



Registration Standards and Practices Manual



**Association of Alberta
Forest Management Professionals**

ABSTRACT

The purpose of the Registration Standards and Practices manual is to describe the standards, rules and processes related to registration management of AAFMP members.

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SECTION 1 - INTRODUCTION

Disclaimer

These standards are subject to revision by the Association of Alberta Forest Management Professionals (AAFMP) Council at any time. It is the responsibility of the applicant/Member to ensure you have the most recent version. Applicants can access the most recent version online at www.aafmp.ca or contact the Association.

Purpose

The purpose of the Registration Standards and Practices manual is to describe the standards, rules and processes related to registration management of regulated and non-regulated members of the Association of Alberta Forest Management Professionals (AAFMP). This, combined with the business policy and processes, are to provide a consistent membership experience.

Who should use this manual?

This document is accessible to any individual who is registering or registered as a member of AAFMP, staff and Council of the Association and the general public.

Legislative Mandate

The Association is a self-regulatory authority granted under the Regulated Forest Management Profession Act (RFMPA) and Regulated Forest Management Profession Regulation (RFMPR). The Association's role as defined in the Act (section 3) are to:

- carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- provide direction to and regulate the practice of the regulated profession by its regulated members,
- establish, maintain and enforce standards of practice, registration and continuing competence for the practice of the regulated profession,
- establish, maintain and enforce a code of ethics, and
- carry on the activities of the college and perform other duties and functions by the exercise of the powers conferred by this Act.

About the Association

The Association are committed to the professional practice of forestry in Alberta. Individuals that practice forestry on public lands and meet the defined academic requirements are required to register. AAFMP ensured that the respective regulated members satisfy all entry and practice standards in accordance with the RFMPA and RFMPR. Regulated members are accountable for their actions and must adhere to the Code of Ethics, Continuing Competence Program requirements and a complaint process.

Formerly two separate regulatory bodies existed to regulate foresters (the College of Alberta Professional Foresters - CAPF) and forest technologists (the College of Alberta Professional Forest Technologists – CAPFT). Over the last three decades the regulated forestry profession has progressed through several Acts. There has been an evolution from a right-to-title regime with voluntary registration to a right-to-practice regime with mandatory registration provisions and restricted activities. Foresters have been regulated since 1985 (under the initial Forestry Profession Act) and forest technologists since 2002. The regulated professions' primary mandate is to protect the public interest from unprofessional conduct. The legislative mandates above are essential elements of sustaining our forest resources as a publicly-owned asset.

Mandatory Registration

The Regulated Forest Management Profession Act requires mandatory registration (MR) [RFMPA Section 40] with the Association for individuals that both meet the registration requirements RFMPR Sections 3 through 12] and intend to provide any or all of the following:

- professional services on public land;
- the teaching of the practice of a regulated profession to regulated members or students of the regulated profession; or
- the supervision of regulated members who provide professional services on public land.

The 'practice of forestry' and provision of 'professional service' on provincial public lands are key in determining when MR provisions apply:

Section 1(1)(u) "practice of forestry" means the development, acquisition or application of scientific principles and practices relating to forestry, products of forested land and integrated management of forested land and includes, without limitation,

- (i) the inventory, classification, appraisal and evaluation of forests and forested land,
- (ii) the development and implementation of programs for harvesting and renewal of forests and forested land,
- (iii) the conservation, reclamation, improvement or protection of forests, forested land or forest soils for forestry purposes,
- (iv) the preparation of forest resource management plans,
- (v) the development of integrated resource management plans and administration of forested land,
- (vi) the teaching of forestry at the Association, technical institute or university, and
- (vii) the conducting of research activities related to forestry.

Section 1(1)(x) "professional service" means a service provided by a regulated member of the Association that comes within the practice of forestry.

SECTION 2 - STANDARDS

STANDARD 1 – REGISTRATION

1.1 Membership Categories-Regulated

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<ol style="list-style-type: none">Regulated membership registers are:<ol style="list-style-type: none">Registered Professional Forester (RPF);Registered Professional Forest Technologist (RPFT);Registered Professional Forester Conditional (RPF-C);Registered Professional Forest Technologist Conditional (RPFT-C);Registered Professional Forester Temporary (RPF-T);Registered Professional Forest Technologist Temporary (RPFT-T);Forester-in-Training (FIT); andForest Technologist-in-Training (FTT).<ol style="list-style-type: none">Sections e.-h. do not have the authority to authenticate or sign-off on completed professional documents.Any applicants who have met all of the requirements of a register must be entered into the applicable register.Corporations or partnerships may not register as a regulated member.	Reg, Part 1, sec 18(1) Bylaw Article III, sec 2.a)
Procedures	<ol style="list-style-type: none">Applicants will be assigned to a specific register at the discretion of the Registrar based on entry standards for regulated members.	

1.2 Membership Categories-Non-regulated

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<ol style="list-style-type: none">Non-regulated membership categories are:<ol style="list-style-type: none">Non-practicing Regulated members in good standing may make requests to the Registrar to move to inactive status if they will be absent from their job for a defined period of medical, parental or education leave.Retired Formerly regulated members in good standing who have retired, do not hold a permit and no longer actively practice forestry.Associate Any individual, corporation, non-for-profit or government organization that supports the Association roles as defined in the RFMPA.Honorary	Bylaw Article III, sec 2.b)

Individuals appointed by Council in recognition of long service and significant contribution to the forest industry and forest management in Alberta.

e. **Student**

Students actively enrolled a recognized Alberta based post-secondary education programs (see [Entry Standards-Regulated Members](#)).

- Procedures** 1. Applicants will be assigned to a specific register at the discretion of the Registrar.

1.3 Entry Standards-Regulated Members

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<p>To register as a regulated member with the Association there are entry standards that must be satisfied in accordance with the RFPR including: education, mentored experience and professional examination. Certain entry standards may either be satisfied while enrolled as either a FIT/RPF-C or FTT/RPFT-C prior to registration. There are different registration avenues for applicants, depending on their level of education, post-graduate experience and professional standing in other Canadian jurisdictions.</p> <p>Education:</p> <p>An applicant must satisfy the following education entry requirements:</p> <ol style="list-style-type: none">1. Forester-in-training (FIT): <p>The Association uses a Canadian Forestry Accreditation Board (CFAB) accredited degree, or equivalent, as the basic entry-level standard for education.</p> <ol style="list-style-type: none">a. The applicant must hold an accredited B.Sc. in Forestry degree (or equivalent) from a CFAB accredited program: http://www.cfab.ca/English/programs.html), orb. A graduate of a non-CFAB accredited program (national or international) or allied programs, and/or combinations of degrees (graduate or undergraduate level) and diploma(s) that successfully meet the Canadian Federation of Professional Foresters Associations' (CFPFA) national competency assessment process, andc. Education, experience, practice and other qualifications are evaluated against the defined CFPFA competencies for consideration of equivalency deemed acceptable by the Registrar. <ol style="list-style-type: none">2. Forest Technologist-in-training (FTT): <ol style="list-style-type: none">a. The applicant must hold an accredited two year diploma or a three year applied degree in forestry from the following approved programs:<ol style="list-style-type: none">i. British Columbia Institute of Technology - Forest and Natural Areas Management	Reg Part 1, sec 3 to 12

- ii. College of New Caledonia - Natural Resources and Forest Technology
 - iii. Northern Alberta Institute of Technology – Forest Technology
 - iv. Nicola Valley Institute of Technology - Environmental Resources Technology
 - v. Selkirk College - Forest Technology
 - vi. Vancouver Island University - Forest Resources Technology
 - vii. Saskatchewan Polytechnic - Integrated Resource Management
 - viii. Maritime College of Forest Technology – Forest Technology Program
 - ix. Sir Sanford Fleming College - Forestry Technician (Optional Co-op)
 - x. College of the North Atlantic - Forest Resources Technician
 - xi. Cégep de la Gaspésie et des Îles - Forestry Technology
 - xii. Cégep de Sainte-Foy - Forestry Technology
 - xiii. College Boreal - Forestry Technology Act, Part2, (c)
 - xiv. La Cite Collegiale - Forest Environment & Wildlife Technology
 - xv. Sault College - Forest Technician - Conservation
- b. Individuals that do not meet the criteria of section 2.a. can apply to the Registration Committee for a credential assessment where education, experience, practice and other qualifications are evaluated against defined competencies for consideration of equivalency.
3. Credential assessments are subject to [fees](#).
4. An applicant having completed a credential assessment where they have:
- a. Achieved a minimum of 60% of the competencies are met must be registered as a FIT or FTT with conditions applied their permit at the discretion of the Registration Committee including:
 - i. limit practice to specified practice area or practice settings and prohibition from practicing in other practice areas or practice settings,
 - ii. must complete the assessment,
 - iii. required to practice under the supervision of an RPF or RPFT,
 - iv. permit is only valid for a specified time,
 - v. required to report to the Registrar on specified matters on specified dates,
 - vi. prohibit them from supervising other regulated members, and/or
 - vii. regulated member can only use specified titles (ie in-
- Reg, Part 1, sec 6 & 10

training).

Act, Interpretation,
1(1)(u)

- b. Less than 60% of the competencies have been met in a credential assessment are not eligible for regulated membership, may join as a non-regulated associate member;
5. FIT/FTT's that have not yet met 100% of the academic entry standards are required to:
 - a. Complete testing such as an ethics/policy test every 24 months,
 - b. Annually submit a letter to the Registration Committee explaining progress in addressing identified competency gaps,
 - c. Report every six months to the Registrar on assessment progress, and
 - d. Participate in the mentored work experience program.
6. FIT/FTT's that have not yet met 100% of the academic entry standards are not eligible to challenge the professional exam until they have met the criteria of completing the credential assessment to the satisfaction of the Registration Committee;
7. Applicants with outstanding academic deficiencies are required to complete a full 24 months of mentored experience in accordance with the [Mentorship Program](#).
8. FITs can be granted up to a maximum of 12 months of experience credit for the completion of a thesis-based (MSc or PhD) or course-based (Masters of Forestry) graduate-level degree program.
9. **Forestry Professionals from Other Professional Regulatory Organizations:**
 - a. Transfer to Alberta from another jurisdiction:
 - i. See '[Forestry Professionals from Other Professional Regulatory Organizations Standard](#)' for details.
 - b. Forestry Professionals Temporary Registers - see '[Temporary Permits](#)' for details:

Mentored Experience:

10. All applicants must complete 24-months of post-graduate experience under the supervision of a mentor in the practice of forestry to ensure they can practice professional forestry to a degree of competence necessary to protect and serve the public interest. See '[Mentorship Program](#)' for details.

