
Articling Procedures

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Procedures

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1.0 Application of the Procedure

This procedure applies to all enrolled members and works in concert with the [Registration Procedures](#). The enrolled member class has three categories: Foresters in Training or FITs (including Allied Science Foresters in Training or ASFITs); Trainee Forest Technologists or TFTs (including Allied Science Trainee Forest Technologists or ASTFTs); and, Trainee Natural Resource Professional or T-NRPs.

The articling period is the time an enrolled member must spend completing academic requirements or improving competencies, if required, and gaining relevant work and professional experience under the guidance of a registered member (sponsor) while completing the registration modules and exams in order to become a registered member.

Note: If further clarification about a particular section of these procedures is required, please send an inquiry to the registration department at admissions@abcfp.ca with subject title “Articling Procedures Inquiry” along with any specific questions.

1.1 Background

Forest resources are important to people locally, nationally and internationally. Requirements aimed at protecting societal forest values are set out in legislation, policy and standards. However, these requirements cannot cover every administrative and technical issue that may arise in the practice of forestry. The public relies on the judgment and discretion of forest professionals who have acquired specialized skills, education and training, to manage and conserve forest resources and the values they contribute to society.

The public has entrusted the practice of forestry to the profession as a self-regulating body and to the individual members engaging in professional forestry practice. Public confidence and trust is maintained when practitioners are competent and independent, act with integrity (defined by the Code of Ethics and in the Standards of Professional Practice) and are held accountable for their competency and conduct.

The articling requirement is an important link between the active registered member (sponsor) and the new developing enrolled member. This prerequisite to registration is intended to contribute to the continuity and improvement of professional practice and conduct and serves as a means to provide enrolled members with professional guidance and rights to practise under the supervision of an active or retired registered member.

Direction for the articling program is contained in Sections 6 and 11 of the ABCFP’s Bylaws. Bylaws 6.3.1 and 6.4.1 state that enrolled members may only engage in the practice of professional forestry under the direct supervision of active registered members. Bylaw 11 (Code of Ethics) requires all members to inspire confidence in the profession and share knowledge and experience with others.

1.2 Purpose

The purpose and intended outcomes of the Articling Procedures are to:

- Uphold the public interest in the practice of professional forestry by ensuring enrolled members only engage in professional forestry/forest technology practice under direct supervision of active RPFs/RFTs/NRPs.
- Support a sponsor-based mentoring program that counsels new members in competence, independence, integrity and accountability of their practice.
- Provide mechanisms through which enrolled members may be guided in their development towards professionalism.
- Encourage sponsors to provide advice, direction and diversity for enrolled members.
- Clarify the role of sponsors in providing support and oversight to enrolled members as they are completing required modules and exams.
- Help enrolled members prepare for independent professional practice as registered members.

1.3 Identifying a Sponsor

The following requirements apply to identifying a sponsor:

1. Foresters in Training -- candidates must find suitable active or retired RPFs to act as their sponsors.
2. Trainee Forest Technologists -- candidates must find suitable active or retired RPFs or RFTs to act as their sponsors.
3. Trainee Natural Resource Professionals -- candidates must find suitable active or retired NRPs or RPFs to act as their sponsors.

1.4 Use of Title and Designation

The *Foresters Act* provides 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 work-related documents (paper and electronic), enrolled members must identify themselves as a:

- Forester in Training or Allied Science Forester in Training, using the title Forester in Training and/or the designation FIT;

- Trainee Forest Technologist or Allied Science Trainee Forest Technologist, using the title Trainee Forest Technologist and/or the designation TFT;
- Trainee Natural Resource Professional or Conditional Natural Resource Professional, using the title Trainee Natural Resource Professional and/or the designation TNRP or Conditional Natural Resource Professional and/or the designation CNRP.

Enrolled members must not use any other title or designation that could lead anyone to believe they are registered member entitled to practise independently.

2.0 Length of Articling Requirement

The length of time an enrolled member must spend articling may vary depending on member category and will be at least 24 months from the date that an application for membership is approved by the Association.

FITs, TFTs and TNRPs must gain 24 months of qualifying, professional work experience during their articling period. At least 18 months of this experience must be gained in British Columbia. Since job markets can fluctuate and employment opportunities vary, the timeframe for articling can be up to 48 months.

