

Guide to Application for Registration as a Forest Management Professional



Association of Alberta
Forest Management Professionals

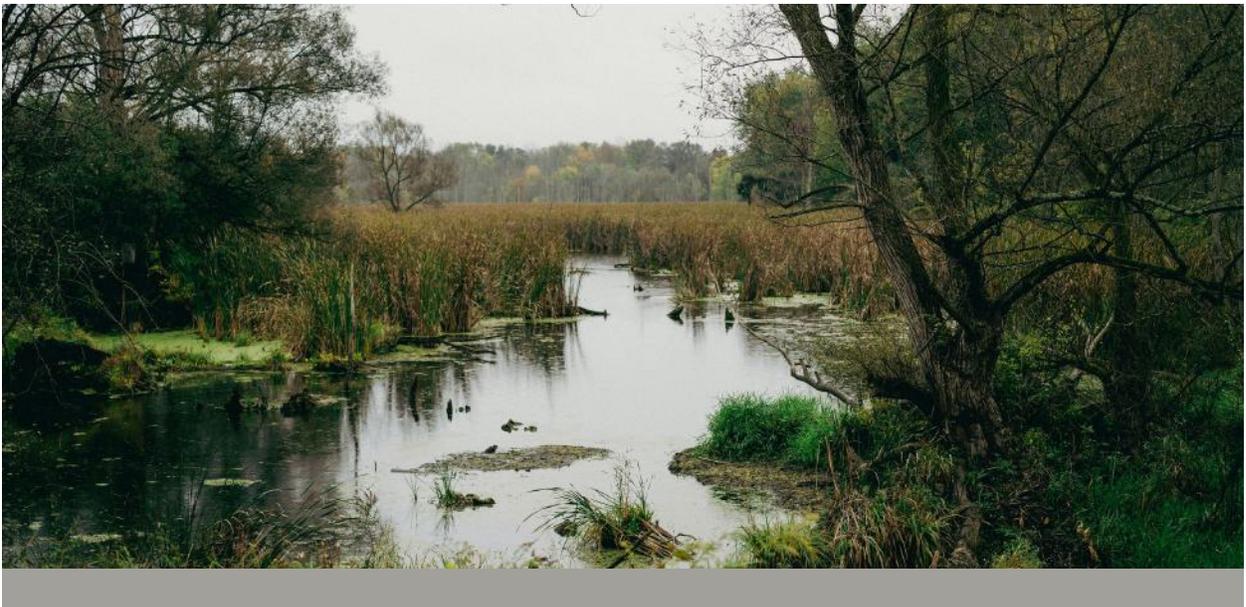
www.AAFMP.ca

Application for Registration

This application guide is intended to provide individuals with 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.

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



Mandatory Registration



Alberta is a mandatory registration practice regime.

Graduates of accredited post-secondary programs who are 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.

This enables them to practice forestry and use a professional title.

Registration by graduates of non-accredited Canadian or international post-secondary programs is optional.

The process for registration differs for graduates of non-accredited Canadian or international post-secondary institutions 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.

Registration

There are two routes for registration in Alberta:

1

New applications where the applicant meets the requirements for registration*.

2

Currently registered professional with another professional forestry regulator within Canada.

*If individuals have completed a diploma or degree through non-accredited post-secondary forestry 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.

The pre-registration credential assessment process reviews transcripts, course descriptions, and learning objectives of non-accredited programs, work experience, and practical training against the national professional standards for the profession.

Click the button for more information on the requirements for reviewing eligibility for registration.

[Eligibility for Registration](#)



Registers & Titles of Regulated Registrants

There are six regulated registers that applicants can apply for registration on:



NEW APPLICANTS

Register

- Forester-in-training register
- Forest Technologist-in-training register

Title

- Forester-in-training (FIT)
- Forest Technologist-in-training (FTT)



REGISTERED IN ANOTHER PROVINCE

Register

Transfers

- Registered Professional Forester Conditional register
- Registered Professional Forest Technologist Conditional register

Title

Transfers

- Registered Professional Forester - Conditional (RPF-C)
- Registered Professional Forest Technologist - Conditional (RPFT-C)

Temporary Practice

- Registered Professional Forester Temporary register
- Registered Professional Forest Technologist Temporary register

Temporary Practice

- Registered Professional Forester - Temporary (RPF-T)
- Registered Professional Forest Technologist - Temporary (RPFT-T)

Which Profession?