Procedures Application

1. Applicants will be notified that the application has been received, whether it is complete, and deficiencies. Act Part 2, sec 24(1)
2. Applicants will be notified of application decisions by the Registrar as soon as reasonably possible. Act Part 2, sec 24(3)

Education:

3. Forester-in-training (FIT) applicant from non-accredited programs:
 - a. A national assessment of an applicant's educational and work experience provides a consistent assessment of an applicant's attainment of core competencies; it is not a formal application for membership to the Association.
 - b. The national assessment will determine academic equivalency or deficiency in the following certification standards:
<https://www.cfpfa-fcafp.ca/English/certificationStandards.html>.
 - i. Standard 7 can be satisfied via obtaining a passing grade on the professional exam.
 - c. Once a candidate receives the results of a national assessment which identifies competency gaps, if any, the Registrar can advise and counsel on registration or upgrading options.
4. Forest Technologist-in-training (FTT) applicant from non-approve programs:
 - a. An assessment of an applicant's educational and work experience provides a consistent assessment of an applicant's attainment of core competencies; it is not a formal application for membership to the Association.
 - b. The assessment will determine academic equivalency of deficiency in the following certification standards:
 - i. *Link to new website to be provided.*
 - c. Once a candidate receives the results of the assessment which identifies competency gaps, if any, the Registrar can advise and counsel on registration or upgrading options.

Mentored Experience:

5. Mentored experience must be in areas that will provide the applicant training to perform as a professional forest practitioner in accordance with the RFMPA and to enable the applicant to work towards the achievement of the title of RPF or PRFT.
6. Only experience directly related with the practice of forestry will be credited. Work such as wood processing, agriculture, landscape gardening, horticulture or marketing are not considered professional forest management.
7. Summer experience gained while enrolled as a student in an undergraduate/diploma program to complete the forestry education entry standard is not eligible for experience credits.
8. FITs enrolling in graduate-level degree program should contact the Registrar before starting the degree to confirm eligibility for experience credits.

1.4 Application for Registration, Regulated Members		
Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<ol style="list-style-type: none"> 1. Applications for regulated memberships can be submitted online at any time for consideration by the Registrar. 2. Forester-in-training (FIT) and forest technologists-in-training (FTT) applications must provide evidence satisfactory to the Registrar of: <ol style="list-style-type: none"> a. Being a Canadian citizen or a person lawfully permitted to work or study in Canada; b. Having good character and reputation; c. Having met the academic requirements specified for each register: <ol style="list-style-type: none"> i. FIT: <ol style="list-style-type: none"> 1. a degree in forestry or environmental sciences from an approved post-secondary program with credit in all of the core competency areas related to the practice of forestry (see 'Entry Standards-Regulated Members'), or 2. meeting the grade or performance requirements prescribed on approved courses and examinations in all of the core competency areas. ii. FTT: <ol style="list-style-type: none"> 1. a diploma or applied degree in forestry or environmental sciences from an approved post secondary education program with credit in all of the core competency areas related to the practice of forestry (see 'Entry Standards-Regulated Members'), or 2. meeting the grade or performance requirements prescribed on approved courses and examinations in all of the core competency areas required. 3. All applications are subject to application fees. 4. Approved membership applications are subject to membership fees. 5. Membership will be effective for the periods the membership fee is paid in full. 6. Mentored experience will only be accounted for in periods where membership fees are paid in full. 	<p>Reg Part 1, secs 2-12 Reg Part 2, sec 24 (1)</p> <p>Reg Part 1, sec 2-8</p> <p>Reg Part 1, sec 5</p> <p>Reg Part 1, sec 9</p>

	<p>7. Pending applications will remain open for 45 days. If registration criteria are not met within that time, the application will be closed and the applicant will have to reapply.</p> <p>8. The Registrar must notify the applicant of receipt of a completed application as soon as reasonably possible and consider the application in accordance with the Act. .</p> <p>9. If an applicant for registration is not notified of a decision within 120 days of receipt of a completed application, the applicant may request a review by Council.</p> <p>Decisions and reviews of applications</p> <p>10. Applicants may, within 30 days of receiving notice of a decision, request a review by Council of the decision to:</p> <ul style="list-style-type: none"> a. Accept an application subject to conditions on their permit, b. Defer a registration, or c. Refuse an application. <p>11. A request for a review by Council must:</p> <ul style="list-style-type: none"> a. Be in writing to the Register, b. Set out the reasons why the application should be approved with or without conditions. <p>12. The Registrar must, within 30 days of receiving a request for review, notify the applicant of the date, time and place that the Council will conduct the review.</p> <p>13. The review must be conducted no more than 60 days after the Registrar has received the request for review.</p> <p>14. Applicants must:</p> <ul style="list-style-type: none"> a. Complete an online membership application form, b. Submit a declaration of Canadian citizenship that they are lawfully permitted to work in Canada, c. Complete a declaration of good character, <ul style="list-style-type: none"> i. If there is evidence of competence deficiency or ethics issues, the applicant shall provide a written statement describing what actions have been taken to overcome the matters or mitigating factors, d. Provide two (2) character references, e. Submit original academic transcripts sent directly from the post-secondary education institution(s), f. Submit an up-to-date résumé with all forestry related work experience and education, g. Provide any additional evidence requested by the Registrar to prove the applicant meets the requirements for registration. h. Submit an application fee. 	<p>Act Part 2, sec 23</p> <p>Act Part 2, sec 24(5)</p> <p>Act Part 2, sec 24(5)</p> <p>Act Part 2, sec 25(3)</p> <p>Act Part 2, sec 25(4)</p> <p>Act Part 2, sec 25(5)</p> <p>Reg Part 1, sec 2(1)(a)</p> <p>Reg Part 1, sec 2(1)(b) Reg Part 1, sec 2(3)(a) Reg Part 1, sec 2(3)(b)</p> <p>Reg Part 1, sec 2(3)(c) Reg Part 1, sec 4 & 5</p> <p>Reg Part 1, sec 6</p>
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Procedures	1. Membership application forms will be considered upon receipt of the applicable application fee.	
	2. The Registrar will provide receipt of the application within ten (10) business days of the application being received.	Act Part 2, sec 23 (1)
	3. The Registrar will notify the applicant of any incomplete/missing elements in the application and provide notice of completion.	Act Part 2, sec 23 (2)
	4. The Registrar will notify applicant of the registration decision within twenty (20) business days of a complete application being received.	Act Part 2, sec 23 (3)
	5. Upon application approval, the applicant will be billed for the applicable membership dues.	

1.5 Application for Registration, Non-Regulated Members

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<ol style="list-style-type: none"> 1. Applications for non-regulated memberships are submitted online. Regulated members may submit an online application to change their membership category to a non-regulated category. 2. Applications or transfers to a non-regulated register are subject to approval by the Registrar. 3. Applications may be submitted at any time. 4. Membership fees are applicable for all approved membership applications. 5. Membership will be effective upon approval by the Registrar for the periods the membership fee is paid in full. 	
Procedures	<ol style="list-style-type: none"> 1. An online membership application form must be completed in full by any applicant for registration as a non-regulated member. 2. The Registrar will provide receipt of the application within ten (10) business days of receipt of the application. 3. The Registrar will notify any applicant if an application is not complete, what elements are missing and provide notice of completion. 4. The Registrar will notify applicant of the registration decisions within twenty (20) business days of a complete application being received. 5. Upon application approval, the applicant will be billed for the applicable membership dues. 	

1.6 Forestry Professionals from Other Professional Regulatory Organizations

Definition	Description	Applicable Act / Regulation / Bylaw
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Mutual Recognition Agreement (MRA): The [MRA](#) governs applications from professional foresters (RPF) and forest engineers (ing.f.) registered with a professional regulatory organization in a Canadian province/territory other than Alberta. The [MRA](#) is an agreement between member agencies of the Canadian Federation of Professional Foresters Associations ([CFPFA](#)) and is in compliance with the Federal Canadian Free Trade Agreement ([CFTA](#)), Trade, the Investment and Labour Mobility Agreement ([TILMA](#)) between British Columbia and Alberta and the New West Partnership Trade Agreement ([NWPTA](#)) between British Columbia, Alberta and Saskatchewan.

Rules	<ol style="list-style-type: none"> 1. To apply as a transferring forest professional under the provisions of the labour mobility agreements, you must be a registered member (RPF or RFT/RPFT) in good standing with one of the following Canadian professional regulatory bodies: <ol style="list-style-type: none"> a. Association of BC Forest Professionals b. Association of Saskatchewan Forestry Professionals c. Ontario Professional Foresters Association d. Ordre des ingénieurs forestiers du Québec e. Registered Professional Foresters of Newfoundland Labrador f. Association of Registered Professional Foresters of New Brunswick g. Registered Professional Foresters Association of Nova Scotia 	Reg Part 1, sec 11(1)
	<ol style="list-style-type: none"> 2. Professional Foresters: <ol style="list-style-type: none"> a. A Registered Professional Forester (RFP) registered with a professional regulator organization listed in section 1 may apply for registration on the Registered Professional Foresters Conditional Register in Alberta. 	Reg Part 1, sec 19(1) Reg Part 1, sec 11(2)
	<ol style="list-style-type: none"> 3. Forest Technologists: <ol style="list-style-type: none"> a. A Registered Forest Technologist (RFT) registered in BC or a Registered Professional Forest Technologist (RPFT) registered in Saskatchewan, may apply for registration on the Registered Professional Forest Technologists Conditional Register in Alberta. 	Reg Part 1, sec 19(1) Reg Part 1, sec 11(2)
	<ol style="list-style-type: none"> 4. An applicant for the Registered Professional Foresters Conditional Register or the Registered Professional Forest Technologists Conditional Register must provide evidence satisfactory to the Registrar of: <ol style="list-style-type: none"> a. Declaration of: <ol style="list-style-type: none"> i. Being a Canadian citizen or a person lawfully permitted to work or study in Canada, ii. Good character and reputation, b. Résumé detailing work experience and post-secondary academic achievements, c. Written proof of good standing, character and reputation for RPF or RFT/RPFT registration provided by the originating professional regulatory organization. 	Reg Part 1, sec 19(1)
	<ol style="list-style-type: none"> 5. Professional Exam: 	Reg Part 1, sec 2(1)(a) Reg Part 1, sec 2(1)(b) Reg Part 1, secs 4 & 8 Act Part 1, sec 22(2)(a) Act Part 1, sec 22(2)(b)

- a. See [Professional Exam](#) standard for details.
- 6. A regulated member entered in the Registered Professional Foresters Conditional Register or the Registered Professional Forest Technologists Conditional Register is entitled to hold a practice permit until one of the following occurs, whichever is earliest:
 - a. Having passed the professional exam, they are elevated to Registered Professional Foresters Register or Registered Professional Forest Technologists Register; Reg Part 1, sec 19(3)
 - b. Unsuccessful for the third time in writing the professional examination; or Reg Part 1, sec 19(2)
 - c. 24 months has elapsed from the date they were entered in the register.

