

# PRE-REGISTRATION CREDENTIAL ASSESSMENT PROCESSES



**Association of Alberta  
Forest Management Professionals**



## Individuals Who Attended Non-accredited Post-secondary Programs

If a diploma or degree (or equivalent) was completed through a non-accredited\* post-secondary forestry or allied science program, or gained through work experience, individuals must participate in a pre-registration credential assessment to ensure they meet the same minimum standards / competencies required of a new graduate from accredited programs.

This pre-registration process is referred to as a credential assessment process (CAP).

*\*Non-accredited programs are any post-secondary program that is not accredited through the Canadian Forestry Accreditation Board (CFAB). A list of accredited programs can be found [here](#).*

## What is a Credential Assessment?

All applicants who are internationally trained individuals or who have graduated from Canadian non-accredited allied science programs, must, prior to making an application for registration with the Association of Alberta Forest Management Professionals (the Regulator), participate in the CAP to determine if they meet the professional standards.

The CAP reviews education (and work experience if required) against the professional standards of core-competencies for a profession. The assessment involves the review of transcripts, course descriptions, and learning objectives of post-secondary education, and in some cases, experience and practical training against a set of recognized professional standards.

[More information on why credential assessments are important.](#)

The assessment identifies any competencies that are met and gaps areas. This information is used by the Regulator to determine eligibility for registration.

# Professions

Credential assessment are reviewed against one of two professional standards:

## Foresters

Individuals who are graduates of a non-accredited four-year degree (Canadian or international) and/or a combinations of degrees (graduate and/or undergraduate level) and diploma(s) can submit an application.

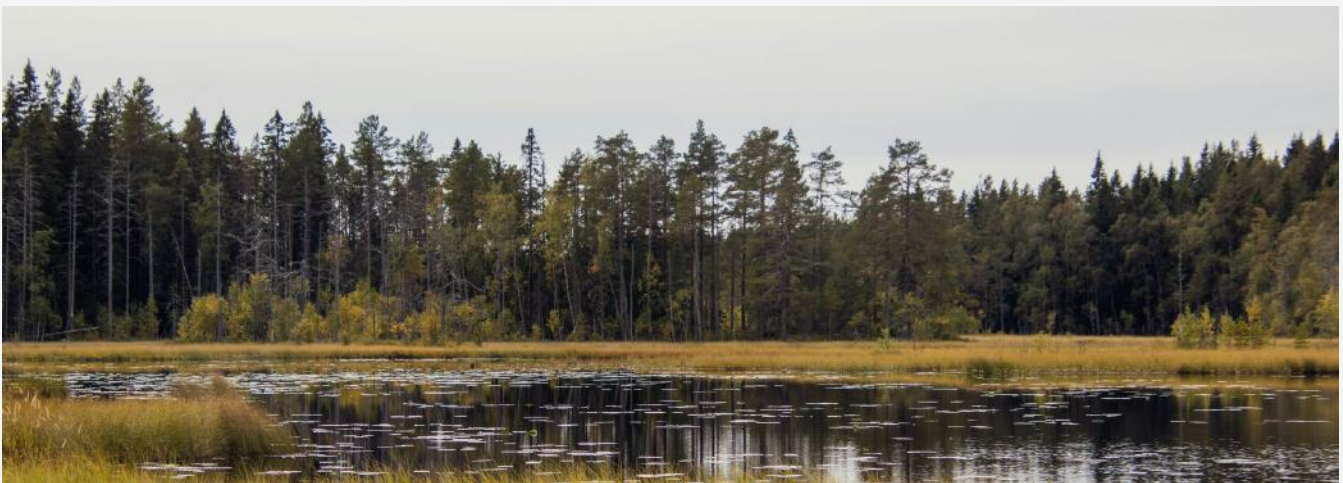
Applications are reviewed against a national competency standard.

## Forest Technologists

Individuals who are a graduate of a non-accredited two-year diploma or three-year allied program (Canadian or international) and/or combinations pf programs can submit an application.

Applications are reviewed against a national competency standard.

If planning to apply to either pre-registration credential assessment process, individuals must contact the Regulator prior to application. The Regulator will assist in determining which assessment is best suited to the individual's education and experience, explain the process, and review documentation to ensure the application is compiled correctly prior to submission.



