



# Natural Resource Professional (NRP) Application Package

**This membership application package is for the following routes of entry:**

1. Trainee Natural Resource Professional (TNRP)
2. Conditional Natural Resource Professional (Conditional NRP)

# Become a Natural Resource Professional

## Are You Eligible?

The **Association of BC Forest Professionals (ABCFP)** is the registering and regulatory body for BC's forest professionals, including Registered Professional Foresters (RPFs), Registered Forest Technologists (RFTs), as well as Associate Members and Special Permit holders. You must be a member of the association to practise professional forestry in BC.

To become an NRP, you must first become a Trainee NRP (TNRP) or conditional NRP.

**To be eligible you must have graduated from one of the programs listed below:**

- University of British Columbia's Bachelor of Science (BSc) in Natural Resource Conservation (**May 1999 – May 2005**) or Bachelor of Science (BSc) in Natural Resource Conservation, Science and Management major (**May 2006 to present**);
- Thompson Rivers University's Bachelor in Natural Resource Science (**May 1997 to present**);
- University of Northern British Columbia's Bachelor of Natural Resource Management (BNRM) in Wildlife and Fisheries (**May 2001 to present**); and
- University of Northern British Columbia's BNRM in Outdoor Recreation and Conservation (**May 2008 to May 2013**)

Refer to Section 2 of the *Natural Resource Professional Policy* (revised January 2014), available on our website, for complete details on eligibility requirements.

## Benefits of Membership

Once you have become a member of the ABCFP as an NRP, you:

1. Are eligible to practise certain aspects of professional forestry in BC, as described on the Natural Resource Professional page of the website ([http://www.abcfp.ca/entering\\_the\\_profession/career\\_options/natural\\_resource\\_professionals.asp](http://www.abcfp.ca/entering_the_profession/career_options/natural_resource_professionals.asp));
2. Enjoy right to title and right to practise under the NRP designation;
3. Are a member of the largest forestry association in Canada;
4. Have access to association resources and services;
5. Are eligible to make award nominations;
6. Have the opportunity to comment on and provide input on various professional matters including the direction of the ABCFP; and
7. Have access to group discounts for insurance, car leases, memberships and more.

## Application Process

Application received in the ABCFP office.

**Step 1:**

Eligibility to enroll is determined.

if eligible,

**Step 2:**

Application is accepted and is verified for completeness.

if complete,

**Step 3:**

Articling date is set and application is sent to the board of examiners and council for approval.

if approved,

**Step 4:**

Applicant is granted a member status as a TNRP or conditional NRP..

once a member,

**Step 5:**

TNRPs must complete the 24 month articling, professional development requirements and pass the professional ethics exam.

Conditional NRPs must complete the professional development requirements\* and pass the professional ethics exam.

\*Note: Exemption from this particular requirement is possible if applicants provide a proof of completion of the professional ethics and obligations and professional reliance workshops through their current professional organization.

upon successful completion of the above requirements,

**Step 6:**

Member is approved by council and is granted an Associate Member status as an NRP.

*If not complete, the application will be placed in a pending file and the applicant will receive an e-mail detailing what is missing.*

*If not approved, the registration department will work with the applicant to see if deficiencies can be addressed.*

*If these requirements are not met within the allotted timeframe, the member may be removed from the association's register.*

*For complete details, refer to the Natural Resource Professional Policy (revised January 2014) and Articling Policy available on the website.*

# Application

This application package is for NRP applicants applying under the following routes of entry:

1. Trainee Natural Resource Professional (TNRP)
2. Conditional Natural Resource Professional (Conditional NRP)

If you are unsure which route of entry under which you are qualified to apply for membership, refer to Section 2 of the Natural Resource Professional Policy (revised January 2014) available on our website ([www.abcfp.ca](http://www.abcfp.ca)) or contact the registration department directly.

## Forms Included in this Package:

The information you submit with your application will depend on your route of entry. Use the checklist provided on the next page to ensure your application is complete and accurate.

- Application for Membership
- Work History
- Indictable Offence Declaration
- Articling Agreement
- Confidential Sponsor Report
- Confidential Character Reference (2)

Mail your completed application to the registration department. Only hard copies will be accepted. Digital or faxed applications will not be accepted.

## What's Next?

Once your application has been assessed by the board of examiners, the registration department will provide you with instructions on the next steps in the enrolment process. Refer to Natural Resource Professional Policy (revised January 2014) and the Articling Policy for complete details on the application and enrolment process. These policies are available on the Policies page of the website ([www.abcfp.ca](http://www.abcfp.ca)).