- Procedures**
- 2. An online membership application form must be filled out by the applicant for registration on the Registered Professional Forester Conditional Register or the Registered Professional Forest Technologists Conditional Register in addition to:
 - a. A declaration of Canadian citizenship or that they are lawfully permitted to work in Canada,
 - b. A declaration of good character,
 - i. If there is evidence of competence deficiency or ethics issues, the applicant shall provide a written statement describing what actions have been taken to overcome the matters or mitigating factors,
 - c. A résumé of forestry related work experience and education [This is not an assessment of qualification but a confirmation that Part 2, section (2) of the RFMPA has been met in the home jurisdiction],
 - i. No further educational assessments are conducted,
 - d. Written proof of good standing for RPF or RPFT registration from the originating professional regulatory organization.
 - 3. Membership application forms will be considered upon receipt of the applicable application fee.
 - 4. The Registrar will provide receipt of the application within ten (10) business days of the application has been received.
 - 5. The Registrar will notify any applicant if an application is not complete, what elements are missing and provide notice of completion.
 - 6. Upon application approval, the applicant will be billed for the applicable membership dues.
 - 7. A seal will be issued to conditional permit holders.

1.7 Temporary Permits

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	1. Applicants that are:	Reg, Part 1, sec 20

- a. A Forester (RPF) from a Canadian province/territory other than Alberta, practicing forestry temporarily in Alberta and registered with a professional regulator organization listed in section 2 can apply for registration on the Registered Professional Foresters Temporary Register; or
 - b. A Forest Technologist RFT (BC) or RPFT (Saskatchewan) practicing forestry temporarily in Alberta and registered in BC or Saskatchewan can apply for registration on the Registered Professional Forest Technologist Temporary Register.
2. To apply as a temporary forest professional under the provisions of the labour mobility agreements, an applicant must be a registered member (RPF or RFT/RPFT) in good standing with one of the following Canadian professional regulatory bodies:
 - a. Association of BC Forest Professionals
 - b. Association of Saskatchewan Forestry Professionals
 - c. Ontario Professional Foresters Association
 - d. Ordre des ingénieurs forestiers du Québec
 - e. Registered Professional Foresters of Newfoundland Labrador
 - f. Association of Registered Professional Foresters of New Brunswick
 - g. Registered Professional Foresters Association of Nova Scotia
 3. An applicant for the Registered Professional Foresters Temporary Register or the Registered Professional Forest Technologists Temporary Register must provide to the satisfaction of the Registrar:
 - a. Declaration of:
 - i. Primary residence being outside of Alberta,
 - ii. Being a Canadian citizen or a person lawfully permitted to work or study in Canada, and
 - iii. Having good character and reputation;
 - b. Explanation as to:
 - i. Why registration is required, and
 - ii. The period of time for which the permit is requested;
 - c. Written proof of good standing for RPF or RFT/RPFT registration from the originating professional regulatory organization.
 - i. Temporary permit holders must notify the Registrar if registration status changes with the originating professional regulatory organization.
 4. An individual may be renewed on the temporary register for up to three (3) consecutive years, providing the practices cover two quarters or less per year. Individuals on either temporary register can not exceed 24 months of membership within a five-year period.
 - a. If, due to extenuating circumstances, a longer term is necessary, a written request for extension must be made to the Registration Committee.

5. An applicant for the temporary register is entitled to hold a practice permit until one of the following occurs, whichever is earliest:
 - a. The permit issued has passed the expiration date,
 - b. A period of not more than 12 consecutive months from the date of issuance, or
 - c. The applicant is no longer a registered professional forester or a registered professional forest technologist in good standing with another professional regulatory organization.
6. An individual registered on the temporary registers is not required to challenge the professional exam.

Procedures

1. An online membership application form must be filled out by the applicant for registration on the Registered Professional Forester Temporary Register or the Registered Professional Forest Technologists Temporary Register in addition to:
 - a. A declaration of:
 - i. Canadian citizenship or that they are lawfully permitted to work in Canada,
 - ii. Good character,
 - b. If there is evidence of competence deficiency or ethics issues, the applicant shall provide a written statement describing what actions have been taken to overcome the matters or mitigating factors,
 - c. Written proof of good standing for RPF or RPT/RPFT registration from the originating professional regulatory organization.
2. Membership application forms will be considered upon receipt of the applicable application fee.
3. The Registrar will provide receipt of the application within ten (10) days of the application being received.
4. The Registrar will notify any applicant if an application is not complete, what elements are missing and provide notice of completion.
5. Upon application approval, the applicant will be billed for the applicable membership dues.

1.8 Mentorship Program

Definition

Description

**Applicable Act /
Regulation / Bylaw**

Rules

Mentoring facilitates the connection of a more experienced Member (mentor) with a less-experienced Member (mentee) to develop a trusting relationship that will facilitate the expansion of professional skills and experiences, enhance career development and provide guidance on responsible member duties and exam writing. Mentors will provide support to recent graduates and early-career forestry practitioners as they transition to professional life.

Mentored work experience:

1. All foresters, forest technologists registered on the in-training or conditional registers must complete 24 months of accumulated mentorship in the practice of forestry prior to qualifying for registration on the Registered Professional Foresters Register or Registered Professional Forest Technologist Register.
2. The timeframe for obtaining experience under a mentor can be up to 48 months. Experience does not have to be consecutive.
3. If an enrolled member does not complete the experience requirements within the time allotted, their membership status may be suspended or permit subject to conditions.
4. At least 12 months of mentored experience must be gained in Alberta.
5. Experience is recorded from the registration effective date set by the Registrar.
6. Only experience that is relevant and applicable to the practice of forestry as defined in the RFMPA will be credited.
7. Experience will be defined as eligible if the mentee:
 - a. Registers under an eligible mentor with the Association,
 - b. Is working in the field of forest management,
 - c. Includes professional evaluation,
 - d. Experiences a progression of experiences and responsibilities, and
 - e. Submits the required reporting.
8. Experience gained prior to application approval may be credited to a maximum of six (6) months if it meets at least three of these guiding principles:
 - a. Gained in the field of natural resource management,
 - b. Includes an element of professional evaluation by a supervisor,
 - c. Includes a variety of tasks and responsibilities, and
 - d. The role(s) allowed for a progression of experiences and challenges leading up to registration.
9. FITs may be granted up to a maximum of twelve (12) months of experience credit upon providing evidence of the completion of a thesis-based (MSc or PhD) or course-based (Masters of Forestry) graduate-level degree program.
10. Any periods where the mentee's membership is suspended, cancelled or not in good standing can not be counted in the mentored experience requirements.
11. Forest professionals trained outside of Canada applying to become a member and having satisfied the CFPFA criteria, may be eligible for up to twelve (12) months of credit towards the 24 month mentored work experience requirement if the following criteria is met:

Reg Part 1, sec 6(a) & 10(a)

Reg Part 1, sec 6(b) & 10(b)

- a. If prior work experience was gained in a jurisdiction where there is a professional regulatory body and the applicant was registered, they may be eligible for an exemption, and
- b. Application for exemption must be made in writing and must include:
 - i. A detailed résumé of their forestry experience to demonstrate they meet the requirements of section 5,
 - ii. Proof of registration and good standing in the foreign forestry regulatory body if applicable, and
 - iii. Detailed information on the role, entry standards, contact information etc. of the foreign regulatory body.

12. Mentees:

- a. Are able to register with multiple mentors,
- b. Must register a new mentor should the mentor or mentee change jobs or locations where either party is unable to maintain the commitments of the program,
- c. Must complete semi-annual reports that are compiled annually and signed off on by the mentor(s), and
- d. Must complete the online mentorship process when the mentorship program requirements have been met.

13. Mentors must be:

- a. Approved by the Registrar,
- b. An RPF or RPFT in good standing of the Association and approved by the Registrar,
- c. Free of any conditions on their permit,
- d. An RPF or RPFT for not less than three years of applicable work experience,
- e. Willing to verify the mentee's work experience and attest to their competencies,
- f. Unrelated to the applicant,
- g. Able to allocate sufficient time to the program, and
- h. Free of any conflicts of interest (ie. cannot be in a position where they report to, or are directly supervised by the applicant).

Reg Part 1, sec 1(h)

14. Mentors are required to:

- a. Assist the mentee in preparing for the professional examination,
- b. Make a personal declaration on the readiness of the mentee to challenge the professional exam,
- c. Provide a report at the end of the work experience period attesting to the undertakings and accomplishments of the mentee in developing professional level skills, and
- d. Make regular contact with the mentee.

15. Mentors are encouraged to:

- a. Provide opportunities for field travel and work to become familiar with the wide range of ecological and environmental conditions in Alberta,

- b. Inform or provide opportunities to observe as wide a range of forestry practices as possible by arranging contacts with industry, government and educational organizations (including field trips),
- c. Arrange for work experience to gain practical skills in a wide range of forest operations, and
- d. Direct candidates to sources of information or instruction on forest policy matters and assist candidates in acquiring additional knowledge of legislation, policy and administration that they would not already obtain elsewhere.

