



Continuing Forestry Education Program

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1. CONTINUING EDUCATION PROGRAM BACKGROUND

1. Previous Continuing Forestry Education program (CFE)

The members of the Association of Registered Professional Foresters of New Brunswick (ARPFNB) have participated in the Canadian Institute of Forestry (CIF) National Continuing Forestry Education program (CFE) that is managed co-operatively by the CIF National office and the ARPFNB. This program recognizes continuing education achievement by members in the form of CE Certificates for achieving 150 contact hours over a 3-year period. The CIF will still maintain a national program; ARPFNB members wishing to be recognized by the CIF program need to indicate this when submitting their form.

2. Continuing Education Program Revision 2007

The membership received a proposal recommending for changes to the CFE program from the Executive Committee. The main recommendation was to simplify the existing Continuing Education Guidelines to reflect the wishes of the members. A revised CE Program was approved at the Annual General Meeting in Fredericton on February 14th, 2007.

II. CONTINUING EDUCATION PROGRAM OUTLINE

1. Mandatory Participation

Every person who is or becomes a regular member of the ARPFNB is required to fulfill the continuing education requirements as set out in By-law 35.

2. Program Overview

A. Purpose

The purpose of the Continuing Education Program is to ensure that all members remain informed and current with respect to the practice of forestry in New Brunswick. Members are expected to understand what continual learning is required to maintain competency and to take the necessary steps to acquire it.

B. Continuing Education Committee (CEC)

The CEC is composed of 2 representatives from the Canadian Institute of Forestry, 2 representatives from the Association of Registered Professional Foresters of New Brunswick, and two representatives from the New Brunswick Forest Technician Association. Their role is to audit selected members for compliance to the program. The Registrar is the Executive Director of the ARPFNB. He/she is responsible for developing appropriate procedures and mechanisms for monitoring member credits and auditing member compliance.

The CEC's role is to verify the validity of the CFE declarations submitted.

C. Continuing Education Targets

- Each regular member must accumulate at least 150 Continuing Education credits over a rolling three-year period, an average of 50 credits per year.

- Members will utilize a credit-based system to demonstrate their adherence to the ARPFNB Continuing Forestry Education requirements.
- The program is effective February 14, 2007. The first three-year period runs to December 31, 2009. (See Appendix 2) *Amended January 2008*.
- At the time of membership renewal for 2010, each member must account for at least 150 credits within two subject areas (Forestry and Management see p.4-5)
- Each regular member must accumulate at least 150 Continuing Education credits within each subsequent three-year period on a rolling basis.
- There is no requirement to accumulate any minimum number of credits within a given year except as may be necessary to reach the required three-year total of 150 credits.
- Current members will begin accumulating credits effective February 14, 2007. New members will begin accumulating credits upon admission to the Association. The first three-year period will begin January 1st of the year in which they are admitted.
- Each regular member is responsible for maintaining and updating annually their current list of credits.

D. Competency Standards

- The member must maintain competency to established standards where established, or not practice in that area (as per the Code of Ethics).
- Where competency standards have been developed by an appropriate agency for a specific area of practice (e.g. scaling, auditing, forest management planning), the member engaged in such practice must ensure they are aware of the applicable standards.
- Where competency standards have not been established by some appropriate agency, the member must be adequately familiar with the specific area of practice to make an informed decision regarding:
 - The competencies required to work successfully in that area of practice and
 - The degree to which their own competencies meet their forecasted requirements.
- The member must maintain competency to the standards that are reasonably necessary to conduct work in the specific area of practice, or not to practice in that area (as per the Code of Ethics).

E. Subject Areas

To encourage professional and personal development of our members, the Association recognizes a broad spectrum of learning experiences that qualify as continuing education for the purposes of maintaining competency in our profession.