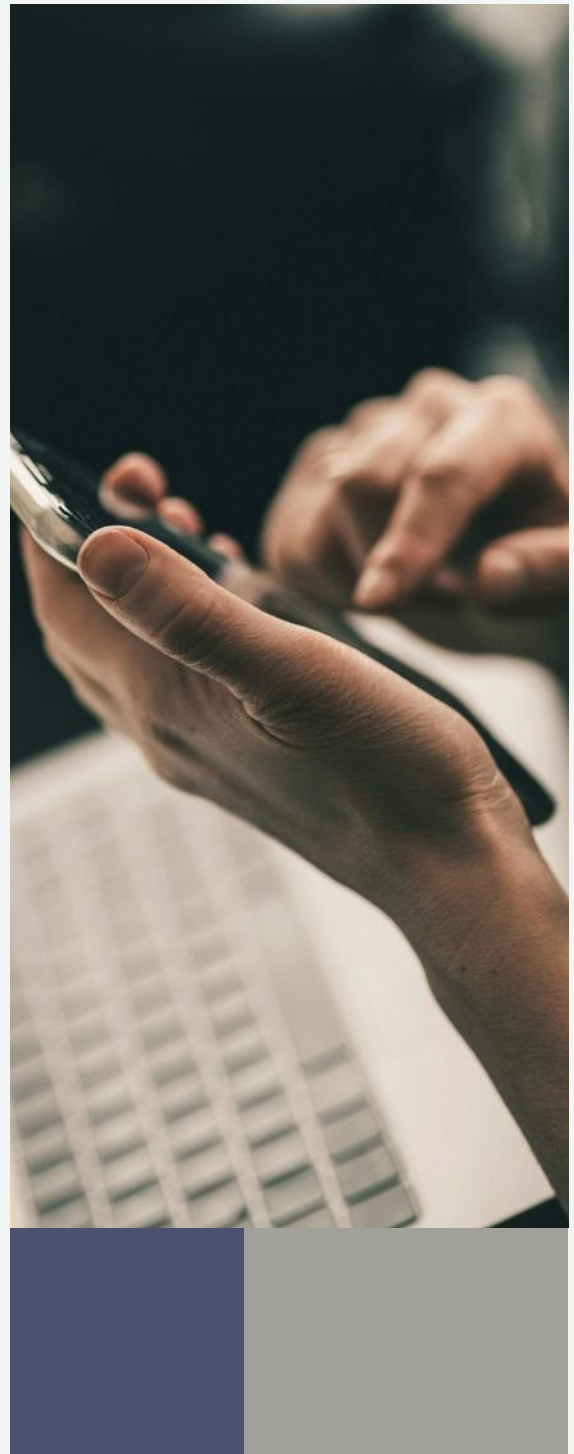
# Step One - Registration Inquiry

If an individual has attended a non-accredited post-secondary education program(s) (within Canada or internationally-trained), they will be informed by the registrar that they do not meet registration requirements for application as a regulated registrant and options will be explained:

Individuals that do not meet the education requirements for registration through an accredited post-secondary program have the following options:

- Participate in a pre-registration credential assessment
- Not be a regulated registrant, as they do not meet the registration criteria, or
- To apply as a non-regulated associate member.

Note that immigration and professional registration are two separate processes and that approval for immigration or completing an academic assessment does not guarantee success in the registration process.





# Step Two- Pre-screening Tool

The practice of professional forestry is regulated across Canada. If an individual wishes to be recognized as a professional and use a professional designation in Alberta, they must be registered with the Regulator.

Standards for entry to practice are approved by the Regulator. Credential assessments for foresters are managed by the Forest Professional Regulators of Canada (FPRC) and by the Regulator for forest technologists.

The pre-screening tool can be used by individuals prior to starting a credential assessment to determine if their education and experience align with the standards for a specific profession.

Ask the registrar for access to the appropriate tool.

The pre-screening tool provides individuals with a quick comparison of their qualifications to the standards. Results are only an approximate evaluation of academic training and relevant forestry work experience. Pre-screening is designed to help individuals decide whether or not to pursue the credential assessment process to become certified as a professional forester or professional forest technologist.

**IMPORTANT:** Pre-screening results are not the official evaluation of credentials for professional forestry certification. Pre-screening results are not binding to the Regulator in any way.

The pre-screening result report must be forwarded to the Regulator if an individual wishes to participate in the credential assessment process.



# Step Three - Academic Assessment

## Internationally Trained Individuals

If internationally trained individuals decide to proceed with the credential assessment process, they must first obtain and submit a comprehensive post-secondary course-by-course academic assessment. The assessment authenticates the academic procompares educational credentials from other countries to educational standards in Canada. This is not an assessment of eligibility for registration.

- Assessments completed by a recognized third-party evaluation service provider.
- The most common evaluation service providers used are IQAS and WES\* (WES ICAP).
  - \* For WES services, select standard delivery option and AAFMP will receive an electronic copy of the report.
- Assessments must be submitted to AAFMP directly from the third-party provider as part of the credential assessment process.

# Step Four - Credential Assessment

If individuals choose to initiate a credential assessment they must:

## **Complete a registration inquiry with AAFMP**

- Create a profile in the AAFMP portal. This allows AAFMP to track and record registration process.