Procedures

1. Mentees must define a primary mentor which can be adjusted.
2. Mentees register their primary mentor through the online membership application process.
3. Additional mentors may be added through the online membership portal.
4. The primary mentor must make a declaration on readiness of the mentee to challenge the professional exam through the online membership portal.
5. Mentee and mentors create and report on a structured and written record of goals and achievements for writing of mandatory portion of the professional exam. Mentees are encouraged to complete a [competency development plan](#) (CDP) (Appendix C) with their mentor(s).
6. Mentees that do not pass the exam are responsible for contacting their mentor and developing a study plan strategy for enhancing knowledge in the identified weakness areas prior to writing the examination a second time.

1.9 Dues and Fees

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<ol style="list-style-type: none"> 1. All dues and fees are set by Council and non-refundable. <ol style="list-style-type: none"> a. Annual membership dues are due: <ol style="list-style-type: none"> i. When application for membership is approved, or ii. In full by May 31st of each calendar year, b. Regulated member dues and fees will be adjusted annually for inflation in accordance with published Alberta rates within the Stats Canada consumer price index reports and posted on the Association website prior to renewals. c. Regulated members holding two titles (RPF and RPFT): <ol style="list-style-type: none"> i. 100% of first title dues and 50% of second title dues. d. Subject to late fees and full membership fees after May 31st, <ol style="list-style-type: none"> i. Late fee of \$42 per month to a maximum of \$125 per fiscal year. e. Non-regulated dues: <ol style="list-style-type: none"> i. Non-Practicing - \$100; 	Bylaw Article 1, sec 25

- ii. Retired - \$0;
 - iii. Associate - \$200;
 - iv. Honorary – no charge; and
 - v. Student – no charge.
 - f. Non-regulated dues are subject to increases and will be posted on the Association website prior to renewals.
2. Initial regulated membership dues are pro-rated by the quarter aligning with the membership application acceptance date.
 - a. Q1 July 1 – September 30 100%
 - b. Q2 October 1 – December 31 75%
 - c. Q3 January 1 – March 31 50%
 - d. Q4 April 1 – June 30 25%
 3. Temporary permit periods are pro-rated to 25% per quarter based on the section 2 quarterly periods. Payment is due prior to issuance of the permit.
 4. Reinstatement:
 - a. A reinstatement fee will be charged per incidence to any applicant reinstating a regulated membership that has resigned or been a non-regulated member or whose registration has been suspended or cancelled.
 - i. Reinstatement fee is \$200 for less than three-year lapse in regulated membership,
 - ii. \$300 for more than three-year lapse in regulated membership.
 5. Membership application fees:
 - a. \$275 per application.
 6. Professional exam fees:
 - a. \$200 per writing, and
 - b. Must be paid in full prior to exam writing.
 7. Competency assessment fees:
 - a. Must be paid in full prior to initiation of the assessment,
 - b. Rates:
 - i. Technologists - \$300 payable to the Association,
 - ii. Foresters – national assessment fees are submitted to CFPFA.
 8. Event registration fees will be set and posted for each event.
 9. Professional permits, stamps and seals:
 - a. Printed copies of practice permit - \$10 each,
 - b. Additional or replacement rubber stamp - \$65 each,
 - c. Embossing seal - \$120 each.
 10. Non-sufficient funds
 - a. NSF charge - \$35

Procedures 1. Membership dues will be posted on the AAFMP website annually by February 1st.

2. Membership dues will be invoiced annually on or about April 15st and are due by May 31st.
3. Any penalty or assessment fee price changes will be posted on the website with 90 days notice.
4. All dues and fees must be submitted:
 - a. Through the AAFMP website (www.aafmp.ca),
 - b. By credit card by phoning the office (780-761-8733),
 - c. By cheque.

1.10 Reinstatement of Regulated Members

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<ol style="list-style-type: none"> 1. A regulated member whose practice permit or registration, or both, are cancelled for any reason other than disciplinary reasons, may apply to the Registrar to have the practice permit reissued or the registration reinstated, or both. 2. Regulated members are limited to one reinstatement per lifetime where re-writing the professional exam is exempt, excepting transfers from a non-regulated Inactive Membership. 3. If the lapse in regulated membership is greater than three years, the applicant will be entered into an the same register as when last enrolled, but conditions will be applied to their permit for writing the exam within 12 months, a prohibition to the supervision of other regulated Members and reporting to the Register on specified matters on specified dates. 4. Failure to pass the exam within the allotted time period will result in moving the Member to the in-training register. 5. Applications must be submitted in accordance with the ‘Application for Registration, Regulated Members’ standard. 6. All outstanding dues and fees, if any, must be paid prior to reinstatement. 	Act Part 3, sec 38 Bylaws Article III, sec 27
Procedures	<ol style="list-style-type: none"> 1. Applications for reinstatement of regulated memberships are submitted online for consideration by the Registrar. 	

2.3 Conditions on Practice Permits of Regulated Members

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	1. One or more of the following conditions may be imposed by the Registrar or Regulation Committee on a regulated Member and shown on the practice permit.	Reg Part 1, sec 13 Act Part 2, sec 24(1)(b) & (2) Act Part 4, sec 54(1) Act Part 4, sec 71(1)
	<p>CODE 1. completion of any:</p> <p>EXAM i. professional examinations,</p> <p>TST ii. testing,</p> <p>ASSMNT iii. assessment,</p> <p>MENTR iv. mentorship,</p> <p>EXP v. experience or</p> <p>COUNSL vi. counselling</p> <p>SUPVD 2. a requirement to practise under the supervision of a registered professional forester or a registered professional forest technologist registered in Alberta;</p> <p>LIMIT 3. a requirement that limits a regulated member's practice to specified practice areas or practice settings and a prohibition from practising in other practice areas or practice settings;</p> <p>TITLE 4. a requirement that the regulated member may only use specified titles;</p> <p>PS 5. a prohibition to the supervision of other regulated Members;</p> <p>CC 6. completion of the continuing competence requirements within a specified time;</p> <p>REPORT 7. a requirement to report to the Registrar on specified matters on specified dates;</p> <p>TIME 8. a provision that the practice permit is valid only for a specified time.</p> <p>LIMIT</p>	
	9. The Registrar must enter in the register any conditions imposed on a Member's permit.	Act, Part 2, sec 27(3)(c)
	10. An applicant whose practice permit is issued subject to conditions may request a review in accordance with Decision and Reviews of Applications .	Act Part 2, sec 35(1)

Procedures

2.4 Suspensions and Cancellations

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	1. A Regulated Member's permits may be cancelled after 30 day's notice:	Act Part 2, Sec 37(1)
	a. If the application and annual dues for renewal of a permit are not received by the Registrar by May 31 each year.	Act Part 2, Sec 33 Act Part 2, Sec 37(1)
	b. When in default of dues, fees or penalties.	Act Part 2, Sec 37(1-2)
	c. If conditions imposed on the permit are not met within the times specified.	Act Part 2, Sec 37(4)

- d. Upon request in writing by the member. Act Part 2, sec 37(5)
 - e. Upon receipt of proof that the member is deceased. Act Part 2, sec 37(6)
2. A non-regulated member's membership may be cancelled upon:
- a. Receipt in writing by the member,
 - b. Non-payment of annual membership dues, fees or any other amounts owed to the Association if not received within 30 days of the due date, or Bylaw Article III, Sec 26
 - c. The cancellation of the membership by a two-thirds vote of the Council.
3. Regulated member practice permits may be suspended until the Member:
- a. Has successfully completed the continuing competence requirements, or Act Part 2, sec 34(2)(c)
 - b. Is enrolled in a program of studies or a substantially equivalent program. Act Part 2, Sec 37(3)
 - c. At the recommendation of the complaint inquiry committee, hearing tribunal or an individual designated by Council if the Member is being investigated for a complaint. Act Part 4, sec 54(1)(b)
 - d. By the order of a hearing tribunal until:
 - i. the investigated person has successfully completed a specific course of studies or obtained supervised practical experience of a type described in the order, or Act Part 4, sec 71(1)(e)
 - ii. the hearing tribunal or a committee or individual specified in the order is satisfied as to the competence of the investigated person generally or in a specified area of the practice of the regulated profession; or
 - iii. the fine or expenses are paid in full or the complaint inquiry committee is satisfied that they are being paid in accordance with an agreement entered with the person. Act Part 4, sec 71(3)(c)
4. A regulated member whose practice permit has been suspended shall not provide professional services. Act Part 6, sec 88
5. Reinstatement:
- a. If a practice permit and/or registration are cancelled because of unpaid dues or fees, the Registrar may, having received outstanding funds, reinstate the registration and reissue a practice permit. Act Part 2, sec 37(3)
 - b. A person whose practice permit and/or registration are cancelled due to issues pertaining to professional conduct may apply for the registration to be reinstated or permit reissued 365 days after the notice of the cancellation having:
 - i. Complied with all orders of conditions specified by the hearing tribunal, Council or Court of Appeal, Act Part 2, sec 39(2)
 - ii. Having provided evidence of meeting the requirements of good character as defined in the Regulation section 2(2), Reg Part 1, sec 15(3)
 - iii. Meet any education requirements specified by the Registration Committee, Reg Part 1, sec 15(1)

- iv. Pay any reinstatement fees, and
 - v. satisfy any other terms or conditions specified by the Registration Committee.
- Reg Part 1, sec 15(3)(e)
- 6. Notice
 - a. The Registrar must provide at least 30 days notice to a regulated member prior to cancelling the practice permit and/or registration for failing to meet renewal requirements.
 - b. The Registrar:
 - i. Must notify the employer of a regulated member if their permit is suspended or cancelled,
 - ii. May notify to the professional regulatory organizations in another province or territory.
- Act Part 2, sec 37(1)
- Act Part 6, sec 89(1)(c)
- Act Part 6, sec (1)(f)
- Act Part 2, sec 27(2)
- Act Part 2, sec 27(3)
- 7. Regulated members under suspension will remain in the register with their membership status defined as suspended.
 - 8. The Registrar has the discretion to post suspensions and cancellations of regulated member practice permits.
 - a. Reinstated memberships must be posted in the same manner.
 - 9. If the practice permit of a regulated Member is suspended or cancelled that individual must delete, destroy and discontinue the display of any electronic or hard copies of the permit.
- Act Part 6, sec 89(2)
- Act Part 2, sec 38
- Procedures**
- 1. Suspensions may be posted on the Association website and in an Association newsletter.
 - 2. A statement of death will be accepted as proof of a member having deceased.
 - 3. Any member being suspended will receive notice of a suspension or cancellation and information on how to reinstate from the Registrar.