## Questions?

Contact the registration department if you have any questions about the application process.

Registration Department  
Association of BC Forest Professionals  
602-1281 West Georgia Street  
Vancouver, BC V6E 3J7

Tel: 604.687.8027 Fax: 604.687.3264

E-mail: [admissions@abcfp.ca](mailto:admissions@abcfp.ca)

Website: [www.abcfp.ca](http://www.abcfp.ca)

# Applicant Checklist



This checklist will help you ensure your membership application is complete and accurate. Your application package must contain all forms, except for your official transcripts, together in one package. **DO NOT SUBMIT FORMS SEPARATELY.** Mail completed applications to the registration department. **FAXED OR DIGITAL FORMS WILL NOT BE ACCEPTED.**

## Step 1: All applicants for membership must submit:

### 1. Application for Membership

- Have you completed all three pages in full?
- Have you signed your Application for Membership?

### 2. Official Transcripts

A transcript or letter is **ONLY** official if it is an original document issued by the relevant academic institution, states that your degree has been conferred and is received by the ABCFP in its original sealed envelope. Your official transcripts is the only component that should be submitted separately. Please contact the registration department for further guidance.

- Have you asked the academic institution to have your official transcripts for all relevant degrees conferred to be sent directly to the ABCFP?

### 3. Work History or Up-to-Date Resumé

- Have you included and signed your completed Work History or an up-to-date resumé?
- Does it include all of your forestry or natural resources related work and volunteer experience?

### 4. Indictable Offence Declaration

- Have you completed and signed your Indictable Offence Declaration?

### 5. Confidential Character References

- Have you obtained two Confidential Character References?
- Have they been sealed in an envelope and signed across the flap by your references?

### 6. Application and Membership Fees

Refer to the fees page of the website.

- Have you enclosed two separate payments, one for your application fee and the second for your membership fee?
- Have you included all applicable taxes? Your membership fee will not be processed until you have been approved for membership.

## Step 2: Submit additional information:

If you are applying under the Trainee Natural Resource Professional route of entry, you must also submit:

### 1. Articling Agreement

- Are you and your sponsor aware of your obligations?
- Have you signed the Articling Agreement?
- Has the Articling Agreement been signed and sealed or stamped by your sponsor?

## 2. Confidential Sponsor Report

- Have you obtained a Confidential Sponsor Report?
  - Has it been sealed in an envelope by your sponsor and signed across the flap?
- 

### If you are applying under the Conditional Natural Resource Professional route of entry, you must:

- 1. Request an e-mail or letter confirming that you are a member in good standing from the professional organization (Association of Professional Engineers and Geoscientists of British Columbia; the College of Applied Biology - British Columbia; the British Columbia Institute of Agrologists) with whom you are registered and have it sent directly to the association at [admissions@abcfp.ca](mailto:admissions@abcfp.ca).
- 2. If you have completed the [professional ethics and obligations and professional reliance workshops](#) with your current professional organization (as listed above) please ask them to send us an e-mail confirmation as well.

# Application for Membership



## Personal Information

I would like to apply for membership under the following category (choose one):

- Trainee Natural Resource Professional (TNRP)  Conditional Natural Resource Professional

## Personal Information

Legal Last Name

Legal First Name

Middle Name

Preferred First Name

Salutation:  Mr.  Ms.  Mrs.  Dr.

Gender:  Male  Female

Are you of Aboriginal ancestry? (optional)  No  Yes (choose applicable)  Metis  Inuit  First Nations

Place of Birth:

country

Date of Birth:

(dd/mm/yy)

## Business Address

Send correspondence to:  Business  Home

Title

Organization Name

Street Address

Mailing Address (if different)

City

Province

Postal Code

Telephone

Extension

Fax

Cellular

Business E-mail

## Home Address

Street Address

Mailing Address (if different)

City

Province

Postal Code

Telephone

Cellular

Home E-mail

**Memberships**

1. Are you currently a member of the ABCFP?

Yes  No

a. If yes, under which membership category?

FP  TFT  RFT  Other: \_\_\_\_\_

b. If no, have you ever been a member of the ABCFP?

Yes  No

c. If yes, under which membership category?