Foresters and forest technologists are two distinct professions, each with its own set of professional standards and educational requirements.

Foresters typically hold qualifications equivalent to a four-year degree, which equips them with in-depth knowledge and skills in forest management, ecology, and resource planning. This extensive education focuses on strategic aspects of sustainable forest management, conservation efforts, and policy development.

On the other hand, forest technologists generally have an education equivalent to a two-year diploma. Their training focuses on the practical aspects of forest operations, such as conducting fieldwork, implementing management plans, and utilizing technology for forest data collection and analysis.

While both professions are integral to the forestry industry, their distinct educational backgrounds and competencies mean they fulfill different roles and responsibilities within the field.

1

FORESTERS (four-year forestry degree programs or graduate programs):
Accredited Programs: Forest Professional Regulators of Canada

2

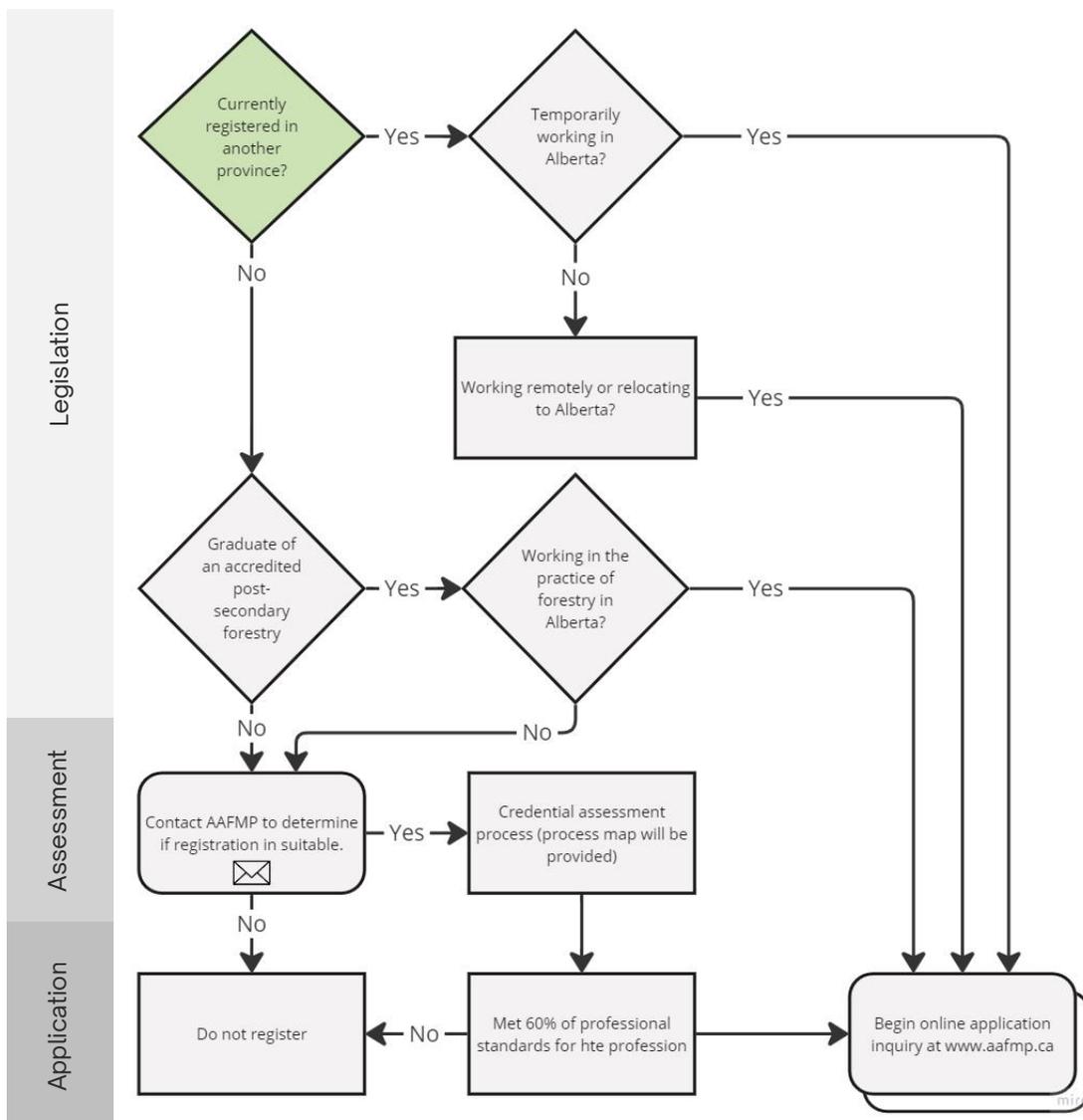
FOREST TECHNOLOGISTS (two-year forestry diploma programs): AAFMP approved programs