STANDARD 3 – PROFESSIONAL EXAM

3.1 Professional Exam

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<p>The professional exam is designed to assess an applicant’s knowledge and understanding of Alberta forested land policies and legislation or jurisprudence.</p> <p>Eligibility for writing the exam:</p> <ol style="list-style-type: none">1. To move from a conditional or in-training register to the Registered Professional Forester or Registered Professional Forest Technologist Register, a Member must write and pass the professional exam.2. Individuals with a practice permit condition requiring the completion of assessment are not eligible to write the professional exam until the Registration Committee is satisfied that the educational requirements have been satisfactorily met.3. An RPF/RPFT on the Temporary Register is not required to challenge the professional exam. <p>Conditional RPFs or RPFTs:</p> <ol style="list-style-type: none">4. Conditional RPFs or RPFTs must write the professional exam within twelve (12) months of their registration application being approved.<ol style="list-style-type: none">a. If the Member fails the first writing, they are required to register and participate in the mentorship program and will have conditions applied to their permit.b. Conditional RPFs or RPFTs that have failed to achieve the minimum marks on the professional exam must rewrite the exam within six (6) months from the date they were notified of previous exam mark.c. Should a conditional RFP/RPFT fail the exam twice, written request must be submitted a to the Registration Committee to rewrite the exam a third time. The request must be received within 45 days of the date of notification of the second exam failure and must include:<ol style="list-style-type: none">i. A detailed explanation of the reasons why the Member was not successful on the exams,ii. Details on the steps the Member took to prepare for the second attempt, andiii. A competency development plan that includes detailed description of the steps the Member intends so they can successfully complete the exam on the third attempt.d. Failure to submit the competency development plan will result in the addition of conditions to their permit.e. A conditional RPF/RPFT that fails the exam after the third attempt will be moved to the FIT or FTT register.	<p>Reg Definitions 1(i)</p> <p>Reg Part 1, sec 4(d) Reg Part 1, sec 8(d) Reg Part 1, sec 19(1)</p>

Exam Writing

5. All professional exams will be carried out in accordance with the Professional Exam Writing Policy.

Transferring between registers

6. Members of the Association in good standing who have previously passed a CAPFT or CAPF professional exam at any time will not be required to write an additional professional exam when transferring membership registers. If the applicant is not in good standing with the Association while in good standing, the individual has never written and passed a professional exam having been “grandfathered”, the exam would need to be written and passed to move or be added to the other register.

Procedures

1. Professional exams are scheduled to be twice a year (spring and fall) in Edmonton. Writing dates are posted in advance on the Association website.
2. Writers seeking a satellite location must make their request for such, to the Registrar.
3. All potential writers will be notified of any satellite locations at least two (2) weeks prior to the scheduled date.
4. Registrations for the exam will close two (2) weeks prior to the scheduled date.
5. The exam registration [fee](#) must be paid in full no later than two weeks prior to writing the exam.
6. Individuals that wrote the exam may contact the Registrar to get a summary performance review of each exam section after the marks are released.
7. The professional exam is a closed book exam.
8. The exam duration is four (4) hours.
9. Writers who require special accommodations due to a learning disability or medical condition must inform the Registrar in writing at least 6 weeks prior to the scheduled exam. The Registrar will, on an individual basis, determine if and how any requests will be accommodated.
10. Writers will be individually notified of exam marks by email.

STANDARD 4 – PROFESSIONAL SEAL

4.1 Professional Seal Format and Issuance

Definition	Description	Applicable Act / Regulation / Bylaw
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Applicable Act /
Regulation / Bylaw
Bylaw Article III, Sec
14

Rules	<ol style="list-style-type: none">The following Regulated Members shall be provided a professional seal:<ol style="list-style-type: none">Registered Professional Forester,Registered Professional Forest Technologist,Registered Professional Forester Conditional, andRegistered Professional Forest Technologist Conditional,The seal shall contain or be engraved with the following information:<ol style="list-style-type: none">The name of the regulated member to whom the seal is issued,The permit number of the regulated member,The title of the regulated member, andThe words “Association of Alberta Forest Management Professionals”.All seals issued under the College of Alberta Professional Foresters and College of Alberta Professional Forest Technologists remain valid and equivalent if issued prior to proclamation date.
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- The seal shall be designed in the following form:
- Regulated members shall not use a seal that references the Association of Alberta Forest Management Professionals except the version issued by the Registrar.
- Seals are the property of the Association and will be returned to the Registrar upon request if the practice permit is suspended or cancelled.
- Only the Registrar is entitled to issue a seal to a regulated member.
- The seal constitutes the distinctive mark of the professional. It certifies that its holder is a Member in good standing of the Association and is licensed to practice professional forestry within Alberta.
 - A Member allowing another person to access their seal could be held liable for any use made of the seal by that person.

9. Electronic seals:
 - a. The Registrar may grant individual approval to integrate a Member’s seal design issued by the Registrar into a certified digital image for electronic use.
 - b. Certified digital images must be identical in size, shape and content to the seal created by the rubber stamp or embossing seal. This impression has the same value as an impression generated by the original of the seal.

- Procedures**
1. Seals are available in a rubber stamp or embossing seal.
 2. On passing the exam all Members may request a rubber stamp at no charge.
 3. Additional stamps and seals must be purchased through the Association office in accordance with Association [Fees](#).
 4. Seals must be clear and legible when applied to a document, regardless of how it is applied. A certified digital image of a seal may also include a digital signature of the Member’s handwritten signature.
 5. Member’s must maintain control over their seals and use appropriate security methods.

4.2 Principles of Seal Use

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<ol style="list-style-type: none"> 1. Professionals are to “authenticate” professional documents to demonstrate the work was completed by, or under the direct supervision of a regulated member. Regulated members may be trusted to produce material of high standards as they have met minimum Association entry requirements, must meet continuing competencies program requirements, are held accountable to a Code of Ethics and Standards of Practice and are accountable to the public through a complaint process. By authenticating a professional document, a regulated member is taking professional accountability for the views, data and opinions contained in that document. 2. Authentication may take either of two forms: <ol style="list-style-type: none"> a. Use of the rubber or embossing seal or certified digital image with the member’s signature and date, or b. Inclusion of the Member’s professional designation/title, registration number, signature and date. 3. The Association encourages the use of seals by Members to identify their work as this provides a consistent and uniform visual identifying mark of the Association and its role in protecting the public interest. <ol style="list-style-type: none"> a. The seal identifies the individual taking personal and professional responsibility for the content of the documents. 4. Authentication demonstrates that the work has been performed by or under the direct supervision of the professional. 5. By authenticating, the Member confirms that the document can be relied upon and used by others for the purposes intended. 	

6. A regulated Member issued a seal must maintain full control over the use of the seal (rubber, embossing or electronic versions) so that not one can use it without explicit authorization. Such authorization should not be given unless the Member had direct supervision of the work.
7. Submission of certain documents to the Government of Alberta ministries requires the submitting regulated professional meet additional criteria (over membership alone). Members must ensure these additional criteria are met prior to authenticating these documents.
8. Certified digital seals:
 - a. An electronic document becomes an authenticated original only after the Member embeds a certified digital signature into the document.

Procedures

1. Member's should only affix their seals to documents where the work performed clearly falls under the definition of "the practice of forestry" under the Regulated Forest Management Profession Act.
2. When authenticating documents, the Member's signature and the date on which the document was sealed, handwritten beside the stamp, must always be included. Initials alone are not acceptable. Documents can not be signed by a proxy.
3. An electronic image of the seal, signature and date, differs from the form of security known as a "digital signature," which is an encrypted alphanumeric data set used as personal electronic identification information which the Member is permanently associated with the document by attachment of a digital signature. A digital signature is not an electronic copy of a handwritten signature obtained by scanning or electronic pen. A digital signature is intended to have the same legal force and distinguishing effect as the use of a signature affixed by hand. Only documents that have been signed by hand, or that contain a digital signature are authenticated originals.
4. Draft or incomplete documents and documents of a non-forestry nature (personal or business correspondence, contracts, leases, sales brochures, passport applications, etc.) should not be authenticated.
5. For documents covering work developed by several professionals, the coordinating professional responsible for adherence to standards and coordinating the work of the team should authenticate the document. That professional should be intimately connected to the work. Administrative supervision over a group would not entitle the supervisor to authenticate the work of the group. In cases when several professionals are authenticating a single or multi-discipline document, each shall authenticate the document and qualify their responsibility to specific portion(s) of the document.

6. Members are not permitted to use, or refer to, their professional seals in company logos, advertising, letterhead, business cards, or other promotional materials.

