



ARPFNB Mentorship Program

Implementation

This program applies to all new enrolled Foresters in Training (FIT) as of *March 1st*, 2005. Although this program does not apply to applicants prior to *March 1st*, 2005 they are highly encouraged to adopt this program for their professional development during their two (2) year work experience period.

Background

The Association of Registered Professional Foresters of New Brunswick adopted a Forester in Training Program in 2005 (*at the AGM*). It was strongly agreed that a Mentorship Program was necessary to ensure that FIT's receive guidance during their two (2) year work experience period to become a Registered Professional Forester.

Purpose

The purposes of the Mentorship Program are:

- Demonstrating to the Public the accountability of the ARPFNB to ensure the competency of members
- A means for confirming that an FIT has completed the work experience requirements to become an RPF.
- Guiding FIT's in their development towards professionalism

Obligations

Forester-in-Training (FIT)

It is the FIT's responsibility to choose and declare the name of an active New Brunswick Registered Professional Forester to act as their Mentor. Although the FIT may indicate a preferred Mentor, the Executive Committee will be asked to approve the name offered on the Mentorship Agreement (Appendix I).

It is recommended that the FIT seek a Mentor they work with or are in direct contact with on a regular basis. This benefits communication and will provide the Mentor opportunity to ensure obligations are met.

In addition:

- The FIT may only utilize the designation of FIT.
- Work with their Mentor at developing a Written Plan that tracks their professional development
- Keep and maintain a journal of work experience for the enrolment period (Appendix II)
- Obtain a broad exposure to the practice of professional forestry including exposure to these four (4) broad practices:
 1. Planning
 2. Inventory and Information Operations
 3. Forest Resource Operations
 4. Business Processes
- Meet with their Mentor periodically and discuss progress and goals of their Written Plan.

Mentoring Forester

The Mentoring Forester is accountable for overseeing the development of the FIT. Upon signing the Mentor Forester Agreement, they:

- Agree to be the Mentoring Forester and to follow the contents of the Mentorship Program
- Work with the FIT to develop a Written Plan.
- Ensure that the FIT is practicing consistent with the Association's Bylaws and to the Forester's Act.
- Ensures the FIT only takes on work appropriate for that person's experience and stage of professional development.
- Meet with the FIT periodically to review the FIT's Journal, discuss the Written Plan, and to satisfy themselves that the FIT is proceeding as planned.
- Assess the FIT's exposure to and understanding in each of the four (4) broad practice areas.
- Assist the FIT to broaden their experience and knowledge in the practice of professional forestry by guiding the FIT toward opportunities to work.

- Submit annual assessments (Appendix IV) of the FIT's progress by the dates requested by the Association and provide a final evaluation of the FIT at the end of the work experience period.

Code of Conduct

The following are the Codes of Conduct that apply to the Mentorship Program:

1. The Mentor must be an active RPF in good standing.
2. The Mentor and the FIT relationship should not exist if any of the following circumstances are present:
 - The FIT is in an employment position of authority over the Mentor
 - The FIT and the Mentor are related through family.
 - The Mentor is unable to provide adequate time and direction for the FIT.

Changing the Mentoring Forester or FIT

In some cases, there may be “just cause” for altering an FIT/Mentor relationship. Neither participant should feel the pressure to continue in a mentorship that is not working.

The Association must be notified of any changes to Mentor/FIT relationships and the following must apply:

- The FIT will notify the Association of the change and the name of the new Mentoring Forester.
- The current Mentoring Forester will submit a letter acknowledging the change in Mentorship.
- The new Mentoring Forester and FIT must complete and sign a new Mentorship Agreement.
- The Association will record the change and forward any information to the new Mentoring Forester.

Written Plan and FIT Practice Journal

The Written Plan is a document that sets out the intended course of action that the FIT will take to develop and improve professional attributes for the duration of the work experience period. The Mentor and FIT will periodically review the Written Plan and revise if necessary. The format must be mutually acceptable and any changes are to be documented.

The purpose of the FIT's Practice Journal is to provide a chronological, written record of professional development. Entries should be made as often as required to capture the work done and experience gained. The format for the Journal shall be consistent with Appendix II.

The Mentor will review the FIT's Journal periodically and sign at the last entry page. The Mentor, by their signature, is acknowledging that they have reviewed the document and confirming the FIT's progress is consistent with the Written Plan.

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

Transition to Regular Membership

On completion of two years of forestry practice from the date of graduation, the FIT may apply to the ARPFNB Executive Committee for full membership in the Association. Documents to be submitted are as follows:

- a) The completed FIT Work Experience Journal;
- b) A final annual evaluation form completed by the Mentor; and
- c) Written request to transfer to full member status.

The documents will be sent with the FIT's file to the Board of Examiners who will provide recommendation to the Executive Committee. The recommendations may be as follows:

- a) further experience required, with the BoE indicating specific areas that are considered not adequately covered and recommendation for further training; or
- b) applicant is approved to write the entrance exam (not required for graduates of the U de Moncton after 2003) and the application process is followed as for regular applicants.