AAFMP will assist applicants in determining the profession that best aligns with their competencies.



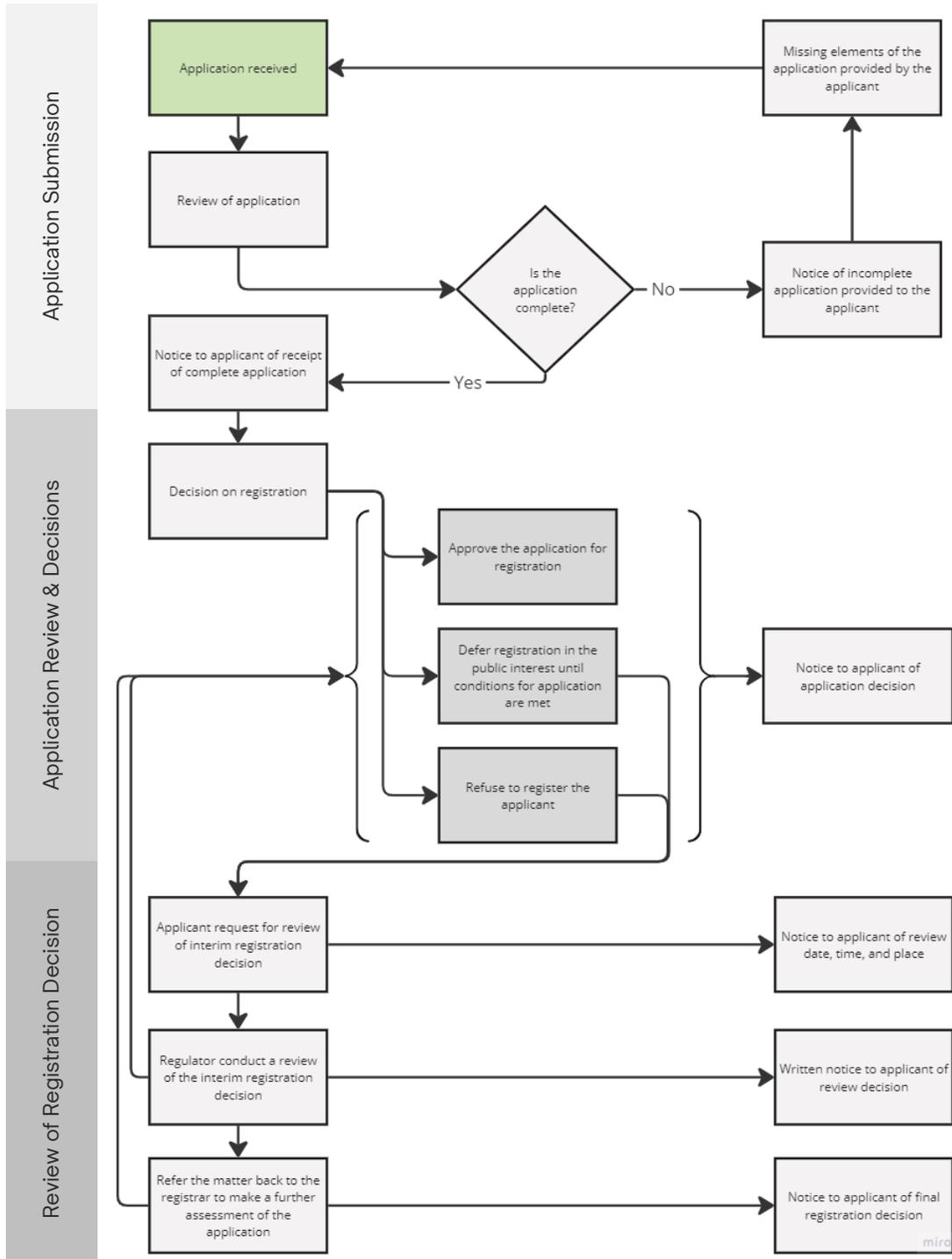
Registration Process Map - Pre-application