STANDARD 5 – CONTINUING COMPETENCE PROGRAM

5.1 Continuing Competence Program

Definition	Description	Applicable Act / Regulation / Bylaw
	<p>The RFMPA requires the Association to “establish, maintain and enforce standards of practice, registration and continuing competence for the practice of the regulated profession.” The continuing competence program “must provide for regulated members to maintain competence and to enhance the provision of professional services.”</p> <p>The regulated member, the Association and the employer all share responsibility in ensuring that professional competence is maintained. However, regulated members are best able to assess their own professional development needs and pursue these in a professional manner. Regulated members are expected to engage in training activities directed toward maintaining and enhancing their levels of knowledge and skills.</p> <p>Accountability to the Association for continued competence rests with the individual member. Members are required to evaluate, participate, and accurately record their continuing competence activities.</p>	<p>Act Part 1, sec 3(c)</p> <p>Act Part 3, sec 43(2)</p>
<p>Rules</p>	<p>The Association is responsible for periodically monitoring its regulated members’ efforts to maintain competency by reviewing submitted reports and by conducting audits of regulated members. The Association is also responsible for conducting annual evaluations of the program.</p> <ol style="list-style-type: none"> 1. All information related to the continuing competence program is confidential. <p>Regulated members must:</p> <ol style="list-style-type: none"> 2. Comply with the continuing competence program requirements, 3. Maintain accurate and complete records of activities undertaken within the online membership portal, 4. Only claim hours within the reporting period earned, 5. For the purpose of compliance auditing, submit documentation demonstrating compliance with the continuing competence program, and 6. Maintain a minimum of 75 hours over each three-year reporting period including: <ol style="list-style-type: none"> a. A minimum of 15 hours (Category 1 and/or 2) must be maintained per year, for the first three years. b. A maximum of 15 hours reading can be claimed per year in Category 1. <p>Non compliance:</p>	<p>Act Part 3, sec 43.2(1)</p> <p>Reg Part 1, sec 16(a)</p> <p>Reg Part 1, sec 16(b)</p> <p>Reg Part 1, sec 16(c)</p>

- 7. If a Member is not in compliance with the minimum hours at the time of practice permit renewals, the Registrar must consider an application for renewal and:
 - a. Issue a practice permit with the condition of the completion of a continuing competence action plan to address the deficient hours within the time specified in the conditions, or
 - b. Suspend the practice permit of the regulated Member until they have successfully completed the continuing competence requirements.

Act Part 2, sec 34(2)(b)

Act Part 2, sec 34(2)(c)

Reporting:

8. Hours recorded shall not include lunch/coffee breaks or travel time.

9. Category 1-Independent Learning

- a. Category 1 includes self-directed learning such as:
 - i. Conferences, seminars, workshops, technical sessions, on-line module tutorials, webinars, registered mentoring/mentored experience with another regulated member, in-house training, field trips and reading of technical or professional materials including legislation and policy.
 - 1. Readings are allowed to a maximum fifteen (15) hours per year.
 - ii. Association Council and standing Committee meetings and natural resource management committees.
 - iii. Association hosted training or annual general meetings.
 - iv. Writing and publishing an original professional or refereed paper.
- b. Other training not specifically related to forestry, but directly beneficial to an individual in their profession or position may be claimed.
- c. Hours are claimed at a 1:1 ratio

10. Category 2-Interactive Learning

- a. Category 2 includes interactive learning that is part of a formalized learning program leading to a certificate, diploma or degree, or other interactive learning events that must meet at least five of the following criteria:
 - i. Session agenda/outline/learning objectives made available prior to session.
 - ii. Hosted and presented by a formalized body (institutionally supported activity), or session leader/presenter who is a recognized expert in their field with a specialized/advanced knowledge of subject matter being shared with audience.
 - iii. Learning material (textbooks, handouts) required for meaningful participation.
 - iv. Individual work (outside of session) required for meaningful participation and an expectation of 'homework' is part of the session's learning process.

- v. Testing/evaluation of participant's learning is part of the session and evidence of testing must be retained for audit purposes.
 - vi. Meaningful interaction among participants and/or with leader/teacher is a functional part of the learning experience.
- b. Category 2 includes:
- i. Module type learning,
 - ii. Formal post-secondary training or continuing education courses,
 - iii. Courses from training agencies such as First-Aid/EMS, TDG or software companies,
 - iv. Preparation and delivery of an original professional presentation. (e.g. at a conference, seminar, workshop, university, public advisory committee, study session or AGM),
 - v. AAFMP general and special meetings (business portion only)
- c. Session is a minimum of one half day in length (contact time).
- d. Hours are credited at a ratio of 1 hour contact time equals 2 hours of credit.

11. For periods of time that a Member may have an absence from regulated membership, the hours required to maintain compliance with the program will be reduced.

Documentation:

12. Annual [audits](#) of Member data entry will be conducted.
13. Appropriate documentation is the responsibility of the Member.
14. Member are required to maintain documentation of all training recorded for four years after the year the continuing competency event was claimed.
15. In order to claim readings for Category 1, a reading list must be maintained

Annual Compliance Review:

16. Annual reporting periods are:
- a. Forester registers: April 1 to March 31
 - b. Technologist registers: October 1 to September 30
17. Annual deadlines for competence remittances are:
- a. Forester registers: April 15
 - b. Technologist registers: October 15
18. All Members that have not met the required hours:
- a. Will be informed by the Registrar of the hour deficiencies,
 - b. Will have conditions applied to their permit by the Registrar or Registration Committee, and
 - c. Within 20 business days of notification of non-compliance must develop and submit to the Registrar a continuing

competency action plan that describes how they will become compliant with the program, and.

- d. The continuing competency action plan will be reviewed and approved by the Registrar and a notice of approval, or deficiencies will be provided to members within fifteen (15) business days of submission.
- e. Members have fifteen (15) days from the date of notice (“d.” above) to submit an amended continuing competency action plan that fully addresses the Registrar’s noted deficiencies.
- f. Failure to meet the deadlines in either “c” or “e” above will result in the member being found to be noncompliant with the continuing competence program.

Variance Request:

- 19. A Member who has extenuating circumstances and will not be in compliance with the CCP when their permit expires June 30th, must submit in writing to the Registrar, no later than April 30th, a variance request. The variance request must provide all relevant details with respect to why it is being made, detail any extenuating circumstances and the time period affected.
- 20. The Registration Committee will evaluate each variance request case, including any remitted continuing competence records and supporting documentation, and may decide to extend the deadline for completion of CCP requirements, pro-rate the hours required for the period or require the submission of an action plan showing how and when the Member will become compliant.

Act Interpretation,
1(gg)(vi)

Referrals to the complaint inquiry committee:

- 21. Failure or refusal to comply with the requirements of the continuing competence program is considered unprofessional conduct.
- 22. Regulated member must be referred to the complaint inquiry committee for:
 - a. having been found to have intentionally provided false or misleading information respecting the documenting of information for the continuing competence program.

Act Part 3, 43.1(1)

Procedures

- 1. It is recommended that all Members create a written continuing competence plan that annually assess their current practice, the status of their continuing competence program hours and decide which type of activities they will undertake during the upcoming year.
- 2. Continuing competence activities shall be recorded and reported through individual member portals of the Association website.
- 3. Members are encouraged to enter and update their continuing competency events and supporting documentation throughout the year. through their Member portal as events occur This will ensure learning events are not lost or forgotten.

4. The Registrar will notify any Member who has not met the CCP requirements.

5.2 CCP Audit

Definition	Description	Applicable Act / Regulation / Bylaw
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Rules

Annual audits of regulated members will be conducted to ensure an objective, systematic examination and evaluation of member records to ensure that the data is a fair and accurate representation of the records they claim to represent and is in compliance with the requirements of the Continuing Competence Program (CCP).

1. Audits will be conducted in the second quarter of the membership year (October to January) and encompass the member records for the prior three year reporting period.

Selection of Auditees:

2. Five percent (5%) of the regulated members, excepting those enrolled in the temporary registers, will be selected annually for the audit. Only Members who have met the required minimum CCP hours will be selected.
3. Members will not be eligible for an audit more frequently than once every three years.
4. Members who have been registered for less than a full three-year reporting period will have the required hours pro-rated to a minimum of 7.5 hours per half year.

Audit Parameters:

5. The audit will verify that:
 - a. The events recorded are accurate by determining if:
 - i. Training is entered under the correct category,
 - ii. Documentation can be produced that proves that the event was attended and the hours that were recorded,
 - iii. Sufficient information was entered to identify the training recorded,
 - iv. There are no duplicate entries, and
 - v. Claims are not in excess of the allowable limits for any specific event (ie Association events).
 - b. The required CC hours were achieved for the three year recording period

Reg Part 1, sec 16(c)
Act Interpretation,
1(gg)(vi)

Documentation:

6. Members selected for the audit shall submit reasonable evidence/documentation to the auditor validating the accuracy of a predetermined percentage of selected records. This could include certificates of completion or attendance, exam results, notes taken, papers written, presentation materials received, course syllabus, sign in sheets etc. Evidence must also support the

claimed number of contact hours and category. Additionally, Members may be required to provide documentation where:

- a. Events with the name, number of hours, level and or type may not be congruent on first inspection.
 - b. Events with inconsistently reported with other similar events reported in the records.
 - c. Events with unusually high numbers of hours, particularly in Category 1.
 - d. Apparent trends of reporting which might be in error (e.g. single event listed multiple times).
7. Failure to provide the auditor with the requested documentation within the specified periods will result in a complaint being registered with the complaint inquiry committee.

Reporting:

8. All Members selected for an audit will be notified of audit results within 45 days of the commencement of the audit.
9. The Registration Committee may:
 - a. Publish or provide information obtained from Members in a summarized or statistical form that does not compromise the identity of a specific member.
 - b. Refer the name of a regulated Member and the grounds for a referral to the Complaint Inquiry Committee.
 - c. Release or disclose information on individuals' CCP audits to Council.

Procedures Notification:

1. Members will be notified via email by the Registrar if they are selected for an audit.
2. Members will be supplied with the audit parameters and the deadline for completion.
 - a. Extensions may be granted for extenuating circumstances.
3. Members will be requested by the auditor to submit supporting evidence of the selected events.
4. When audits are completed, the Registrar and individual Members will be sent via email the results of the audit, any issues that were identified and additional follow-up that may be required with the Registrar or Registration Committee.
5. The Registrar will follow up with individual Members on:
 - a. Issues identified in the audit,
 - b. Hour deficiencies,
 - c. Records that require updating

Documentation:

6. All requests of members for documentation must be provided to the auditor within 28 business days of the request.
7. The auditor or Registration Committee may, at their discretion, contact any member regarding an audit.

8. All supporting documentation submitted by Members is reviewed and compared for accuracy and sufficiency against each record (event) it is requested for. Additional information may be requested (where applicable) or a finding of nonconformance may be made.

STANDARD 6 – CODE OF ETHICS AND STANDARDS OF PRACTICE

6.1 Code of Ethics

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<p>Changes to the proposed Code of Ethics (the “Code”), are provided to the Minister and the regulated members for review and comments. The code of ethics is adopted by the Council after the registration committee and Council has reviewed and considered the comments received.</p> <p>Regulated members are bound to the Code which are enforceable through the complaint process as set out under the RFMPA.</p>	<p>Act Part 5, sec 85 Act Part 8, sec 102 Bylaws Article XI</p>

Code of Ethics

Regulated members (“**Members**”) represent the forestry profession, act as stewards of Alberta’s forested lands and natural resources and have significant forest management responsibilities.