Two general subject areas are recognized by the Association for the purpose of obtaining credits. They are the Forestry Subject Area and the Management Subject Area.

i. Forestry Subject Area

This subject area focuses on maintaining members' forestry awareness and knowledge. The purpose is to ensure that all members remain informed and current on forestry practice and policy with respect to the development, management, conservation and sustainability of forests.

The forestry subject area includes, but is not limited to, the following:

- Forestry legislation and policy in New Brunswick, Canada, and internationally
- Classification, inventory and mapping of forests
- Silviculture
- Wood products manufacturing and marketing
- Wildlife management
- Managing for and marketing of non timber forest products
- Watershed management
- Landscape ecology
- Forest road and bridge construction, and culvert installation
- Forest Protection
- Forest health and genetics
- Socioeconomic issues related to the forest industry

The objective of the course/training may a general overview, or to provide a specific level of awareness. The continuing education may include linkages to other subject areas and/or discuss impacts or influences on other aspects of forestry.

Credits are allocated as follows:

- Each hour of actual learning time earns 3 credits to a maximum of 18 credits in one day. Field trips associated with workshops, meetings, courses and seminars earn 3 credits per hour to a maximum of 18 credits in one day.
- Three credits for each hour of attendance at business meetings of related organizations such as ARPFNB, marketing boards, or conservation organizations (technical sessions of these organizations would qualify).
- Each hour of reading, viewing, or listening to related technical forestry material earns 2 credits.
- Development, preparation, and presentation of course work in an instructional capacity, but only for work beyond normal duties or job description, will earn 3 credits per hour to a maximum of 15 credits per year.
- Preparation, writing, and publication of forestry or related subject matter, but only for work beyond normal duties or job description will earn 3 credits per hour to a maximum of 15 credits per year.
- Holding an elected or appointed office or an active committee assignment in the ARPFNB or allied professional organizations will earn 5 credits per year.

ii. Management Subject Area

This category will capture professional development that, while not directly related to forestry topics, is essential knowledge to maintain and improve management skills and techniques that our members require to effectively carry out their responsibilities.

The management subject area includes but is not limited to:

- Financial management, auditing, and budgeting
- Health and safety training
- Personnel management
- Leadership development training
- Public speaking

The objective of the course/training may be a general overview, or to provide a specific level of awareness.

Credits are allocated as follows:

- Each hour of actual learning time earns 3 credits to a maximum of 18 credits in one day. Field trips associated with workshops, meetings, courses, conferences and seminars earn 3 credits per hour to a maximum of 18 credits in one day.
- Each hour of reading, viewing, or listening to related management subject material earns 2 credits.
- Development, preparation, and presentation of course work in an instructional capacity, but only for work beyond normal duties or job description, will earn 3 credits per hour to a maximum of 15 credits per year;
- Preparation, writing, and publication of management or related subject matter, but only for work beyond normal duties or job description, will earn 3 credits per hour to a maximum of 15 credits per year.

F. Learning Methodologies

i. Structured Learning

Structured learning often involves learning within a classroom setting. Credits can be obtained by participating in workshops, seminars, training courses and some technical sessions. This learning may be of higher value to the member because the member may benefit from the organized structure and interaction of other participants.

ii. Individual Learning

Individual learning activities are achieved through personal research, reading (technical journals, scientific papers, books, newspaper articles), developing courses, workshops, and educational material that require new learning. (If there is no new learning acquired by the developer of a course or seminar then there will be no credits allotted to the developer of the course or seminar.)

iii. Participation

Participation in forestry related organizations and associations either as a member or actively as part of the executive is a form of learning that can benefit members. Five credits per year are allotted for active executive committee membership.

G. Flexibility

- Members have the flexibility to achieve credits in any combination of subject areas or learning methodologies that best suit the member.
- Members are encouraged to acquire most of their credits in the structured learning category.