FIT  FP  TFT  RFT

Other: \_\_\_\_\_

2. Are you a member of another technical society or professional organization?

Yes  No

2a. If yes, please specify:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Education History**

List degrees/diplomas obtained starting with the most recent (attach a separate sheet if additional space is required). Transcripts must be sent directly from the issuing academic institution to the ABCFP. Provide date when transcripts were requested.

1.	_____	_____
	Institution Name	Province/State, Country
	_____	_____
	Program Name	Date When Transcripts Were Requested
2.	_____	_____
	Institution Name	Province/State, Country
	_____	_____
	Program Name	Date When Transcripts Were Requested
3.	_____	_____
	Institution Name	Province/State, Country
	_____	_____
	Program Name	Date When Transcripts Were Requested
4.	_____	_____
	Institution Name	Province/State, Country
	_____	_____
	Program Name	Date When Transcripts Were Requested

**Privacy Statement**

The *Freedom of Information and Protection of Privacy Act* does not allow the ABCFP to release a member's home address without consent. The ABCFP publishes an online membership directory for its members ([www.abcfp.ca](http://www.abcfp.ca)). NOTE: The ABCFP's mailing list is not released to advertisers or any other outside parties. **I authorize the ABCFP to publish my:**

Business Address  Both Addresses  
 Home Address  Neither Address



**Certification**

I recognize that under the *Foresters Act* a person commits an offence if he/she applies for membership by a false or fraudulent representation. I certify that the information provided in this form and in any documents attached is correct, complete and provides full disclosure. I also certify that the foregoing is a true record of my education and experience and if granted membership under the terms of the *Foresters Act* and the bylaws of the association, agree to abide by the terms of the *Foresters Act* and the association's bylaws (including the Code of Ethics and Standards of Professional Practice).

\_\_\_\_\_

Date Signature of Applicant

**Application and Membership Fees**

Your application package must include two separate payments, one for the application fee and the second for your membership fee. Your application fee covers the processing of your application and is non-refundable. The membership fee covers your annual membership and will only be processed if your application has been accepted. The application and membership fees that apply to each category of membership are available on the fees page of the website. You can pay your fees by cheque, MasterCard, Visa, or money order.

\_\_\_\_\_

Applicant's Last Name First Name Middle Name

**Fee payment options:**  Cheque or money order **Credit card information:**  Visa  
 Charge my credit card for the full amount  MasterCard

**Application fee enclosed: \$** \_\_\_\_\_

**Membership fee enclosed: \$** \_\_\_\_\_

\_\_\_\_\_

Credit Card Number Expiry Date (mm/yy)

\_\_\_\_\_

Name on Card Signature of Cardholder

**Note:** This information is collected by the ABCFP under the authority of the *Foresters Act* and will be used to assess your application for membership. Should you have any questions, please contact the Manager of Registration by mail, Association of BC Forest Professionals, Suite 602-1281 West Georgia Street, Vancouver, BC V6E 3J7, by phone at 604.331.2329 or by e-mail at [admissions@abcfp.ca](mailto:admissions@abcfp.ca).

# Work History



A Work History must be completed by all applicants for membership in the ABCFP. Provide a detailed account of all forestry or natural resources related work and volunteer experience. Refer to Section 2 of the *Natural Resource Professional Policy* (revised January 2014) to determine minimum requirements for membership. Attach additional sheets if more space is required. Include this form with your membership application package. Note: If you are applying for **TNRP**, you will be required to complete a 24-month post-enrolment articling period under the guidance of a sponsor, credit will not be granted for work experience completed prior to membership. If you are applying for **Conditional NRP** you must have entered into practice on or before December 1, 2009 and must include at least 60 months of progressive work experience in forestry or natural resources within Canada as at the date of your application for membership. Work experience gained during articling for another professional association will count towards this work experience.

Applicant: \_\_\_\_\_  
Last Name First Name

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
<b>Specific Duties Performed</b>			

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
<b>Specific Duties Performed</b>			

Work History Form

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
<b>Specific Duties Performed</b>			

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
<b>Specific Duties Performed</b>			

**Certification**

I certify that the information provided in this form and in any documents attached is correct, complete and provides full disclosure. I also certify that the foregoing is a true record of my work experience.

\_\_\_\_\_ | \_\_\_\_\_  
 Date | Signature of Applicant

# Indictable Offence Declaration



All applicants applying for membership in the ABCFP are required to complete an Indictable Offence Declaration. Once you have completed this form, place it in a separate sealed envelope marked PERSONAL AND CONFIDENTIAL and include it with your membership application package. Once you have been granted membership, you are also required to notify the association if your indictable offence status changes at any time while you are a member.

