

Guide to Application for Registration as a Regulated Registrant

Association of Alberta Forest Management Professionals



February 2020

This application guide is intended to provide individuals a clear understanding of the application process to become a Registered Professional Forester (RPF) or Registered Professional Forest Technologist (RPFT) in the province of Alberta.

Applications for registration are accepted through the Association of Alberta Forest Management Professionals website at www.aafmp.ca.

Please read this entire document before starting the application or pre-registration credential assessment process.

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Mandatory Registration

Graduates of accredited post-secondary programs providing professional forest services on public land, teaching the practice of forestry or supervising regulated forest management professionals on public land in Alberta, are required to register with the Association enabling them to practice forestry and use a professional title.

There are two streams of registration:

1. Currently registered professional with another forest management regulator within Canada, or
2. Educated in Canada through an accredited forestry program.

Typical processing time for applications is five to ten business days once the application [fee](#) and required documentation is received. A detailed timeline can be found [here](#).

Registration by graduates of non-accredited Canadian or internationally post-secondary programs is optional. The process for registration differs as for these individuals as they must participate in a pre-registration gap assessment prior to applying for registration and the result may be that individuals are not eligible for registration.



Transfers within Canada

Applicants who currently hold a certificate of registration with a Canadian forestry regulator outside of Alberta will be accepted for registration in Alberta as either a registered professional forester or registered professional forest technologist without any additional reassessments or restrictions provided they meet all registration requirements. Applicants will be placed on a [Conditional Register](#) with conditions of writing the exam applied to their practice permit.



Education

Accredited Programs

Post-secondary forestry programs are accredited through two means:

1. **FORESTERS** (four-year forestry degree programs or graduate programs): [Forest Professional Regulators of Canada](#);
2. **FOREST TECHNOLOGISTS** (two-year forestry diploma programs): AAFMP approved programs ([Registration Standards-Entry Standards-Regulated Registrants](#)), registration entry standards 1.3 page 6).

If an individual applies for registration after attending an accredited program, AAFMP recognizes they meet the education requirements for registration.

Non-accredited Programs

If individuals have completed a diploma or degree through non-accredited post-secondary forestry program or allied science program, they can participate in a pre-registration assessment to determine if they meet the same minimum standards required of a new graduate from approved/accredited programs. This pre-registration credential assessment process reviews transcripts, course descriptions and learning objectives of non-accredited programs,

What is a Credential Assessment?

The credential assessment process is a gap analysis that reviews education and work experience against a matrix of core competencies defined for a profession. A report is produced that details gaps in the competency areas that require further education/ experience for an applicant to be eligible to apply for regulated registration.

work experience and practical training against the national and/or provincial standards (depending on register).

Applicants that are unable, for reasons beyond their control, to obtain academic documents required for applying or other documents to demonstrate competencies, must contact the registrar directly to discuss individual situations.



Credential Assessments

Credential assessment are conducted through two processes:

1. **FORESTERS:** Applicants that are graduates of a non-accredited four-year forestry or allied science degrees (Canadian or international) and/or a combinations of degrees (graduate or undergraduate level) and diploma(s) can submit an application to the [Forest Professional Regulators of Canada](#) national competency credential assessment process. Applications are reviewed quarterly.
2. **FOREST TECHNOLOGISTS:** Applicants that are a graduate of a non-accredited two-year diploma or three or four-year allied program (Canadian or international) and/or combinations can apply to the AAFMP credential assessment process. A committee assesses education, experience, practice and other qualifications against defined standards and competencies to determine if it is substantially equivalent to the standards of accredited post-secondary programs.

Contact the registrar directly to receive a copy of the self-assessment competency matrix that aligns with your education and experience.

The credential assessment process guide can be found [here](#).

Credential assessments can be started by internationally trained individuals prior to relocation to Canada.

Please note that immigration and professional registration (i.e. licensure) are two separate processes and that approval for immigration does not guarantee success in the registration process.

Processing times for pre-registration credential assessment processes once all documentation is received and application [fee](#) is paid are typically 65 to 85 business days.