H. Record Keeping and Reporting:

- Members are expected to maintain records, on an ongoing basis, in order that claimed credits may be verified during audit or under other circumstances requiring verification of competency maintenance.
- Members are required to keep these records for a minimum of five years.
- Members will report annually to the Registrar on Continuing Education activities. (See Part III. Annual Reporting Protocol). A form will be attached to the Annual ARPFNB Fee Renewal Form, which must be completed and returned with the payment to the Registrar by May 15th of each year.
- Failure to maintain appropriate records under this component may be considered an act of professional misconduct.

I. Accountability

i. Members

- Members must maintain appropriate competency according to the Continuing Education Program administered by the ARPFNB.
- Members are accountable for maintaining competency in the area of activity for which they wish to practice.
- Members must report credits to the ARPFNB on a yearly basis.
- Members are accountable for the maintenance of their personal Continuing Education records.
- The maintenance of competency is a voluntary activity for those members that are retired or non-practicing.

ii. Registrar

- The Registrar will ensure the information on the Continuing Education program is made available to all members of the Association in a timely and regular fashion. (e.g. on the ARPFNB Website and in the Professional Forester newsletters).
- The Registrar will ensure that members are aware of their standing regarding the accumulation of credits over any three-year period.
- The Registrar will provide examples on the types of records to be maintained. (see Appendix 1)

3. Credit Assessment

Credit assessment can be done by members or by the Registrar (where course providers in advance of delivering courses request credit assessment).

i. Member Assessment

The procedure for assessing learning activities for Continuing Forestry Education credits provided below will be used by individual members who attend Continuing Forestry Education activities such as events, workshops and seminars that have not had prior assessment by the Registrar. If questions or doubts arise on the CFE assessment the member is encouraged to contact a Continuing Forestry Education Committee member.

The procedure for assessment is as follows:

- Obtain copy of program outline or agenda.
- Determine which portions of the program meet one or more of the subject areas and criteria
- Determine the number of hours spent in active learning time (i.e. excluding breaks, meals, and non-qualifying activities).
- .Multiply the number of hours x 3 credits /hour to a maximum of 18 per day.

ii. Assessment by the Registrar

Sponsoring organizing agencies are encouraged to submit their programs, by e-mail if possible, to the Registrar for Continuing Education credit assessment prior to the event. Course /workshop providers do not have the authority to unilaterally assign Continuing Education credits to their events and should apply to the ARPFNB for prior assessment.

The procedure for assessment is as follows:

- Requests for assessment are to be submitted to the Registrar at least 14 days prior to the event.
- Requests must include a copy of the program /agenda with dates and times.
- The Registrar will assess the program and determine the Continuing Forestry Education credits for which the program qualifies and forward results to the requestor. The Registrar will consult with other Continuing Forestry Education Committee members as appropriate in determining Continuing Forestry Education credits.
- The time from receipt of the program /agenda to the notification of Credits should not exceed 2 weeks.

III. ANNUAL REPORTING PROTOCOL

- Members are required to report their Continuing Forestry Education credits on an annual basis for a rolling 3-year period on a Continuing Education Credit Reporting Form to be developed by the Registrar. Members are not required to provide a list of activities that they have participated in.
- It is in the best interests of the members to keep detailed documentation of all Continuing Education activities, as this documentation may be required in such instances as audits or complaint investigations.
- The Continuing Forestry Education Credit Reporting Form developed by the Registrar will be available online (www.arpfnb.ca). For members who prefer, a hard copy of the form will be provided in February of each year.
- The online form will be personalized for each member.
- The online form will indicate the number of credits that a member has accumulated over the previous 3-year period and provide the opportunity for a member to administer his own records.
- The online form will require members to identify the number of credits that they are claiming over the past 12-month period. The completion and maintenance of these records is the responsibility of the members.

- Members must complete the form and return it to the Registrar by May 15th of each year beginning in 2008.

IV. NON COMPLIANCE PROCESS AND OUTCOMES

1. Purpose

To describe the process to be followed that will result in the suspension of any regular member who has failed to meet the continuing education requirements.