This process map details the steps to be taken prior to submitting an application for registration. Should assistance be required, contact the AAFMP Deputy Registrar.



Registration Process Map - Application Submission

This process map details the steps to be taken for submitting an application for registration. Should assistance be required, contact the AAFMP Deputy Registrar.



New Applicants

(Forester-in-training & Forest Technologist-in-training)

Applications are not reviewed until all registration requirements are met.

***OFFICIAL TRANSCRIPTS**

Applicants must arrange for official transcripts to be sent directly to AAFMP from each institution for each program completed. Unofficial transcripts will not be accepted.

All transcripts must be sent directly from the post-secondary institution to the [Deputy Registrar](#).

All new applicants to professional practice are registered as in-training registrants. Initial applications for registration must include:

- 1 Education and official transcripts* demonstrating a diploma or degree in forestry from an accredited post-secondary forestry program or a credential assessment demonstrating equivalent competency
- 2 Declaration of Canadian citizenship or authorization to work in Canada
- 3 Declaration of good character and reputation and two character references
- 4 Employment including curriculum vitae (CV) or résumé detailing relevant work experience
- 5 Mentorship agreement**
- 6 Profile Information
- 7 Application fee

**All forms are accessible through the application portal and an inquiry/application progress chart documents the status of the required items.



Registered in Another Province



TRANSFERS

If an individual has moved to Alberta to work or is working remotely, and is registered as a professional forester (RPF) or professional forest technologist (RPFT/RFT), with a professional regulatory organization in another province or territory in Canada, or meets the requirements for registration, they must register with AAFMP to work in Alberta.

See the [Guide to Application for Labour Mobility Transfers](#) for application details.

TEMPORARY PRACTICE

Temporary applicants must be registered as a professional in another province and conducting work in Alberta on a temporary basis.

See the [Guide to Temporary Practice in Alberta](#) for application details.

Language

All documentation submitted for pre-registration credential assessments and applications 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. AAFMP will verify the accuracy of the translation; if the translation is found to be inaccurate, AAFMP may request that translations be completed by an independent third-party source. If translation services are required, the translator should be familiar with scientific language in both English and the selected language and may not be related to or in a potential position of conflict of interest with the applicant. If the applicant is unable to find a translator, contact AAFMP for assistance in finding translation services.

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

Alternative Information

AAFMP recognizes that 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, AAFMP 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 AAFMP via email to request that alternative information be considered.

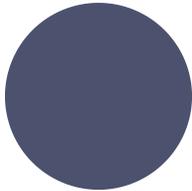
● The applicant may be requested to provide additional information or evidence to demonstrate why they are unable to provide the required documentation.

● Where documentation is required for a credential assessment, AAFMP may direct the applicant to contact the assessment committee directly.

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

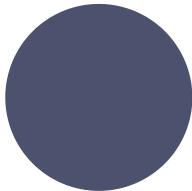
Good Character & Reputation

Applicants must provide assurances that their past conduct would lead the Association to believe, on reasonable grounds, that the applicant is competent to practice in Alberta with decency, integrity, honesty and in accordance with the law and will display professional behaviour.



DISCLOSURE

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.