ASFITs and ASTFTs must still gain 24 months of relevant professional work experience during their articling period, at least 18 months of which must be gained in British Columbia. However; these members have up to 72 months to fulfill their articling requirements. Extra time is provided for allied members because of the additional need to complete academic/core competency requirements.

If an enrolled member does not complete the articling requirements within the time allotted, their membership status may be revoked and they will not be permitted to re-enroll for a period of three (3) years from the date of removal. If there are extraordinary reasons for failure to complete the articling requirements, an appeal can be made to the registration department for an extension.

2.1 Qualifying Work Experience

Enrolled members are expected to gain exposure to a broad range of professional forestry practices. This may require additional consultation with a sponsor or employer to ensure that opportunities for new experiences are made available. The association will only accept work experience that is relevant and applicable to the enrolled member's membership category. Work experience that does not relate to either the practice of professional forestry or forest technology will not be credited. Work such as wood processing, agriculture, landscape gardening, horticulture or marketing are not normally

considered professional forestry or technology work. The following guiding principles serve as a basis for whether work experience will qualify. The work must:

- Be in the field of natural resource management, though it may be in a range of settings;
- Include elements of professional evaluation, even if the core duties are technical;
- Include a variety of tasks and responsibilities;
- Allow for a progression of experiences and challenges leading up to registration.

Only work experience that is gained during the enrollment period (following the date that an application for membership is approved) qualifies towards the ABCFP registration process. While a candidate's past work experience may have directly or indirectly included forestry, the association believes that it is important for new members to go through an articling process where they are applying professional ethics and understanding to their work. Reinforcing this, the module-based registration process spreads learning, exams and application modules across the articling timeframe to meet the requirements of registration for each category of member.

Please contact the registration department with any questions regarding qualifying work experience.

2.2 Academic Experience

If after enrolment with the ABCFP, an enrolled member decides 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 for this credit provided that the program is in forestry or an allied science acceptable to the board of examiners. Enrolled members are eligible for this credit if they are enrolled with the ABCFP before starting the program of study and either remain an active enrolled member or take a leave of absence during their course of study. A program must be completed and the degree conferred in order to receive the twelve months of credit. Please contact the registration department before starting the degree to confirm your eligibility for the credit.

If an individual applies to enroll with the ABCFP part way through an acceptable program of study, the articling timeframe will begin on the date the application is approved. This approval is contingent upon the enrolled member signing an articling agreement with a sponsoring forest professional.

2.3 Enrolled Member in a Canadian Province or Territory with a Professional Regulatory Body

Under the terms of federal and inter-provincial agreements on labour mobility, the ABCFP recognizes members from other provincial forestry regulatory associations who apply to transfer into BC. An enrolled member in good standing in another province with a professional forestry regulatory body may be eligible for up to six months of exemption from the 24 month articling requirement. Transferring professionals must apply for this exemption in writing and must include proof of membership, as well as a detailed résumé of their forestry experience.

2.4 Candidates Registered Outside Canada

Foreign-trained and registered forest professionals from other parts of the world may wish to become ABCFP members and practise in BC. Registered forest professionals from other countries or a people who hold a status substantially similar to that of a registered member, may be eligible for an exemption of 12 months from the articling requirement. They must apply for this exemption in writing and must include proof of registration, a detailed description of the registering body and a detailed résumé of their forestry experience. If the work experience was gained in a jurisdiction with a professional forestry or forest technology regulatory body and the candidates were not registered, they will not be eligible for this exemption.

2.5 Working in a Canadian Province without a Professional Regulatory Body

Applicants may be eligible for a 12 month exemption from the articling requirement if they possess:

- A recognized degree or diploma;
- At least five years of relevant Canadian forestry experience gained within the last 10 years; and,
- Work experience gained 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 résumé of forestry experience. Please note, if the work experience was gained in a province with a professional forestry or forest technology regulatory body and the applicant was not registered there, he/she will not be eligible for this exemption.

2.6 Extending the Articling Period

Occasionally circumstances may make it impossible for an enrolled member to complete the articling requirements within the time allotted. Enrolled members in this situation may apply in writing to the registration department for an extension as soon as they realize that they will not be able to complete the articling requirement in the time allotted.

The application for an extension must include:

- Specific and detailed reasons for being unable to complete the articling requirements within the time allotted; and
- Length of the extension needed, along with an action plan stating how and when the remaining articling requirements will be satisfied.

