

CONTINUING COMPETENCY PROGRAM

ASSOCIATION OF REGISTERED PROFESSIONAL FORESTERS OF NEW BRUNSWICK

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1. GENERAL

Professional development is an activity which is expected of all professionals. It is inherent in the professional legislation for self-governing professions and is of increasing importance to all foresters and forest professionals. Rapid technological change, the social significance of forest resources, increased public awareness, higher environmental standards, greater professional demands and the ever-changing competencies required, dictate continuous learning and development if individuals and the profession are to better serve societies interest.

2. THE **ARPFNB** CONTINUING COMPETENCY REQUIREMENTS, MEMBERS:

1. Aim to achieve 36 Continuing Competency contact hours annually.
2. Complete **100 contact hours** of continuing competency activities and professional development over a **three (3) year** period.
3. Distribute the hours appropriately within accepted categories of participation. A minimum of 36 hours over the three year period must be in Category 1.
4. Maintain a "*Continuing Competency Tracking Form*" completed for their own records (Appendix 1).
5. Complete and submit the **On-line Reporting** document to ARPFNB office, annually (January-February).

All members should keep their *C.C. Tracking Form* up-to-date. To help ensure compliance with this program, all members will be required on a yearly basis to report total number of Continuing Competency Credits accumulated during the previous year.

Each year an audit will be conducted of a randomly selected 5% sample of the ARPFNB membership to ensure our membership is meeting the ARPFNB CONTINUING COMPETENCY program requirements. Continuing competency activities and professional development will be evaluated over a rolling three-year period.

Failure to report annually or to provide a Continuing Competency Reporting Document for audit purposes may result in discipline up to and including cancellation of membership in the Association.

Members not meeting the program requirements as determined by the audit shall submit a training plan that identifies how shortfalls will be met over the next 12 months. Training and

continuing education required to meet shortfalls during the following 12 month period, will not count toward the next three-year period.

All **100** contact hours may be obtained in Category 1, but participants are encouraged to distribute their activities through the various Categories of the CCP.

Continuing competency activities for three (3) years prior to becoming a member may be used towards meeting program objectives. Course work taken or presented as part of a formal degree program which is required to obtain membership in the association are not eligible for program credits. However, credits obtained during graduate or post-graduate studies will be recognized.

Should an ARPFNB member also be an RPF in another CFPFA member professional forestry association (as a Regular or Associate member), and has fulfilled their CCP requirements, may submit to us copy of their Continuing Competency Report for the other RPF association in fulfillment of our CCP requirements.

3. ARPFNB CONTINUING COMPETENCY CATEGORIES

Category 1 | Formal Education and Training (36 hours MINIMUM/3 year period)

This category includes:

Organized course work or activities in forestry or forestry related subject matters such as but not limited to: Silviculture, mensuration, forest pest management, habitat management, urban forestry, or forest policy. Included are seminars, short courses, conferences, and workshops conducted or sponsored by public or private organizations, as well as technical sessions of the ARPFNB, the Canadian Institute of Forestry (CIF) or other forestry profession associations or societies. Examples include conferences, workshops, and government-industry training sessions.

Organized course work or activities not specifically related to forestry but which are professionally enriching or directly benefit the individual in his or her present position. Examples include course work in computer science, managerial skills, public speaking and other areas.

Credit accrues at the rate of:

- One (1) hour for each hour of actual contact,
- One (1) hour for each hour of actual contact for field session, provided that travel time is not included. In general, if the member is receiving new information to apply in the conduct of their profession, it will usually be considered as **Category 1 - Formal Education and Training**.

Members are expected to obtain and retain course outlines or program agendas attended for activities not previously endorsed by the ARPFNB or another RPF/RPFT association.

Category 2 | Self-Directed Reading and Forestry Professional Business (100 hours MAXIMUM)

This category includes:

Attendance at business meetings of the ARPFNB or related organizations such as the Canadian Institute of Forestry or other provincial forestry associations, conservation associations or forestry oriented trade associations. Examples include ARPFNB, CIF or other professional meetings.

Reading of publications on technical forestry subjects. Examples include: The Forestry Chronicle, the Canadian Journal of Forest Research and their American counterparts, the Journal of Forestry and Forest Science. Many sources of technical and scientific articles pertaining to the practice of forestry can be.

Credit accrues at the rate of:

- One (1) hour for each hour of actual contact,
- One (1) hour for each hour of reading, viewing, or listening to related technical forestry material.

Category 3 | Professional Practice and Technology Transfer (100 hours MAXIMUM)

This category includes:

The development, preparation, and presentation of forestry material to public, private, or professional audiences. The preparation, writing and publication of forestry or forestry-related subject matter. Holding an elected or appointed office or an active committee assignment in the ARPFNB or Canadian Institute of Forestry or legislated professional organization and maintaining active employment in the professional practice of forestry which exposes practitioners to new ideas through application and experiential learning.

Credits accrue at the rate of:

- Five (5) contact hours for each hour of presentation. Credit is only provided for the first offering of the presentation (*Must list presentation, title, venue, and date*).
- Fifteen (15) hours for each publication requiring technical review, (*Must list technical publication reviewed*),
- Twelve (12) credit hours per year for holding office or chairing a committee,
- Six (6) credit hours per year are awarded for active committee membership and participation,
- Five (5) credit hours for an article of substantial nature appearing in a magazine, newspaper or similar publication (*must list article*),
- One (1) credit hour for each month that the individual maintains their professional practice, and membership "*in good standing*" with the ARPFNB.

Appendix 1

ARPFNB Continuing Competency Tracking Form							
Year	Month	Day	Course / Workshop / Event / Activity	Location/Source	Category Contact Hours		
					Category 1 Formal Education and Training (36 hours MINIMUM)	Category 2 Self-directed Reading Professional Business (100 hours MAXIMUM)	Category 3 Professional Practice and Tech Transfer (100 hours MAXIMUM)
Date:							
Signature:				Total Hours:			