RESPONSIBILITY

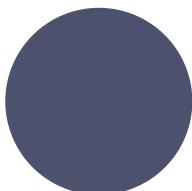
Any offences that are indicated will not result in an automatic rejection of an application. All issues will be considered and discussed with the applicant to identify mitigating factors or what actions have been taken to prevent a reoccurrence.

Conditions

All in-training registrants have these conditions applied to their practice permit:



- requirement to practise under the supervision of a registered professional forester or a registered professional forest technologist registered in Alberta;
 - a prohibition to the supervision of other regulated Registrants;
 - completion of mentorship;
 - completion of initial professional development program;
 - completion of experience;
-



There may be additional conditions applied to any registration or practice permit in the best interest of public protection.

Applicants will be provided reasons for the decision to apply conditions and will be provided an opportunity to appeal the decision.

How are Applications Submitted?

Applications are submitted online through www.aafmp.ca by clicking "[Registration Inquiry](#)."

AAFMP operates a primarily paperless organization. All required documentation must be uploaded to the registrant portal or emailed to the [Deputy Registrar](#).

All applications will be processed in the order they are received. Registration progress can be monitored in the registrant portal.

If a reliable internet connection is not available, contact AAFMP prior to applying.

 780-761-8733

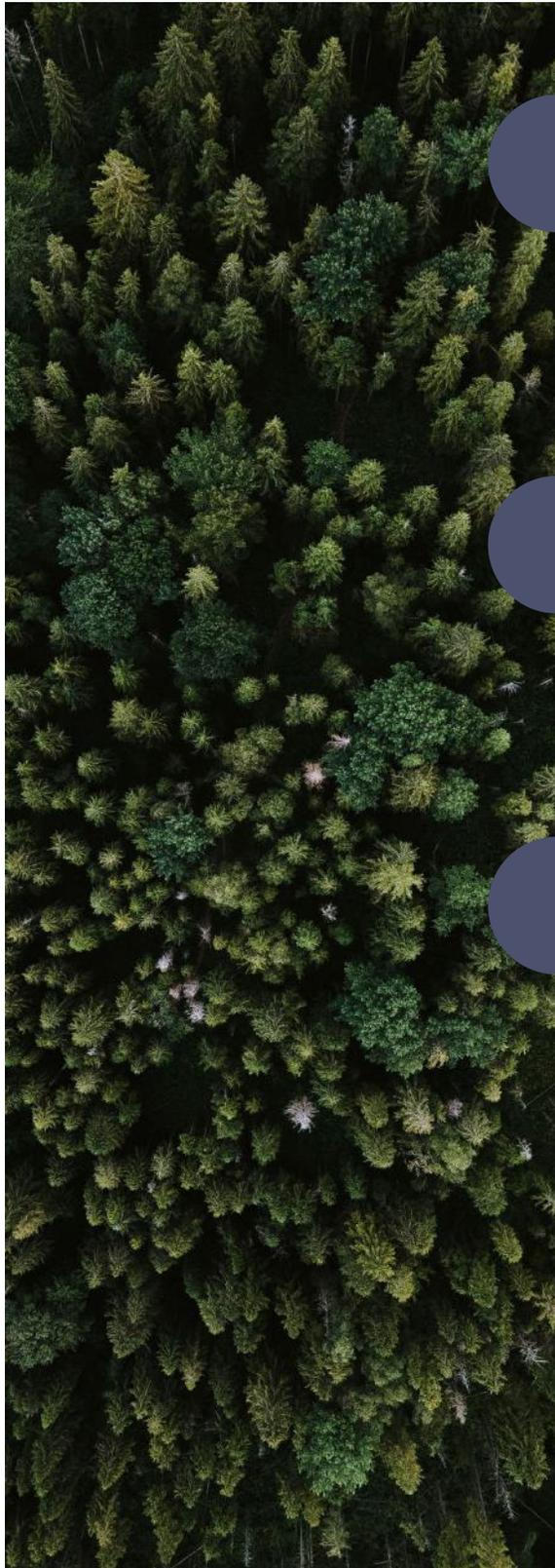
 deputyregistrar@aafmp.ca

 www.aafmp.ca



Fees

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



PRE-REGISTRATION

Credential Assessments

Forester

Part A academic \$500

Part B work experience \$500

Forest technologist \$350

REGISTRATION

Application for registration (all new applicants) \$300

All new applicants must pay the application fee.