The registrar will consider applications and decide whether or not an extension will be granted. If satisfied those extraordinary grounds exist, the registrar will approve the application. This approval may come with terms and conditions considered necessary to ensure the best possible chance of completing the articling requirement successfully.

2.7 Switching between Enrolled Member Categories

If a member meets the entry requirements, it is possible to switch enrolment category from that of a FIT to TFT or vice-versa. An enrolled member can apply to switch between membership categories and the ABCFP will update all academic records and requirements. The work experience gained from one category to the other may not necessarily meet the depth and breadth of experience required and the member may require additional work experience in practice areas not adequately covered. The quality of the work experience gained while articling is as important as the quantity.

3.0 Sponsorship

Sponsorship is a critical component of the articling process. An enrolled member can only practise under the direct supervision of a registered member. In most (but not all) cases, that person will be the sponsor. For FITs the supervisor must be a Registered Professional Forester. For TFTs and TNRPs 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 an enrolled member and the sponsor find another registered member to supervise either some or part of practice, particularly if the sponsor is not qualified to supervise the work being done or if the enrolled member and sponsor live or work in different locations which makes direct supervision impossible.

A person who agrees to be a sponsor shares professional accountability with the enrolled member for the work completed; therefore, the sponsor must know what the enrolled member is doing on a day-to-day basis. This relationship requires the two to have frequent and meaningful contact. Sponsors must take active steps to ensure they are comfortable with the progress and work of the enrolled member and see to it that exposure to a full range of practice experience is provided.

It is very important that, upon signing an articling agreement, the enrolled member and the sponsor fully understand and agree to all of the terms and conditions of the sponsorship agreement. Those terms and conditions can be found on the ABCFP website (abcfp.ca/web).

3.1 Role of Supervision

Supervision means to direct or oversee the execution of work. Supervision can be of a controlling nature, in a managing direction or in an overseeing capacity. The sponsor and enrolled member relationship can vary from one in which the two individuals work together closely; to one in which the enrolled member works under the supervision of other registered members and meets frequently with his or her sponsor to discuss progress towards registration. The resulting accountability would be different in each relationship. For example:

If the sponsor is the enrolled member's immediate supervisor, then the sponsor has control over the instructions to the enrolled member and therefore is accountable for the resulting actions.

If the sponsor works for another employer, then the registered member who is supervising the enrolled member is accountable for instructions or results. The sponsor is accountable to see that the enrolled member is supervised by an active RPF or RFT (as appropriate) in good standing.

3.2 Obligations

The sponsor and enrolled member relationship is one of mutual obligation built on trust. Each party shares a joint obligation to ensure that the enrolled member only practises under supervision of active RPFs/RFTs or retired members in good standing, consistent with the ABCFP Bylaws.

3.2.1 The Enrolled Member Obligations

Upon signing the Articling Agreement (see Appendix I), enrolled members undertakes to:

- Follow the requirements of this Articling Procedure;

- Provide the sponsor and the ABCFP with the name of the active RPF/RFT supervising their work (if it is someone different than the sponsor);
- Use only the title and designation they are authorized to use as described in the Act, Bylaws and [Registration Procedures](#);
- Work with the sponsor to develop a personalized Professional Development Plan;
- Keep and maintain a professional practice diary which records work undertaken and progress towards completion of the Professional Development Plan;
- Obtain broad exposure to the practice of professional forestry or forest technology, consistent with their category of membership, in preparation for registration (see Appendix II);
- Meet with the sponsor regularly (in person or otherwise) to discuss work undertaken, professional development and the progress towards achieving the Professional Development Plan goals/outcomes; and
- Complete all the required elements of the ABCFP registration process (see [Registration Procedures](#)).

3.2.2 Sponsor Obligations

Sponsors are accountable for overseeing the professional growth of enrolled members. The ABCFP has published a number of commentaries on other aspects of professional accountability which should be reviewed from materials available on the website. When sponsors sign the Articling Agreement, they are making a commitment to:

- Follow the requirements of this Articling Procedure;
- Mentor and guide enrolled members through the articling period;
- oversee, validate and invigilate the required modules within the ABCFP registration process (see [Registration Procedures](#));
- Ensure enrolled members are aware of and practise in accordance with the *Foresters Act* and the ABCFP's Bylaws.

