at the time you submit your outline and again at the time you submit your report.

## **7.0 Registration Examinations**

Whether you are enrolled as a FIT, FP or TFT, the last step in your journey to becoming a registered member is to write your registration examination. Foresters-in-Training and Forestry Pupils write the professional forestry examination, while Trainee Forest Technologists write the technologist registration examination.

Council has delegated the task of setting your exam to the board with instructions to ensure that your exam is comprehensive, and fair in its application, administration and evaluation. The board takes this task very seriously. It will only set an exam that it knows will meet council's expectations.

## 7.1. Receiving An Application Package

The registration examinations are held once per year, on the first Friday in October. To be eligible to write an exam you must have:

- Completed any coursework required of you during your articling period, including your professional report; and,
- Be within six months of completing your articles as at the date of the exam.

Each April, we review our files and send an application package to all enrolled members who appear to be eligible to write a registration examination. You will receive a package if our files indicate that you:

- Are close to completing coursework, if any, required of you during your articling period; and,
- Will be within six months of completing your articles as at the date of the exam.

The reason you will receive a package even though our records may indicate that you still have coursework is that (1) often enrolled members do not keep us as up-to-date as they should about the coursework they are doing; and (2) to allow for the possibility that the remaining coursework will have been completed and your final grade submitted to us, before the registration examination date.

## 7.2. Submitting Your Exam Application

The exam application is sent to you months in advance of the due date. 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 resubmission of your package.

We must physically receive your fully filled out and error-free exam application on or before 16:30 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. Any incomplete or incorrectly filed exam application will be mailed back to you unprocessed. This means that if we do not receive your complete and correct application by the deadline, you will not be able to write the exam. This rule is strictly enforced.

### **7.3. Exam Writing Locations**

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

### **7.4. 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 your request can be accommodated.

If, for documented medical reasons, you need extra time to write your examination, special equipment, or other special needs you must let us know on or before August 1st of the year you intend to write your exam. We will then work with you and the board to assess what, if any, special arrangements may be necessary. The final decision about whether to grant special arrangements and what those arrangements will be, rests with the board.

### **7.5. Exam Format and Marking**

The exam format may differ from year-to-year and between professional forestry and forest technology exams. The passing mark for any one exam or section of any one exam may also vary from year-to-year, although generally an average of 60% for any one exam or section of an exam (if the exam is divided into sections) is required. We will let you know the format of the exam and how it will be marked well in advance of the exam itself.

The board of examiners (RPF exam) and technologist committee (RFT exam) convenes in Vancouver to mark and remark all exams at one sitting. 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 remarked (if required) the results are final. No further appeals or remarking is possible.

### **7.6. Releasing Exam Marks**

The board will report the exam results to council. Once council has been informed, we will mail you your results. This is the only way we are permitted to inform you of your exam results.

## 7.7. Rewriting the Exam

You must pass your registration examination before you can become a registered member. There are 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. The rewrite opportunities and procedures are discussed below.

### 7.7.1. Failing the Exam Once

If you fail your registration exam, your sponsor can request that a copy be sent to her/him so that the two of you can go over it to see where you went wrong or where further study is required. We will send a copy of your exam to your sponsor on condition that:

- It be returned to us within the time-frame we specify; and,
- No copies of the exam are made.

If you fail your exam on your first attempt, you must make a written application to the board for permission to write another registration examination. To be considered, we must receive your application on or before January 31st immediately following the date on which you wrote the exam. In your application you must:

- Explain the reasons you feel you did not pass the exam on your first attempt; and,
- Include a detailed description of the steps you intend to take to ensure success on your second attempt.

The board will consider your application and decide whether you should be entitled to write another registration examination (a second attempt). In making this decision, the board may place whatever terms and conditions it decides are prudent to help ensure you will have better success on the exam on your second attempt, should they decide to allow you to write again.

If we do not receive your application to write another exam on or before the deadline date, or if the board rejects your application you will:

- Lose your membership and any rights and privileges of membership; and,
- Not be able to re-enrol for five (5) years from the date you failed the exam.

A decision by the board to reject your application for a second attempt to write the exam may be appealed to the AAC. If such an appeal is made, we will protect your rights to a fair hearing by ensuring that the AAC hearing your appeal will be composed of council, rather than board members. There is no appeal route available to you if you do not submit your application on time.

## 7.7.2. Failing the Exam a Second Time

The general policy is that if you write the exam a second time and fail, you will lose your membership and will not be entitled to re-enrol for at least five (5) years. A third exam attempt is possible if you can prove to the AAC that extraordinary grounds exist that caused you to fail the exam on either of your two previous attempts.

What constitutes extraordinary grounds is determined on a case-by-case basis. For something to be considered extraordinary, it must not be something that your average fellow exam writers have experienced or would feel. For example, exam stress is not extraordinary unless you can prove that you experience or are affected by that stress substantially more acutely than the average exam writer. The list of things that have been considered to meet the test is open and is determined on a case-by-case basis.

If you have failed twice and feel that extraordinary ground can be proven you must apply, in writing, to appear before the AAC. In your application you must:

- Fully describe the extraordinary grounds on which you are basing your appeal;
- Provide supporting evidence and documentation, including medical certificates or reports if you are claiming medical reasons; and,
- Include a detailed description of the steps you intend to take to ensure success on the third attempt, should it be granted.

We must receive your application no later than January 31st immediately following the date on which you wrote the exam. Please note that, as in the case with first time rewrite applications, deadline dates are strictly enforced.

Registration department staff will inform you of the date on which you will have to appear in front of the AAC to make your case. You will have to appear in person, so should be prepared to travel to Vancouver on the appointed date and to meet with the committee. It is very helpful to have your sponsor accompany you to the hearing. 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, if present. After that, you and your sponsor will be excused and the committee will deliberate.

If the committee finds that extraordinary grounds are proven, 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 third and final attempt.

If the committee finds that no extraordinary grounds exist, you will not be permitted a third exam attempt and you will lose your membership as of the date of the AAC decision. You will not be allowed to re-enrol for five (5) years from the date of your second exam failure.

### 7.7.3. Switching Enrolled Member Categories & Registration Examination 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 examination in one entry stream and then switch to another entry stream, when you write the registration examination 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 examination it will be considered your first attempt.

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

- Twice and have been denied a third attempt; **or**,
- Have been granted a third attempt and failed on that attempt; **and**,
- You are therefore barred from re-enrolling in that entry stream for five (5) years,

that does not bar you from enrolling in the other entry stream so long as you are otherwise qualified to apply.



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