Registers and Categories of Regulated Registrants

There are six registers and associated titles that applicants can apply for registration on:

Register	Title
Foresters In-training Register	FIT
Forest Technologists-in-training Register	FTT
Registered Professional Foresters Conditional Register	RPF
Registered Professional Forest Technologists Conditional Register	RPFT
Registered Professional Foresters Temporary Register	RPF
Registered Professional Forest Technologists Temporary Register	RPFT



Registration Requirements

All applicants must provide contact information and employment information including supervisor contact details. The registrar may request additional information from an applicant in accordance with the [Regulated Forest Management Profession Act](#) or [Regulation](#).

Applications are not considered for registration review until all registration requirements are met.

In-training Applicants (Forester In-training or Forest-Technologist-in-training)

Initial applications for registration must include:

1. Diploma or degree in forestry transcripts from an accredited post-secondary forestry program or a credential assessment demonstrating equivalent competency through a combination of education, experience, practice or other qualifications;
2. Declaration of Canadian citizenship or authorization to work in Canada;
3. Declaration of good character and reputation and two character references;
4. Curriculum vitae (CV) or résumé detailing relevant work experience;
5. Mentorship agreement; and
6. Application [fee](#).

If planning to participate in either a pre-registration credential assessment process, applicants must contact the AAFMP registrar prior to application. The registrar will assist in determining which assessment is best suited to the applicant's education and experience, explain the process and review documentation to see if the application is compiled correctly prior to submission.

Conditional Applicants (RPF-C or RPFT-C)

If an applicant has moved to Alberta to work and is registered as a professional forester or professional forest technologist with a professional regulatory organization in another province or territory in Canada, applications must include:

1. Confirmation that of registration and good standing as an RPF or RFT with another Canadian professional regulatory organization and any record of unprofessional conduct;
2. Declaration of Canadian citizenship or authorization to work in Canada;
3. Declaration of good character and reputation and two character references;
4. Resume detailing relevant education and work experience;
5. Application [fee](#); and
6. Registration to write the professional exam.

Temporary Applicants (RPF-T or RPFT-T)

Application for a temporary practice permit must include:

1. Evidence of primary residence outside of Alberta;
2. Declaration of Canadian citizenship or authorization to work in Canada;
3. Declaration of good character and reputation;
4. Resume detailing relevant work experience;
5. Confirmation of registration and good standing as an RPF or RFT with another Canadian professional regulatory organization and any records of unprofessional conduct;
6. Explain why the registration is required and the period it is required; and
7. Application [fee](#).



Good Character and Reputation

Applicants must provide assurances that their past and present conduct would lead the Association to believe, on reasonable grounds, that the applicant is mentally and physically competent to practise in Alberta with decency, integrity, honesty and in accordance with the law, has sufficient knowledge, skill and judgment to engage in practise and will display professional behaviour.