3.3 Sponsor Accountability

Accountability does not always equate to professional liability. Accountability is being called to answer for specific conduct or circumstances and is present in every aspect of a professional's practice. The degree to which professional liability is exacted will vary depending upon the diligence exercised by professionals in providing their services. The ABCFP recognizes that while it is mandatory for an enrolled member to have a sponsor, sponsors agree to take on these responsibilities voluntarily. The profession gratefully acknowledges the added accountability such responsibilities imply.

3.4 Rules of Conduct

The diversity of sponsors, enrolled members and places of work require that fundamental rules of conduct be established for the program to function effectively and achieve the stated purposes. Sponsorship should not be pursued if any of the following circumstances are present:

- the enrolled member is in an employment position of authority over the sponsor;
- the enrolled member and the sponsor are related through birth or marriage; or
- the prospective sponsor is unable to provide adequate time and direction to the enrolled member.

3.5 Changing the Sponsor or the Enrolled Member

There are a range of circumstances in which it may become necessary or desirable for a change in sponsor. These can range from something as simple as a change in geographic location by either the sponsor or enrolled member to a breakdown in the relationship between the two parties.

3.5.1 Changes by the Enrolled Member

If a situation arises where the enrolled member and sponsor cannot live up to the obligations expected of them in this procedure, a change of sponsor may be required. In any situation where enrolled members feel that they may not be getting sufficient guidance from the sponsors, they should address the matter directly with the sponsor in question. If the situation cannot be resolved, the enrolled member is free to consider either changing the sponsor or seeking out additional mentors. Neither participant should feel the pressure to continue in a mentorship that is not working. An enrolled member will likely rely on the mentorship of several registered members during the articling period.

An enrolled member may want to change sponsors for one or more of these reasons:

- the enrolled member moves from the area;

- the enrolled member has a change in employment;
- the enrolled member requires a different perspective; or
- there is incompatibility between the enrolled member and sponsor.

For any of these reasons, the enrolled member must contact the current sponsor to let him/her know of the intended change and to discuss the reasons why.

3.5.2 Changes by the Sponsor

Sponsors may also find it necessary to change their commitment to their enrolled members. Common reasons for changing this commitment are:

- the sponsor moves from the area;
- the sponsor is unavailable to continue the mentor commitment;
- sponsor and enrolled member incompatibility; or
- the sponsor ceases to be a member in good standing with the ABCFP.

If this situation should arise, the sponsor must contact the enrolled member, discuss the intended change and assist the enrolled member in finding a new sponsor.

3.5.3 Notifying the ABCFP

The association must be notified of any changes to sponsor/enrolled member relationships. The enrolled member will notify the ABCFP's registration department of the change by submitting the completed change of sponsor form.

4.0 Professional Development Plan and Practice Diary

A Professional Development Plan (Plan) and the Enrolled Member Practice Diary (Diary) are required for all enrolled members. Templates for these are provided on the [Forms page](#) of the ABCFP website. The Plan and Diary provide the enrolled member, the sponsor and the association with a chronological written record of professional development. The ABCFP will require the enrolled member to submit the signed Plan and Diary as part of the required elements of the ABCFP registration process.

Each enrolled member will keep and maintain a Diary which will document activities and demonstrate the enrolled member's exposure in the practice areas described in Appendix II. The sponsor and enrolled member should meet as frequently as is necessary to fulfill these obligations. By signing the Diary, the sponsor is acknowledging that he or she has met with the enrolled member, reviewed the document and confirmed

that the progress of the enrolled member appears to be consistent with the Professional Development Plan, or by accompanying comments, given guidance to the enrolled member.

5.0 ABCFP Registration Process

As described in the [Registration Procedures](#), enrolled members must complete the required elements of the online registration process, including all the learning, exam and application modules that apply to their category of membership. Sponsors are required to provide oversight within this process including signoff for work experience and application modules. In addition, sponsors are required to invigilate exams or provide a designated alternate member to do so. Additional instructions for this are provided on the the [Forms page](#) of the ABCFP website.

An enrolled member's articling process is completed once all of the required elements of the registration process have been satisfied. Once the ABCFP council approves the results of this process, the enrolled member will become registered.

Note: This page is only a sample. The latest Articling Agreement is completed online as part of the membership application. The enrolled member completes his/her portion as part of the application for membership. Once the application is *complete*, the sponsor will be sent an email with a link to complete his/her portion of the agreement online.