APPENDIX I:

MENTORING FORESTER AGREEMENT FORM

The following form of agreement will be entered into by the Mentoring Forester and FIT at the beginning of the Mentoring Forester relationship and each time an FIT changes Mentoring Forester.

**ASSOCIATION OF REGISTERED PROFESSIONAL FORESTERS OF
NEW BRUNSWICK MENTORSHIP AGREEMENT**

I, _____, RPF# _____, agree to act as the Mentoring Forester for _____, FIT.

By affixing our signatures to this agreement we confirm that:

1. I, _____, as the FIT assume primary responsibility to ensure that I maintain a strong relationship and frequent contact with my Mentor and gain the necessary exposure to the practice areas as outlined in the Mentorship Program.
2. I, _____, as the Mentor assume responsibility for overseeing the growth and development of the FIT towards becoming an RPF and the work that the FIT does during their work experience period.
3. We have read and understood the ARPFNB's Mentorship Program document.
4. We agree to be bound by the mutual obligations and duties outlined in the Mentorship Program document.

Dated this _____ day of _____, 2____.

Mentor & RPF #

Mentor Mailing Address:

Ph. _____

FIT

APPENDIX II

FIT WORK EXPERIENCE JOURNAL

FIT name: _____

Signature: _____

Page #: _____

Record of work experience		
Date	Activity	Description/Exposure Area

Additional Comments:

Name of Mentoring Forester: _____

RPF#: _____

Signature: _____

Date: _____

APPENDIX III:

Changing Mentoring Forester or FIT Form

This form MUST be used by all three (3) parties involved: the Enrolled FIT, the new Mentoring Forester, and the previous Mentoring Forester. Completed forms should be sent to the Association office by mail or fax.

FIT _____

Preferred Mailing Address (check one): Work Home

Work Address (required)

Title: _____
Organization _____
Address _____

Telephone _____ Fax: _____
Business email _____

Home Address (required)

Address _____

Telephone _____ Fax: _____
Personal email _____

EFFECTIVE DATE OF CHANGE: _____

REASON(S) FOR CHANGE:

If reasons are personal, please contact the Association in confidence

NEW MENTORING FORESTER _____ RPF # _____

By affixing our signatures to this agreement we confirm that:

1. I, _____, as the FIT assume primary responsibility to ensure that I maintain a strong relationship and frequent contact with my Mentor and gain the necessary exposure to the practice areas as outlined in the Mentorship Program.
2. I, _____, as the Mentor assume responsibility for overseeing the growth and development of the FIT towards becoming an RPF and the work that the FIT does during their work experience period.
3. We have read and understood the ARPFNB's Mentorship Program document.

4. We agree to be bound by the mutual obligations and duties outlined in the Mentorship Program document.

Dated this _____ day of _____, 2____.

Signature of New Mentoring Forester

Mentor Mailing Address:

Ph. _____

Signature of FIT

PART B: TO BE COMPLETED BY PREVIOUS MENTORING FORESTER

PREVIOUS MENTORING FORESTER _____ RPF # _____

By affixing my signature to this form, I confirm that:

1. I agree to step down from my role as Mentoring Forester for the FIT mentioned above.

DATE

SIGNATURE OF PREVIOUS MENTORING FORESTER

RETURN THE COMPLETED FORM TO:

**Association of Registered Professional Foresters of New Brunswick
Hugh John Flemming Forestry Centre
1350 Regent St, Suite 221
Fredericton, NB
E3C 2G6**

Fax: 506-450-3128

APPENDIX IV:

Annual Evaluation Form

Complete this form and return it to the Association by *(fill in the 1 year anniversary date)*. Only originals will be accepted. DO NOT fax this form. This evaluation is required for the FIT program. Please answer each question completely. If more room is required, attach additional sheets. These forms are kept in confidence.

FIT _____

Period covered by this evaluation: _____, 2____ to _____, 2____

Mentoring Forester _____ RPF # _____

1. How many months of work experience has your FIT gained under your mentorship? _____
2. How often do you and your FIT meet to discuss forestry issues in general?
3. How often do you and your FIT meet to discuss progress towards becoming an RPF?
4. How are you helping your FIT meet experience requirements to become an RPF?
5. Do you feel that your FIT is making satisfactory progress towards becoming an RPF?
6. Are there any areas that require improvement? Are there any areas where your FIT is making exemplary progress?
7. Do you feel your FIT's character & experience are suitable for becoming an RPF?

DATE

SIGNATURE OF MENTORING FORESTER

RETURN THE COMPLETED FORM TO:
Association of Registered Professional Foresters of New Brunswick
Hugh John Flemming Forestry Centre
1350 Regent St, Suite 221
Fredericton, NB
E3C 2G6