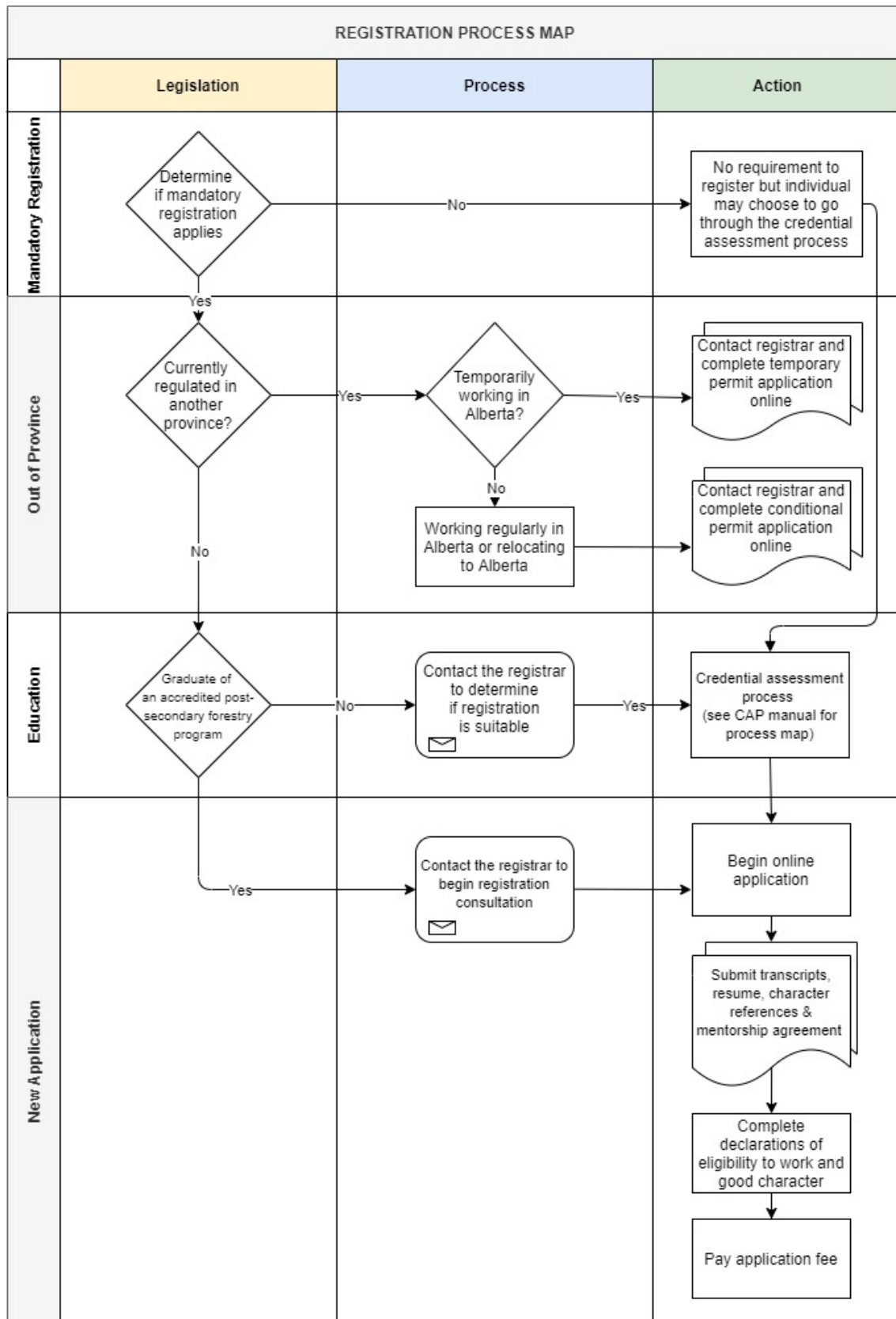
Applicants are required to demonstrate good conduct and character by disclosing to the Association all past offences, findings or professional misconduct, incompetence or incapacity. All applicants sign a declaration that all information provided is true, complete and current.