Forested lands are made up of diverse ecological systems and are managed for the long-term sustainability of ecological values within these natural systems. Alberta’s forests provide significant economic, social and cultural opportunities for the benefit and enjoyment of all Albertans.

Members serve the interests of the public, their clients (the “**Client**”) and employers (the “**Employer**”) as their prime responsibility as well as those of the profession in compliance with the following Code of Ethics.

1. **Engage in the practice of forestry to the highest standards.**
2. **Maintain public confidence in the profession and practice of forestry.**
3. **Conduct work with honesty and integrity and at a level of competence within the limits of the member’s training and experience.**
4. **Respect and acknowledge the contributions of other professionals.**
5. **Advance the practice of forestry and support the profession.**
6. **Conduct the practice of forestry with the highest regard for respect, health and safety.**
7. **Engage in ongoing learning and professional development.**

Procedures

6.2 Standards of Practice

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<p>Proposed changes to the Standards of Practice (“Standards”) are provided to the Minister and the regulated members for review and comments.</p>	<p>Act Part 8, sec 102 Bylaws Article XII</p>

The standards of practice are adopted by the Council after the registration committee and Council has reviewed and considered the comments received.

Regulated members are bound to the Standards which are enforceable through the complaint process as set out under the RFMPA.

The Standards refer to Member conduct and are criteria against which the conduct of the Members will be measured.

Members must act in accordance with the Code and the Standards. When in doubt, a Member may consult with other regulated Members to seek advice, bearing in mind that the Member seeking such advice is ultimately responsible for their conduct.

1 Engage in the practice of forestry to the highest standards

The Act, amongst other things, defines the scope of practice of Members. Because a majority of Alberta's forests are on public land, Members must demonstrate an understanding of the value and worth of Alberta's forests in the best interests of Albertans.

The practice of forestry is complex and continually evolving. Members strive to strike a balance between economic development and the increasing demands of the public for ecological goods and services while ensuring the long-term sustainability of the land.

Standards of Practice

- 1.1. Members must comply with all Acts and Regulations relating to the practice of forestry.
- 1.2. Members shall ensure that the practice of forestry is based on sound ecological principles, science and technical information. Forest management will consider socio-economic and cultural values.
- 1.3. Members shall identify potential impacts that will or may result from their advice and decisions. Members will strive to mitigate negative impacts on other resource values. Where impacts cannot be mitigated, Members must advise the Client/Employer of the potential impacts of their decisions.
- 1.4. Members shall advise their respective Clients/Employer of the consequences of any contemplated course of action which, in their professional opinion, is not based on accepted forestry practices.
- 1.5. Members shall ensure that in decisions where there is conflict with employer direction; professional consideration of the Code of Ethics and Standards of Practice will be paramount.

2. Maintain public confidence in the profession and practice of forestry

It is essential to maintain public confidence in the profession and in doing so engage the public in discussions around issues concerning forest resources, forest regulations and management practices.

When providing a professional opinion, it should be clearly stated on whose behalf that opinion is being provided. Relevant information

must not be distorted or withheld in order to support or refute a particular opinion or perspective.

Standards of Practice

- 2.1. Members shall be aware of and comply with the Act, Regulations, bylaws and the Code governing and pertaining to the Association.
- 2.2. Members shall engage openly and honestly with the public on the profession and the practice of forestry.
- 2.3. Members shall promote the practice of forestry and the profession in a positive manner.
- 2.4. Members shall refute erroneous, biased or exaggerated statements concerning the practice of forestry or the profession.
- 2.5. A Member shall, immediately upon discovery, inform prospective or current Clients/Employers of any apparent or potential conflicts of interest.
- 2.6. Members shall respect the confidential or proprietary information received from or prepared for a Client/Employer.

3. Conduct work with honesty and integrity and at a level of competence within the limits of the member's training and experience.

Members have an obligation to the public, their clients and the profession to conduct themselves in a respectful and dignified manner.

Members possess specialized skills and knowledge that should be applied to the best of their ability and within their level of competence based on their training and experience.

Standards of Practice

- 3.1. Members shall not knowingly mislead or misrepresent a Client, Employer or other persons and Members shall make aware of the limits of knowledge available in a particular situation.
- 3.2. Members shall not provide advice or professional services unless competent to do so.
- 3.3. Members shall use the appropriate mechanisms established by the Association to address concerns regarding the professional conduct of another Member.
- 3.4. Members shall maintain competence in all areas of their practice.
- 3.5. When a Member believes that their Client's/Employer's actions are detrimental to good stewardship of forested land, they shall promptly advise as to appropriate actions that may be taken.
- 3.6. Members shall express the results of their work precisely and accurately, noting any deficiencies, unresolved issues or limits of knowledge. Where alternatives are provided, the implication(s) of the choices shall be disclosed.
- 3.7. Assumptions supporting a particular course of action and the anticipated results must be explained to the fullest extent

possible. Where assumptions are made, a range of outcomes, based on a range of reasonable assumptions should be provided. Tests and procedures that can verify whether assumptions are reasonable or need to be adjusted must be included.

- 3.8. Members shall properly qualify professional opinions and clearly identify relevant facts and assumptions.

4. Respect and acknowledge the contributions of other professionals.

Managing and maintaining a high standard of forest stewardship requires collaboration with and contributions of other professionals. Such collaboration and contributions help to create a more complete understanding and adds value to desired outcomes. It is incumbent upon Members to understand when to involve other professions and to integrate and recognize their contributions.

Standards of Practice

- 4.1. Members shall give credit for assistance, methods, facts or opinions provided by other Members or professionals.
- 4.2. Other professionals shall be engaged on matters that are beyond Members' skill and knowledge.
- 4.3. Members shall assign work only to others that are competent to perform that work, or who are under their direct training and supervision.
- 4.4. Members shall not, without cause, discredit the work of others.
- 4.5. Members, who overrule recommendations and/or decisions made by other Members or professionals, assume responsibility for such action.
- 4.6. Members shall conduct themselves towards other Members and professionals with fairness and in good faith.
- 4.7. In circumstances where a Member has direct knowledge of unprofessional conduct, the Member shall inform the Association.

5. Advance the practice of forestry and support the profession.

Members are afforded the privilege of practicing forestry in Alberta and should seek opportunities to be actively involved in developing and promoting the profession.

Standards of Practice

- 5.1. Members shall assist other Members by sharing professional experiences and best practices.
- 5.2. Members shall strive to improve the practice of forestry through active participation in continuing competence programs and the practice of forestry.
- 5.3. Members shall improve the competence, dignity and prestige of the forestry profession and actively support and promote the forestry profession.
- 5.4. Members shall inform the public, their clients, employers and associates about the benefits of professional regulation.

- 5.5. Members shall recognize, welcome and support individuals admitted to the Association and are encouraged to take on a mentorship role.
- 5.6. Members should explore and communicate new methods and approaches of emerging science and applications to other Members.

6. Conduct the practice of forestry with the highest regard for respect, health and safety.

The forest contains many hazards which present potentially dangerous conditions. Members must comply with the legal obligations set out under applicable occupational health and safety legislation. All necessary onsite and operational safety precautions must be taken, and no plans should be approved or undertaken if they are seen to jeopardize the health, safety and welfare of the public, forest workers or other forest users. The demonstration of respect is the commitment and responsibility of every AAFMP Member. Inappropriate behaviour, including bullying and harassment, will not be tolerated.

Standards of Practice

- 6.1. Members shall comply with Client/Employer policies concerning public and member safety and all legal obligations set out under applicable occupational health and safety legislation.
- 6.2. Members shall demonstrate proper safety practices and procedures to ensure the health, safety and welfare of the public, forest workers or other forest users.
- 6.3. Members shall not prepare, propose or approve any plan, or consent to any action that in their opinion would jeopardize the health, safety and welfare of their fellow employees, their employer or the public.
- 6.4. Members shall ensure their words and actions contribute to a respectful work environment.
- 6.5. Members shall be accountable for their conduct, regardless of intent.
- 6.6. Members shall understand that disrespectful behaviours will not be tolerated.
- 6.7. Members shall address issues of disrespectful conduct with those directly involved and the supervisor(s) prior to escalation.

7. Engage in ongoing learning and professional development

Members must make themselves aware of current technical, professional, social, economic and environmental issues pertaining to forestry.

Knowledge of current environmental laws and policies underpins the practice of forestry in Alberta. Membership in the Association and involvement with educational institutions will help maintain an understanding of technical and policy matters. Participation in continuing education programs (formal and informal) is beneficial to members and serves to protect the public interest.

Standards of Practice

- 7.1. Members shall maintain and improve their knowledge, understanding, and competence regarding the practice of forestry and at minimum shall meet the continuing competence standards specified by the Association.
- 7.2. Members shall consult with other Members outside their area of expertise for training and advice to stay current and ensure advice and opinions are based on accepted standards of practice.

Members may go under disciplinary review and the process is independent and irrespective of other legal actions.