Appendix I: Articling Agreement



Articling Agreement

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

I, _____, agree to act as the sponsor for _____ FIT/TFT/TNRP
(circle one)

By affixing our signatures to this agreement we confirm that:

- (1) I, _____, as the enrolled member assume primary responsibility to ensure that I maintain a strong relationship and frequent contact with my sponsor and gain the necessary exposure to the practice areas outlined in the Articling Procedures.
- (2) I, _____, as the sponsor assume responsibility for overseeing the growth and development of the enrolled member towards registration and the experience that the enrolled member gets during his/her articling period.
 - a) I agree to inform the ABCFP forthwith should I become aware that the enrolled member may not be meeting his/her obligations under the ABCFP Articling Procedures.
 - b) I agree to complete the Confidential Sponsor Report to be submitted with the enrolled member's examination application.
- (3) We have read and understood the ABCFP Articling Procedures.
- (4) We agree to be bound by the mutual obligations and duties outlined in the Articling Procedures.

Signatures

Sponsor Signature _____ Sponsor Stamp or Seal _____

FIT/TFT/TNRP Signature _____

Dated this _____ day of _____, 20 _____.

Appendix II: General Provisions Applicable to All Enrolled Members

Achieving adequate exposure across the required practice areas is the joint responsibility of the sponsor and the enrolled member. The sponsors must be satisfied that enrolled members have obtained adequate exposure to and understanding of each of the applicable practice areas before they may write the applicable registration examination. While it is impossible to prescribe how much exposure in any one area is 'enough,' the sponsors' duty is to see that enrolled members have gained sufficient experience in the profession to allow them to independently engage in professional forestry practice at a level commensurate with their experience and to the standards expected of the profession.

This policy recognizes that members work throughout the province where opportunities for exposure will vary with job positions and geographic location. These are important factors when considering whether an enrolled member has met the exposure requirements.

There are a variety of ways to gain the required exposure besides direct work experience. They include (but are not limited to) such things as: formal continuing education; research and publication; field tours and seminars; attendance at public meetings and processes; accompanying other practitioners while they do their jobs; volunteer work; presentations; and reading materials and/or personal discussions with recognized experts as directed by the sponsor or other mentors; and finally by demonstrating that the materials have been read, understood and can be applied in practice.

It is the enrolled members' responsibility to document achievement in the exposure areas in their Enrolled Member Practice Diary.

Areas of Practice Exposure – for FIT/FP Enrolled Members

Professional forestry encompasses a broad range of activities and practices. While it is impossible to gain experience in all such activities and practices and while professional foresters tend to develop more narrow specialties over time, the ABCFP expects that enrolled members will have the core competencies listed in Appendix V and will get exposure to the practice of forestry across a range of practice areas during their articling period.

Exposure to activities within the following categories of broad practice areas, identified by the board of examiners and council, is required. In developing these broad categories, the intention was that any aspect of the practice of professional forestry could be described as falling into one or more of the broad categories. The categories, however, should not be taken as limiting the breadth and scope of professional forestry practice.

1. Planning

The word ‘planning’ refers to both strategic and operational organization of activities to achieve identified goals. Planning often requires partnerships in knowledge and practice with other resource professionals. In this regard, professional foresters are often required to work in concert with technical staff and other professionals, both within the profession of forestry (other forest professionals) and outside it (other resource professionals).

Examples of strategic planning tools include (but are not limited to): regional and sub-regional land use plans; local resource use plans; landscape unit plans and higher level planning processes and documents; tree farm license management plans; and timber supply reviews. Examples of operational plans include (but are not limited to): forest stewardship plans, site plans, forest development plans; management plans; prescriptions; forest health assessments; fire management plans; and riparian assessments.

2. Inventory and Information Management

Practice under this category includes: the acquisition of data; analysis of data; understanding its availability, adequacy, limitations and reliability; and the appropriate use and display of data and information. This includes acquiring data for, and using and developing forecast models at the tree, stand (or habitat), and forest levels to predict changes over time at all scales of management.