2. Process for Suspending Membership

The process for suspending the membership of a member who has failed to meet the continuing education requirements is as follows;

- The Registrar shall mail or otherwise deliver to the member written notice that the member does not appear to have met the continuing education requirements and that the member will be expected to complete and report the required continuing education credits within 60 days following the end of the three year reporting period or following the date of the letter, whichever is later.
- Should the member's continuing education credits remain incomplete or unreported to the satisfaction of the Registrar after the 60 day period, the Registrar will deliver a second letter to the member directing the member to contact the Registrar within ten (10) days of receipt of the second notice to 1 explain the failure to meet the continuing education requirements and to i propose specific actions to be taken to meet the continuing education requirements within a time period to be determined by the Registrar.
- After the expiration of the time period, the Registrar shall review any response of the member and if not satisfied that the member has met the continuing education requirements, the Registrar may notify the member:
 - that notice of the suspension will be posted on the ARPFNB website and in the Forest Practitioner, or
 - that the Registrar has set terms, conditions and limitations which will result in the automatic suspension of membership. The terms, conditions and limitations include but are not limited to:
 - that the member must satisfy the Registrar that the member has successfully completed certain continuing education activities by a specified date.

3. The Criteria for Reinstatement

The member may be reinstated if the Registrar is satisfied that the continuing education requirements have been met and that there are no outstanding dues or other unmet obligations to the Association.

4. The Process for a Member to Appeal the Registrar's Decision

- The member may seek a review of the Registrar's decision before the Executive Committee by delivering a written request for a review to the Registrar setting out the grounds for the review and any documentary information to support the request. The suspension shall not start or, if has already started shall be halted, upon receipt of the request until a decision is made by the Executive Committee.

- The Executive Committee shall evaluate the request for a review and any supporting information from the member as well as any documentary information provided by the Registrar. The Executive Committee shall confirm the suspension, set aside the suspension, or set terms, conditions and limitations (that may be different from any set by the Registrar) which, if not met, will result in the automatic commencement of suspension.

5. Criteria for Suspension of membership

The criteria for suspending the membership of a member who has failed to meet the continuing education requirements are as follows:

- the member has failed to provide sufficient information on the reporting form : to reasonably satisfy the Registrar that the member has fulfilled the continuing education requirements;
- the member has failed to provide sufficient information in response to specific inquiries from the Association to reasonably satisfy the Registrar that the member has fulfilled the continuing education requirements or,
- the member has provided false information to the Registrar about the member's fulfillment of the continuing education requirements.

Appendix 1: Annual Continuing Forestry Education Credit Report – Individual Members

Member Name: _____

ARPFNB Registration Number: _____

Continuing Forestry Educations Credits Earned:

February 2007 – February 2008: _____

February 2008 – February 2009: _____

February 2009 – February 2010: _____

Total earned in current three-year period: _____

Member's signature

Date

Appendix 2: Example of a Three-year Rolling Reporting Period

Each member must accumulate at least 150 Continuing Forestry Education credits over a rolling three-year period, an average of 50 credits per year.

Year	1	2	3	4	5	6
Credits	30	40	80			
		40	80	30		
			80	30	100	
				30	100	20

Example: At the end of Year 3, this member had accumulated a total of 150 credits. During Year 4, it was necessary to earn 30 credits. By the end of Year 5, this member had earned 210 credits, and only needed to earn 20 credits in Year 6 to satisfy the required 150 credit over 3 years.

Example of valid CFE Events

Date	Event	Provider	Hours	Credits
Jan 07-11, 2007	Watercourse Alteration Course	MCFT	30	90
Feb 15, 2007	Sylvicon, Wednesday	ARPFNB	5	15
April 12, 2007	PDD	ARPFNB	6	18
April 16, 2007	Reading	Forestry Chronicle	2	6
June 22, 2007	CWF Spring meeting	CWF	4	12
July 12-17, 2007	On line GIS Course	College of Minnesota	12	36
Sept 29, 2007	Fire training	My employer	2	6
2007	Chair	ARPFNB		5