ANNUAL PRACTICE PERMIT

Regulated registrants apply for and are issued annual practice permits \$534

Temporary quarterly practice permits (RPF and RPFT) \$134

Practice permits are paid for and issued annually once registration is approved.

The permit term runs from July 1st to June 30th.

Variables That May Delay the Registration Process



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

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

Decision Reviews

Decisions on applications for registration are made by the registrar. Applicants will be provided a decision in respect of the application for registration of:

- Approval of the application,
- Deferral of the registration in the public interest until conditions for application are met, or
- Refusal of the application.

If an application for registration is accepted with conditions, deferred until conditions are met, or refused, applicants may request a review of the decision on their application.

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 a review.

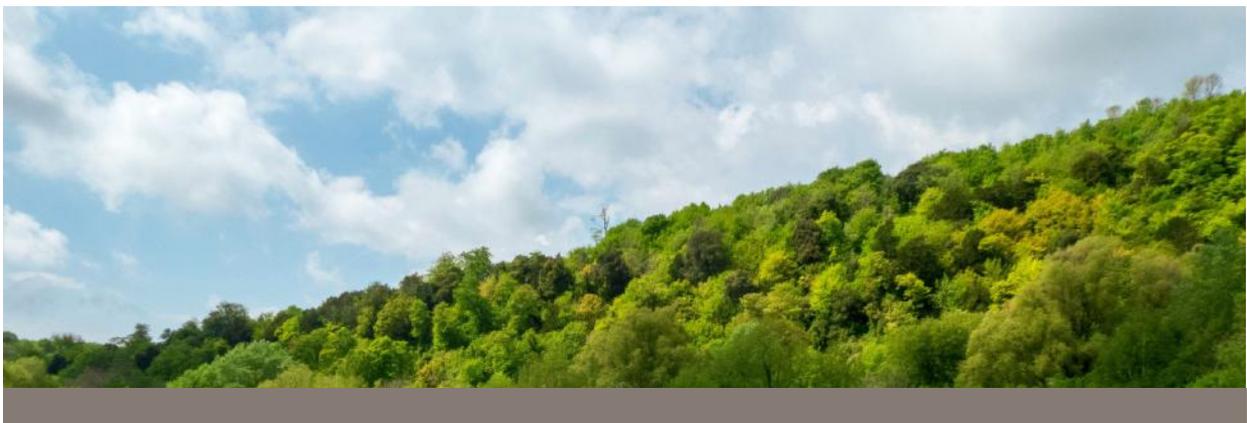
Applicants will be notified within 30 calendar days of the appeal request of the date, time and place that decision makers will review the request. Review proceedings will be conducted within 60 days of receipt of the request.

The decision body 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.



Timelines

All timelines start after all the required application elements are received and are an estimate of average times.

Action	Timeline
Pre-registration credential assessments Credential assessments to determine eligibility for registration	65-85 business days
Action Registration	Timeline
Online application submitted to my.aafmp.ca is received	2 business days
Notice provided to the applicant that the application was received	5 business days
Incomplete application - notice provided to the applicant that an application is incomplete	5 business days
Receipt of additional information - notice to the applicant that the additional information was received	5 business days
Notice to the applicant that the application is complete	5 business days
Decision on the application - the application is reviewed in its entirety and applicant provided with a written interim decision	5 business days
Decision Review Request to review the interim registration decision - applicant submits a written request to the registrar	30 business days from receiving notification of interim decision or after 120 days from the notice of a complete application
Notification to the applicant of the date, time and place at which decision makers will conduct the review	20 business days from receiving a review request
Review proceeding by decision makers	60 calendar days from receiving the request
Written decision from decision makers	15 business days after the decision review
Refer the matter back to the registrar to make a further assessment of the application and provide a decision	15 business after receipt of the decision review

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



 780-761-8733

 deputyregistrar@aafmp.ca

 www.aafmp.ca