## **Information required for profile:**

- Profile information,
- Employment (including a detailed resume that is dated and lines numbered), and
- Education
  - transcripts must be emailed/mailed directly from the post-secondary institution(s) to AAFMP, or
  - provide academic credential assessments with copies of transcripts to AAFMP,

Education credentials must be sent directly to AAFMP from the institution(s).

## **Submit academic and work experience credentials**

AAFMP must be notified by the applicant when they wish to start the CAP assessment. A link will be provided by AAFMP to the applicant for an online portal where the applicant will enter the credentials for each competency.





# Assessments

The CAP process is completed by up to two review panels: Panel A and Panel B. Panel reviews can be done at the same time or at separate times, depending on the individual situations.

## Part A

Part A is a review of applicant qualifications based on credentials earned from post-secondary academic institutions or through recognized bridge training courses.

Only courses where transcripts or other formal certification documentation can be provided for authentication will be accepted for review by this panel.

## Part B

Panel B is a prior learning assessment recognition (PLAR) review of an applicant's portfolio with respect to other training and/or work experience.

Panel B assessments only review competencies which were not deemed to have been met through the Panel A assessment. This is an optional review based on the discretion of the Regulator.



# Step Five - Evaluation

## Timelines

Evaluations may vary but generally take 65-85 business days from the receipt of a complete application. Applications are not considered complete until all the submission requirements are met (documentations, fees, etc.) and approved by the registrar.

Applications are reviewed on an ongoing basis.

Work experience credential assessment packages are reviewed by a committee of forestry professionals.

## Results

A CAP report is produced and provided to the applicant.

The report details gaps where further education / experience may be required for an individual to be eligible to apply for regulated registration.

Individual applicants will work with the Regulator to determine how competency gaps can be filled to enable registration as a forestry professional.



# Competency Gaps

## Results

Registration requirements based on percentages of standards met:

- < 60% → ineligible for registration
- 60-100% → mandatory registration as a forester in-training (FIT) or a forest technologist in-training (FTT) applies

If an applicant does not meet the minimum benchmark and is not currently eligible for regulated registration, they may choose to join as a non-regulated associate member.

## Competency Gaps

Any gaps identified in the assessment will be outlined to applicants in a written decision letter and they may choose to participate in education and/or experience activities approved by the Regulator.

All courses or educational experience completed to meet the outstanding requirements must be accomplished within five (5) years of receipt of the decision letter. If the time frame is not met, the individual must reapply for a new CAP assessment.





# Alternative Information

The Regulator recognizes there are circumstances where an applicant will not be able to provide certain required documents for reasons beyond the applicant's control. In these circumstances, the Regulator will work with the applicant to accept alternative information to the required documentation, in a way that will not compromise the integrity of the registration process.

An applicant who cannot provide some or all the required documentation should contact the Regulator in writing to discuss what alternative information be accepted.

The applicant may be requested to provide additional information or evidence to demonstrate why they are unable to provide the required documentation.

When the documentation outside of the normal process is required for a credential assessment, the Regulator may direct the applicant to contact the third-party directly.

**The complete alternative information policy can be accessed [here](#).**

# 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 can be completed by the applicant. The Regulator will verify the accuracy of the translation and, if it is found to be inaccurate, the Regulator may request that translations be completed by an independent third-party source.

If a third-party is required to provide translation services, they should be familiar with scientific language in both English and the language of the documents and not related to the applicant or in a potential position of conflict with the applicant. If an applicant does not know someone who is able to translate, please contact the Regulator and they will try to provide assistance in sourcing a translator.

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



# Fees

All fees are payable to AAFMP.

Foresters	Forest Technologists
\$500 each part (academic & experience)	\$350

For a complete list of dues and fees, please click [here](#).

# Conditions

FIT/FTT's who have not met 100% of the competency 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 registrar or registration committee.

## Applicants that meet the competency benchmarks:

Applicants that have not yet met 100% of the academic entry standards will have conditions applied to their practice permits requiring them to:

1. Complete the assessment,
2. Report to the Registrar on assessment progress on specified dates, and
3. Participate in the mentored work experience program.

All FIT/FTT registrants have default conditions applied to their practice permit including:

1. Required to practice under the supervision of an RPF or RPFT,
2. Prohibiting the supervision of other regulated members,
3. Completing mentorship, and/or
4. Completing work experience

Individuals who have not met 100% of the professional standards may have additional conditions applied to a practice permit at the discretion of the registrar or registration committee including:

1. Limit practice to specified practice areas or practice settings and prohibition from practicing in other practice areas or practice settings,
2. Permit is only valid for a specified time, and/or
3. Regulated member can only use specified titles.



# Questions

Please contact AAFMP directly if you have questions or require assistance.

## Mail

#120, 17008 90 Ave Edmonton AB T6T 1L6

## Telephone

780-761-8733

## Website

[www.aafmp.ca](http://www.aafmp.ca)

## Email

[registrar@aafmp.ca](mailto:registrar@aafmp.ca)