3. Forest Resource Operations

Forest resource operations include a wide range of activities across the breadth of forest resources. For example, this term can include such things as (but are not limited to): recreation trail building; silviculture treatments and monitoring; habitat enhancement/rehabilitation; fire suppression; establishing wildlife tree reserves; harvesting; and development for harvest and/or transportation systems. Candidates need exposure to various harvesting and transportation systems and should understand their applicability and constraints. Operational experience leads to a better understanding of reforestation concepts, silviculture system options, and the rationales for various silviculture treatment regimes across a range of sites and stand types. Understanding safety concerns related to operations requirements and the forest professional’s responsibilities for safety is an important part of all operations.

Areas of Practice Exposure – for TFT enrolled members

Section 20 of the *Foresters Act* allows forest technologists to:

...engage in aspects of the practice of professional forestry to the extent consistent with their education, training and experience...

- a) independently, if carrying out functions described in the Bylaws for this purpose;
- b) while executing, supervising the execution of, or inspecting work designed by a professional forester admitted under Section 14 or special permit holder acting within the scope of their permit; or,
- c) under the supervision of a professional forester admitted under Section 14 or a special permit holder acting within the scope of their permit.

The Bylaws describe four areas of practice in which registered forest technologists can practise independently. Bylaw 6.1.2.1 states that RFTs “May engage in aspects of the practice of professional forestry to the extent consistent with their education, training and experience...independently, if carrying out those aspects of professional forestry practice within the following general practice areas as are described in guidelines established by council from time-to-time:

- Forest measurements;
- Silviculture;
- Forest operations; and,
- Forest protection.”

The association has provided more specific guidance on what is included in each of these four practice areas in the [Guidelines on Scope of Practice for Registered Forest Technologists](#).

These guidelines may be updated from time to time as professional practice evolves and our understanding of the roles of RPFs and RFTs deepens. Please refer to the Guidelines on Scope of Practice for Registered Forest Technologists for the full detailed description on the four independent practice areas in which Trainee Forest Technologists should gain exposure during their articling period.

Appendix III: Enrolled Member Professional Development Plan

Enrolled members, with the assistance of their sponsors, will develop Professional Development Plans for their articling period. The Professional Development Plan outlines the knowledge and experience to be covered by the enrolled member. A Professional Development Plan is a document that sets out the intended course of action an enrolled member will take to develop and improve professional attributes for the duration of the articling period. The sponsor and enrolled member will periodically

review the Professional Development Plan and enrolled member progress to determine if adjustments are necessary.

Enrolled members and their sponsors should think about the following criteria when constructing the Professional Development Plan:

- Reflect on the enrolled member's experience.
- Identify the recognized core knowledge defining the practice of professional forestry/forest technology (including ABCFP code of ethics, position and guidance papers and the information on the [ABCFP website](#)).
- Design a strategy to achieve a broad contact with the practice of professional forestry/forest technology (including mentors, contact with senior ABCFP members, joining a study group to review forestry and exam related issues, etc.)
- Document a program that includes courses, seminars, field trips, contacts/ interviews, work schedule, etc.

Steps for Completing the Professional Development Plan

1. Review the definition of the practice of professional forestry (*Foresters Act* and Appendix II of this document and Guidelines on Scope of Practice for Forest Technologists).
2. With the help of your sponsor, other foresters/forest technologists and enrolled members, draft a list of what the practice of professional forestry/forest technology includes.
3. Summarize your experience including work position, projects, educational participation, skills, etc.
4. Identify the areas of practice, from your practice list in item 2 above, where you need to acquire knowledge, experience or skills. Prioritize the areas of needed improvements.
5. Identify and develop strategies for gaining adequate experience in each of the practice areas.
6. Update your Enrolled Member Practice Diary as you complete components of your Professional Development Plan.
7. Increase your awareness of practice gaps by talking to your sponsor and other forest professionals in your area.

You have completed a blueprint for professional practice improvement. Update and modify your Professional Development Plan on a regular basis. You should feel confident that you have a realistic framework for reaching important stages in your professional development.

Appendix IV: Enrolled Member Practice Diary

The purpose of the Enrolled Member Practice Diary is to provide a chronological, written record of professional development. The Enrolled Member Practice Diary entries will document the progress and action that the enrolled member has undertaken in completion of the Professional Development Plan. Entries should be made as often as required to capture the work done and experience gained.

The sponsor will review the Diary periodically and sign at the end of the last page entry. Sponsors, by their signature, are acknowledging that they have reviewed the document and confirm that the progress of enrolled members appears to be consistent with the Professional Development Plan or, by an accompanying comment, giving guidance to the enrolled members.