Procedures

STANDARD 7 – SCOPE OF PRACTICE

7.1 Scope of Practice

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<p>Practicing natural resource management on public lands has implications on mandatory registration [spelt out in RFMPA sections 40 and 22(2)]. This standard is to assist forestry practitioners in determining if their practices fall under the practice of forestry as defined in the Act.</p> <p>The “practice of forestry” means the development, acquisition or application of scientific principles and practices relating to forestry, products of forested land and integrated management of forested land and includes, without limitation:</p> <p>(The bullets listed under each of the seven subheadings elaborate on specific tasks or services).</p> <p>(i) the inventory, classification, appraisal and evaluation of forests and forested land,</p> <ul style="list-style-type: none"> • Timber inventories • Economic valuation of timber • Ecological and site classification of forested lands • Audits (forest management performance and environmental protection) <p>(ii) the development and implementation of programs for harvesting and renewal of forests and forested land,</p> <ul style="list-style-type: none"> • Annual operating plans <ul style="list-style-type: none"> ○ General development plan ○ Compartment assessments ○ Final harvest plan ○ Road plan and fire control plan ○ Reforestation program • Forest Genetic Resource Management: <ul style="list-style-type: none"> ○ Activities related to the collection, development, processing, documentation, tracking, custody and eventual use of forest reproductive materials • Harvesting and reforestation activities <ul style="list-style-type: none"> ○ Supervise regeneration or harvest programs ○ Forest road design and planning ○ Block layout ○ Silviculture/regeneration strategies (pre and post harvest assessments or prescriptions) ○ Scaling populations ○ Timber production audits ○ Field operations inspection reports ○ Herbicide plans and reports <p>(iii) the conservation, reclamation, improvement or protection of forests, forested land or forest soils for forestry purposes,</p> <ul style="list-style-type: none"> • Fire protection (fire management) • Prescribed burn plan 	<p>Act Part 2, sec 22 and 40</p> <p>Act Part 1, sec 1(1)(u)</p>

- Forest health (pesticide programs, forest insect and disease surveys)
 - Controlled parentage program plans
 - Erosion control program
 - Road stabilization program
 - Reclamation
 - Wetland assessments
- (iv) the preparation of forest resource management plans,
- Forest management plans
 - Yield projections and all associated data and analysis
 - Vegetation inventory
 - Landbase description (analysis and reporting)
 - Forecasting/timber supply analysis
 - Harvest planning (spatial harvest sequence)
 - Monitoring reports
 - Annual allowable cut calculations
 - Timber growth and yield curve development
 - Forest growth models
 - Forest management planning
- (v) the development of integrated resource management plans and administration of forested land
- Involvement in the planning process with other professionals and the public in the development of integrated forest management plans
 - Preparation and implementation of regulations and policies pertinent to forest resource management and protection
- (vi) the teaching of forestry at a post-secondary institution, and
- (vii) the conducting of research activities related to forestry:
- Forest research projects/proposals

Procedures If Members have questions in regard to their work falling into the practice of forestry, they should contact the Registrar to acquire further information.

STANDARD 8 – MISCELLANEOUS

8.1 Electronic Voting

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<ol style="list-style-type: none"> 1. Membership may, through electronic voting, ratify any motion that the membership could decide at a general meeting. 2. Council shall determine: <ol style="list-style-type: none"> a. The question to be put to the membership, b. Information relevant to the vote, and c. Dates and times votes can be received. 3. The voting notice period will be set by Council with a minimum of (10) business days being provided prior to the vote commencing. 4. A voting notice will be sent to all voting members and will contain: <ol style="list-style-type: none"> a. Information pertaining to the vote, and b. Date and time votes can be received by. 5. The voting period will be determined by Council, with a minimum of seven (7) days. 6. Membership will be notified of any vote results within 30 business days of the vote closing unless determined otherwise by Council. In the event the result of notification period is changed, Members will be notified of the new date and rationale for the change within the 30 business day notification period. 	Bylaws Article VII, sec 8
Procedures	<ol style="list-style-type: none"> 1. Council shall appoint a minimum of three individuals working with the Executive Director to certify and confirm to Council the results of any electronic vote conducted. 	

8.2 Notices

Definition	Description	Applicable Act / Regulation / Bylaw
Rules	<ol style="list-style-type: none"> 1. When notice is permitted or required to be given to Members, the notice may be delivered: <ol style="list-style-type: none"> a. To the address contained in the register, whether by mail, courier or electronic means, b. By personal service, or c. Through the Association’s electronic newsletters. 2. When notice is required for an individual if section 1 is not reasonably possible, notice may be given by publishing the document or notice at least twice, and not more than a week apart, in a local newspaper circulating at or near the address last shown for that person in the records of the Association. 3. When notice is to be delivered to the Association it can be delivered: <ol style="list-style-type: none"> a. To the Association address whether by mail, courier or electronic means, b. By personal service, or 	<p>Bylaw Article VII, sec 4a)</p> <p>Act Part 6, sec 90(3)</p>

- | | |
|--|----------------------------|
| <ul style="list-style-type: none"> c. To any Officer of the Association (Chair, Vice-Chair, Secretary-Treasurer or Executive Director). | Bylaw Article VII, sec 4b) |
| <ul style="list-style-type: none"> 4. The accidental omission of notice to an insignificant few Members of the Association does not invalidate the meeting or any proceedings at the meeting. | Bylaw Article VII, sec 4a) |
| <ul style="list-style-type: none"> 5. Notice to Members for general meetings shall be no less than twenty-one (21) days and no more than sixty (60) days before any general meeting. | Bylaw Article VII, sec 4c) |
| <ul style="list-style-type: none"> 6. When computing the number of days of notice, the day on which the notice is given is excluded and the day of the meeting is included. | Act Part 6, sec 90(1) |
| <ul style="list-style-type: none"> 7. Any notices to attend and/or produce information must include the date, time and place where attendance or production is required. | Act Part 6, sec 90(2) |
| <ul style="list-style-type: none"> 8. Any notice may at any time be amended by the issuer to correct errors or omissions of a minor or clerical nature. | |

Procedures

Appendix A – Definitions/Acronyms

Term	Definition
Electronic seal	A facsimile of the impression produced by the rubber stamp/embossing seal in electronic format, either scanned or created as a drawing object by a software program.
Final document	Any record, written or graphic, created for the purpose of transmitting information or instructions based on expertise or judgment that is intended to be relied on by others. In general, “final” means “final for the purposes intended”.
Practice	A method or technique that is the most efficient and effective way of completing a task or course of action.
Providing services to the public	Is anyone other than the regulated Member or their employer. When a regulated Member is employed and all the forestry work done by the Member is done entirely for the employer (even if the ultimate user is not the employer), the Member is not considered to be providing services to the public.
Regulation	A requirement defined by the Government of Alberta within the Regulated Forestry Profession Regulation (RFPR).
Rule	A description of the way things are or should be done. A prescribed guide for conduct and action.
Standard	A published document that establishes limits, specifications or rules approved and monitored for compliance by an authoritative body as a minimum acceptable benchmark that is expected and required of individuals.

Appendix B – List of Regulatory Documents

1. [Regulated Forestry Profession Act](#)
2. [Registered Professional Foresters Regulation](#)
3. [Registered Professional Forest Technologists Regulation](#)

Appendix C – Competency Development Plan (CDP)

FOR THE PERIOD OF

	to	
Date		Date
	between	
FIT/FTT Mentee Name	and	Mentor

STATEMENT OF COMMITMENT

I _____ commit to all the agreed components of this Competency Development Plan with _____ for the above time period. Should circumstances arise where I cannot fulfill this agreement, I will contact my mentor and AAFMP and register a new mentor.

In addition, I commit to review this document and update as competency and training is completed to keep my mentor informed of my progress.

Note: This document is to demonstrate due diligence from both the mentor and the forester-in-training (FIT) or forest technologist-in-training (FTT) mentee that all reasonable steps have been taken to assist the mentee in gaining technical and professional competence. Competing and maintaining this agreement is encouraged as part of forester-in-training and forest technologist-in-training programs (Regulation sections 6 and 10).

I. Support from the Mentor

GOALS		
<ol style="list-style-type: none"> 1. Active involvement in assessing mentee’s current skill sets and competencies to align the CDP Learning Plan with Continuing Competence Program (CCP). 2. Make regular monthly contact with the mentee. 3. Assist the mentee in preparing for the professional examination. 4. Refer mentee to other registered professionals when mentor has competency deficiencies in a specific field. 		
STRATEGIES / ACTIONS	TARGETS / MEASURES	RESULTS ACHIEVED

II. Technical Competencies

GOALS

5. Provide evidence through the continuing competency program (CCP) that the mentee has undertaken training opportunities to improve their ability to provide competent forestry related services in a variety of disciplines such as: forest engineering, planning, ecology, economics, health, fire management, policy, soils, hydrology, measurements, surveying, silviculture, etc.
6. Provide opportunities for field travel and work to become familiar with the wide range of ecological and environmental conditions in Alberta.
7. Inform or provide opportunities to observe as wide a range of forestry practices as possible by arranging contacts with industry, government and educational organizations (including field trips).
8. Arrange for work experience to gain practical skills in a wide range of forest operations including collaborative work on projects with other registered professionals. (ie. AOP approval).

STRATEGIES / ACTIONS	TARGETS / MEASURES	RESULTS ACHIEVED

III. Professional Competencies

GOALS		
9. Direct mentee to sources of information or instruction on forest policy matters and assist mentee in acquiring additional knowledge of legislation, policy and administration that they would not already obtain elsewhere.		
10. Inform or provide opportunities to participate in professional workshops, lectures, courses, etc.		
11. Inform or provide opportunities to network with other registered professionals.		
12. Inform or provide opportunities to actively promote professional foresters and forestry in general. (school information sessions, public display booths, etc.).		
STRATEGIES / ACTIONS	TARGETS / MEASURES	RESULTS ACHIEVED

IV. Exam Preparation

GOALS		
13. Create and report on a structured and written record of goals and achievements for writing of mandatory portion of the professional exam.		
STRATEGIES / ACTIONS	TARGETS / MEASURES	RESULTS ACHIEVED

SUMMARY OF OVERALL PERFORMANCE – Sponsoring Forester and FIT/FTT to provide comments.

Mentee Signature

Date

Mentor Signature

Date

Appendix D – Revisions to the Standards

Date	Description	Section	Entered by
Feb 2019	Council approval in principle	Entire document	CR
Mar 2019	Review and edits by Committee	Entire document	CR
May 2019	Adoption by Council	Entire document	CR
May 2019	Credential Assessments	1.3 Entry Standards-Regulated Members	CR
Jun 2019	1.c. Credential process to accommodate experience	1.3 Entry Standards-Regulated Members	CR
Jun 2019	2.a. vii. Institution name correction	1.3 Entry Standards-Regulated Members	CR
Jun 2019	3. & 4. Reinstatement following excess of three years lapse to membership	1.10 Reinstatement of Regulated Members	CR
Jun 2019	Edits to accommodate professional exam policy-removal of sections 1, 3, 6, 8 & 9.	3.1 Professional Exam	CR