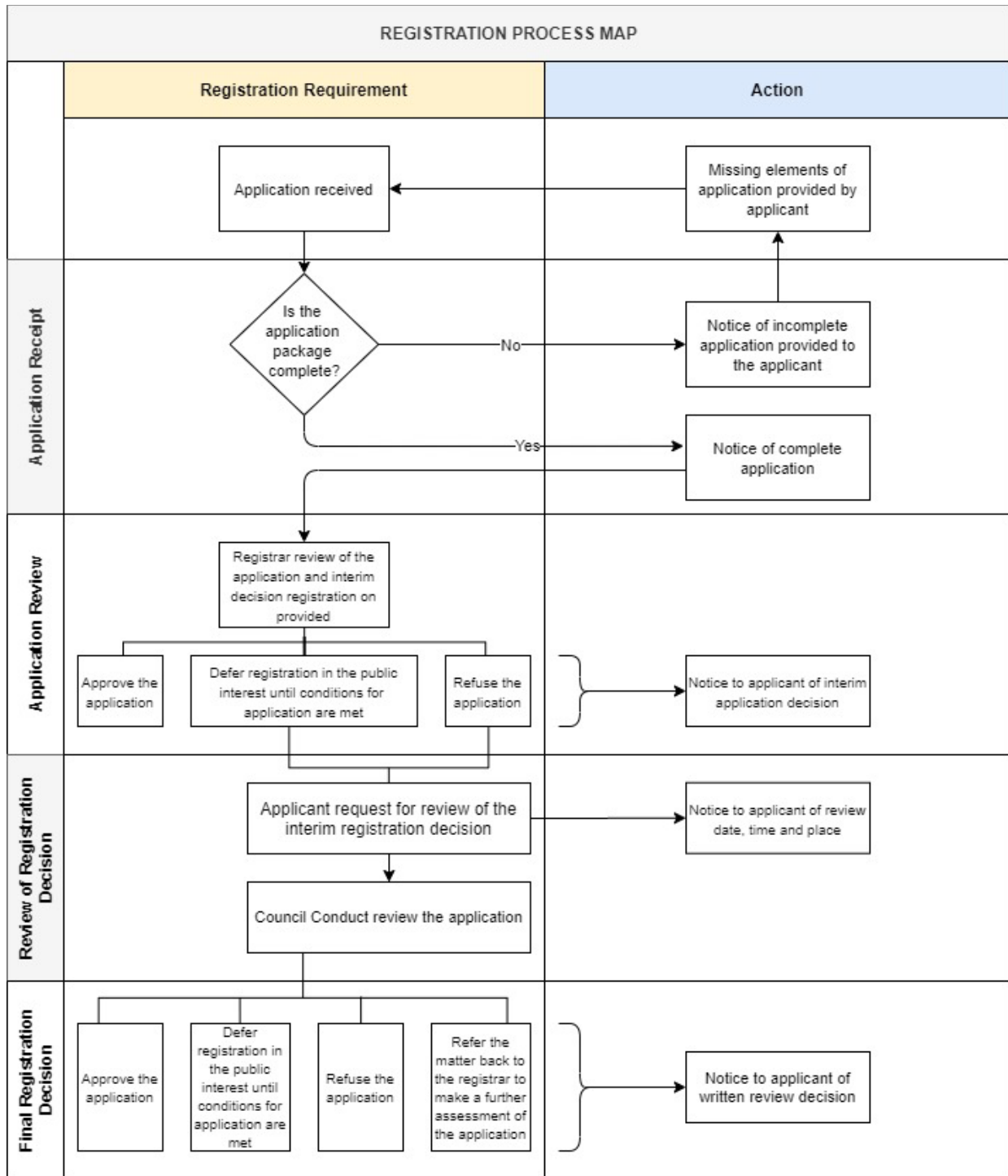
Any offences that are indicated will not result in an automatic rejection of an application. All issues will be considered and discussed with the applicant to identify mitigating factors or what actions have been taken to overcome the matters.



Annual Practice Permit

Once an application is approved, the applicant will have to pay for an annual practice permit. The permit term runs from July 1st to June 30th each year. If registering part-way through a permit year, permit fees will be prorated by the quarter for the remainder of the year.







Fees

Service description	Fee
Pre-registration	
Credential assessment - forest technologist	\$300
Credential assessment process - foresters (CAP)	\$500
Registration	
Application for registration (all new applicants)	\$275
Regulated	
Annual Practice Permit (FIT/RPF and /RPFT/FTT)	\$471
Temporary (RPF and RPFT)	\$117.75 per quarter

A complete schedule of dues and fees can be found [here](#).

All fees are non-refundable.



Decisions

Decisions on applications for registration are made by the registrar. Applicants will be provided an interim decision of:

- Approving the application,
- Deferring registration in the public interest until conditions for application are met, or
- Refusing the application.



Conditions

There may be conditions applied to any registration or practice permit approval. Applicants will be provided reasons for the decision to apply conditions and will be provided an opportunity to appeal the decision. Some conditions are applied automatically to a practice permit due to legislation (eg. in-training register applicants can not supervise other regulated forest professionals.)



Appeals

If an application for registration is accepted with conditions, deferred until conditions are met or refused, applicants may appeal for a review of their application by the Council (the governing body of the Association). Requests for review must be submitted in writing and set out the reasons why the application should be approved with or without conditions. Requests must be received by the registrar within 30 calendar days of the application decision notice. Currently there is no fee for an appeal.