Besides the work experience, all professional development activities such as courses, seminars, and involvement with related organizations should be recorded.

Tips for Completing the Enrolled Member Practice Diary

- Make entries as soon as professional development activities are completed.
- Use action verbs in your entries (for example: analyzed, attended, collected, compiled, coordinated, designed, devised, estimated, investigated, managed, planned, plotted, researched, reviewed, specified, studied, visited, etc.).
- Your entries should be descriptive and specific.
- Make entries in chronological order.
- Ensure you include all professional development activities such as undertaking, assisting or observing the services and works stated in the definition of the practice of professional forestry/Guidelines on Scope of Practice for Forest Technologists. Other activities in your Professional Development Plan such as seminars, training courses, community involvement, working groups, presentations, etc., all related to the practice of professional forestry, should also be included in the Enrolled Member Practice Diary.
- Clearly indicate the start and finish of each project and write a short summary of the project after your work on it has been completed.

- Ask your sponsor to review and sign the Diary at least once every three (3) months or more frequently if required.
- Use headings to group similar activities, if applicable.
- If you choose to handwrite your diary, ensure it is legible and in dark ink so that, if required, the ABCFP may use it to verify that you have met the articling requirements.
- Keep your signed diary pages in a binder.

Appendix V: RPF Core Professional Competency Requirements

1. Tree and Stand Dynamics

- Knowledge of tree and stand establishment, growth and mortality, forms the basis of understanding how the forest ecosystem functions.
- Identify plants and describe their physiology, growth, morphology, autecology, and synecology.
- Describe current tree and stand conditions, past conditions and processes that lead to them as well as articulate possible future conditions.
- Describe and apply models to articulate the present and predict future stand conditions.
- Ability to prepare a defensible stand management prescription /intervention for a given set of management objectives.

2. Forest to Landscape, Structure and Function

- Describe the components, characteristics and processes of forest ecosystems and how they interact.
- Describe and apply classification schemes using vegetative, climatic and edaphic characteristics.
- Explain the influences and outcomes of agents of change on forests and landscapes.
- Explain and apply the concept and measures of diversity.

- Apply the knowledge of forest composition, structure and function to predict forest and landscape conditions under natural and human-caused disturbances. Identify and discuss the strengths and weaknesses of predictive tools/models at the landscape level and the implications of each in application.

3. Forest Management

- Describe the variety of values and competing interests in a forest.
- Explain forest strategic and operational planning principles.
- Analyze and apply a range of forest cover manipulation strategies that effectively achieve a given set of objectives while minimizing negative impacts on other values from a perspective emphasizing:
 - commercial extraction as the management objective; and
 - management objectives that are non-extractive.
- Explain the legal and policy framework.
- Discuss forest management concepts.
- Describe how global trends drive and influence forest management.
- Develop a resource planning document that incorporates current economic, environmental and social values into actions that lead to achieving the planning objectives and to future desired conditions and goals

4. Economics and Administration of Forestry

- Describe the content and importance of business and project plans.
- Describe risk management relative to forest resources.
- Describe organizational structure and function.
- Discuss business concepts that apply to a management plan.
- Recognize the effects of national and global trends on supply and demand, and flow of forest-based products including price and production.
- Prepare and defend a basic operational plan for a project to achieve resource management objectives within available resources.

5. Leadership Skills: Communication and Critical Reasoning

- Communicate effectively with a variety of audiences regarding forest resource issues.
- Demonstrate critical reasoning in the application of professional judgement.
- Demonstrate leadership skills through collaborative decision-making, consultation and conflict resolution.

6. Information Acquisition and Analysis

- Demonstrate an ability to apply basic orienteering and surveying techniques.
- Use measurement tools for collecting forest resource data.
- Design and implement sampling strategies.
- Analyze simple mathematical models.
- Analyze and display both qualitative and quantitative data.
- Demonstrate the integration of the competencies identified in this standard, to achieve a given set of objectives.

7. Professionalism and Ethics

- Describe the role of self-regulating professions in society.
- Describe a range of duties and obligations imposed on and by professional regulatory bodies.
- Explain competency limitations.
- Describe the characteristics and attitudes of a professional forester.
- Understand the requirements of the *Foresters Act* and Bylaws and the ABCFP Code of Ethics.



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Ensuring BC's Forests Are In Good Hands.