Applicants will be notified within 30 calendar days of the appeal request of the date, time and place that Council will review the request. Appeal proceedings will be conducted within 60 days of receipt of the request.

Applicants may make additional submissions for an appeal in writing through electronic means. All submissions must be received a minimum of 10 business days prior to the review by Council.

Council may confirm, reverse or vary the decision of the registrar and may:

- Approve the application,
- Defer registration in the public interest until conditions for application are met,
- Refuse the application, or
- Refer the matter back to the registrar to make a further assessment of the application.

Written decisions of the review with reasoning will be provided within 15 business days after the appeal proceedings.

This is a final ruling on an application for registration. Applicants may re-apply at a later date if registration requirements change or applicant's education and experience changes.



Contact the Registrar

Applicants should contact the registrar directly prior to applying for registration:

Phone: 780-761-8733

Email: registrar@aafmp.ca



How are Applications Submitted?

Applications are submitted online through www.aafmp.ca by clicking “[Apply for Registration](#)” If a reliable internet connection is not available, contact the AAFMP office prior to applying.

The portal allows applicants complete a questionnaire to self-select the correct criteria to determine which register they will be applying for. Once the request is approved, applicants will receive notification that they can start their application.



Language

All documentation submitted for pre-registration credential assessments must be provided in English. Original documents written in languages other than English must be accompanied by English translations.

Translations must be carried out by an independent third-party source. The person who translates documents should be familiar with scientific language in both English and the selected language and not related to the applicant or in a potential position of conflict with the applicant. If you do not know someone who is able to carry out this task, please contact us and we will try to assist you in finding a translator.

Applicants are responsible to pay any fees associated with translation of documents.



Confidentiality and Public Access to Information

The AAFMP, as the regulatory body for forest professionals in Alberta, requires applicants to provide their personal, educational, contact, employment and conduct information. This information is kept confidential. After registration, some of the information will be considered "public" and will be included in the register on the AAFMP website. This includes registrants' names, registration number, category of registration, business telephone number and e-mail address, and any information regarding registration status or status of complaints.



Variables That May Slow the Registration Process

Any of the following circumstances would slow down the credential assessment of registration process:

1. Incomplete applications. Applicants should double-check their application before confirming the submission to ensure that the application is completed in full;
2. Receiving any/all transcripts from the applicant and not directly from the educational institution(s);
3. Receiving transcripts lacking information: e.g., no indication if a degree/diploma was conferred;
4. Lack of additional documents needed from applicant or educational institution(s);
5. Receipt of additional documents in a language other than English; or
6. Competency gaps identified in a credential assessment.



Timelines

Action	Description	Timeline
Pre-registration credential assessments	Credential assessments to determine eligibility for registration	65-85 business days
Initial application for registration	Online application submitted to my.aafmp.ca is received.	2 business days from submission
Receipt of application	Registrar will provide notice to the applicant that the application was received.	5 business days from submission
Notice of incomplete application	Registrar will provide notice to the applicant that an application is incomplete	5 business days from notice of receipt of application
Receipt of additional information	Registrar will provide notice to the applicant that the additional information was received.	5 business days from submission
Notice of complete application	Registrar will provide notice to the applicant that the application is complete.	5 business days from submission
Review of the application and interim decision	The registrar will review the application in its entirety and provide an interim written decision to: <ul style="list-style-type: none"> • Approve the application, • Defer registration in the public interest until conditions for application are met, or • Refuse the application. 	30 days from the notice of complete application
Decision review request	Applicant may request a review of the interim registration decision by submitting a written request to the registrar.	30 calendar days from receiving notification of interim decision or after 120 days from the notice of a complete application
Notice of review	Notification to the applicant of the date, time and place at which Council will conduct the review.	30 calendar days from receiving an review request
Review proceedings	Review proceeding by Council.	60 calendar days from receiving an appeal request
Review decision	Written decision with reasons to: <ul style="list-style-type: none"> • Approve the application, • Defer registration in the public interest until conditions for application are met, • Refuse the application, or • Refer the matter back to the registrar to make a further assessment of the application. 	15 business days after the appeal proceedings.