A section in the bylaw on indictable offence states that council may have a member removed from the register if the individual has been convicted of an indictable offence either in British Columbia or elsewhere.

<hr/> <b>Last Name</b>	<hr/> <b>First Name</b>	<hr/> <b>Middle Initial</b>
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1. Have you been convicted of an indictable offence in Canada within the last 10 years?

YES                       NO

2. Have you been convicted of a serious offence in a country other than Canada within the past 10 years?

YES                       NO

3. If you answered YES to either question #1 or question #2 above, please provide the following information:

(a) Nature of offence: \_\_\_\_\_

(b) Year of conviction: \_\_\_\_\_

(c) Judicial district in which the judgment was rendered: \_\_\_\_\_

## Certification

I certify that the information given in this form and in any documents attached is correct, complete and provides full disclosure.

<hr/> <b>Signature of Applicant</b>	<hr/> <b>Date</b>
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**ABCFP Office Use Only**

Received: \_\_\_\_\_

# Articling Agreement



The following form of agreement will be entered into by the sponsor and enrolled member at the beginning of the relationship and each time an enrolled member changes sponsors.

I, \_\_\_\_\_, agree to act as the sponsor for \_\_\_\_\_, TNRP.

**By affixing our signatures to this agreement we confirm that:**

- (1) I, \_\_\_\_\_, as the enrolled member assume primary responsibility to ensure that I maintain a strong relationship and frequent contact with my sponsor and gain the necessary exposure to the practice areas outlined in the *Articling Policy*.
- (2) I, \_\_\_\_\_, as the sponsor assume responsibility for overseeing the growth and development of the enrolled member towards registration and the experience that the enrolled member gets during his/her articling period.
  - a) I agree to inform the ABCFP forthwith should I become aware that the enrolled member may not be meeting his/her obligations under the ABCFP *Articling Policy*.
  - b) I agree to complete the Confidential Sponsor Report to be submitted with the enrolled member's examination application.
- (3) We have read and understood the ABCFP *Articling Policy*.
- (4) We agree to be bound by the mutual obligations and duties outlined in the *Articling Policy*.

**Signatures**

Sponsor Signature \_\_\_\_\_ Sponsor Stamp or Seal \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ .

## Obligations

The sponsor and enrolled member relationship is one of mutual obligation built on trust. Each party shares a joint obligation to ensure that the enrolled member only practises under supervision of an active RPF or NRP in good standing, consistent with the ABCFP Bylaws.

## TNRP Member

Upon signing the Articling Agreement, the TNRP member undertakes to:

- Follow the requirements of the *Articling Policy* and the *Natural Resource Professional Policy* (revised January 2014);
- Provide the sponsor and the ABCFP with the name of the active RPF or NRP supervising his/her work (if it is someone different than the sponsor);
- Utilize only the designation of TNRP as described in the *Foresters Act* and ABCFP Bylaws;
- Work with the sponsor to develop a personalized Professional Development Plan as described in Section 5 of the *Articling Policy* and the *Natural Resource Professional Policy* (revised January 2014);
- Keep and maintain a practice diary, which records work undertaken and progress towards completion of the Professional Development Plan. Refer to the *Articling Policy* for more details;
- Meet with the sponsor regularly (in person or otherwise) to discuss work undertaken, professional development and the progress towards achieving the Professional Development Plan goals/outcomes;
- Complete any outstanding requirements for registration; and,
- Prepare for the registration exam.

## Sponsor

Sponsors are accountable for overseeing the development of their TNRP member(s). When sponsors sign the Articling Agreement, they are making a commitment to:

- Follow the requirements of the *Articling Policy* and the *Natural Resource Professional Policy* (revised January 2014);
- Mentor and guide TNRP member through his/her articling period and the registration examination process;
- Ensure the TNRP member is aware of and practises in accordance with the *Foresters Act* and the ABCFP Bylaws;
- Ensure the TNRP member only engages in practise under the supervision of active RPFs and NRPs in good standing;
- Work with the TNRP member to develop his/her Professional Development Plans as described in Section 5 of the *Articling Policy*;
- Ensure the TNRP member only takes on work appropriate for his/her experience and stage of professional development;
- Meet with the TNRP member regularly (in person or otherwise) to discuss work undertaken, professional development, and his/her progress towards achieving his/her Professional Development Plan goals/outcomes, and to otherwise satisfy themselves that the TNRP member is proceeding as planned (as described more fully in Section 5 of the *Articling Policy*);
- Assist the TNRP member in broadening his/her experience and knowledge in the practice of professional forestry by guiding his/her towards opportunities to work, accompany or observe other practitioners and/or areas of professional forestry practice;
- Assess the TNRP member's exposure to and understanding of each of the relevant practice areas appropriate to NRP practice identified on the Natural Resource Professional page of the website ([www.abcfp.ca](http://www.abcfp.ca));
- Help the TNRP member prepare for his/her registration exam;
- Monitor the TNRP member's progress towards meeting his/her articling requirements. Periodically review the TNRP member's practice diaries and verify that he/she is meeting the specifications of his/her Professional Development Plan;
- Notify the ABCFP registration department immediately about any problems or concerns that the TNRP member may not be meeting the specifications of his/her Professional Development Plan or not properly preparing to become an NRP member of the ABCFP; and

# Confidential Sponsor Report



An applicant for membership as a Trainee Natural Resource Professional with the ABCFP has asked that you act as his/her sponsor during his/her articling period with the ABCFP. Refer to the *Articling Policy* and the *Natural Resource Professional Policy*, available on the ABCFP website ([www.abcfp.ca](http://www.abcfp.ca)), for more details about your obligations as a sponsor.

To act as a sponsor, you must be registered with the ABCFP as an RPF or NRP, and you cannot be related to the applicant by blood or marriage. Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date, stamp/seal and enclose it in an envelope with your signature across the back flap to ensure confidentiality. **Return the sealed envelope to the applicant to be included in his/her application package. Do not send it to the ABCFP directly as this may delay the application process. The information provided in this form is strictly confidential and for ABCFP use only.**

**Applicant:** \_\_\_\_\_  
Last Name First Name

**Reference:** \_\_\_\_\_  
Last Name First Name Prof. Designation Member #

Street Address \_\_\_\_\_

City Province Postal Code

Telephone Extension E-mail

1. I have known the applicant for a period of: \_\_\_\_\_  
Months or Years

2. I have known or been associated with the applicant as his/her:  
 Supervisor  Colleague  Employee  Employer  Instructor  
 Other: \_\_\_\_\_

3. Do you consider the applicant to be suitable for eventual registration as a Natural Resource Professional?  
 Yes  No  Acceptable with Reservations

4. If you answered **No** or **Acceptable with Reservations** in question three, please provide a brief but candid explanation (use the back of this form if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Certification

I recognize that under the *Foresters Act*, a person commits an offence if he/she applies for membership by a false or fraudulent representation and that a person commits an offence who knowingly assists another person to apply for membership by false or fraudulent representation. I therefore certify that the information provided in this form is true to the best of my knowledge and belief.

\_\_\_\_\_  
Date Signature of Sponsor

Affix  
Seal Or Stamp Here

# Confidential Character Reference (1)



An applicant applying for membership with the ABCFP has asked that you provide a Confidential Character Reference. You may provide a Confidential Character Reference if you are a registered member of one of the following associations: ABCFP; the Association of Professional Engineers and Geoscientists of British Columbia; the College of Applied Biology - British Columbia; the British Columbia Institute of Agrologists and have known the applicant for more than six months and can attest to his/her character. You cannot supply a character reference if you are a family member or this applicant's sponsor.

Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date, stamp/seal and enclose this form in an envelope with your signature across the back flap to ensure confidentiality. **Return the sealed envelope to the applicant so that it can be included with the application package. Do not send it to the ABCFP directly. This may delay the application process. The information provided in this form is strictly confidential and for ABCFP use only.**

Applicant:

Last Name

First Name

Reference:

Last Name

First Name

Prof. Designation

Member #

(if applicable)

Street Address

City

Province

Postal Code

Telephone

Extension

E-mail

1. I have known the applicant for a period of: \_\_\_\_\_  
Months or Years
2. I have known or been associated with the applicant as his/her:  
 Supervisor    Colleague    Employer    Employee    Instructor    Other \_\_\_\_\_
3. Do you consider the applicant to be suitable for eventual registration as a Natural Resource Professional?  
 Yes    No    Acceptable with Reservation
4. If you answered **No** or **Acceptable with Reservation** in question three, please provide a brief but candid explanation (attach additional sheets if necessary).

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## Certification

I recognize that under the *Foresters Act* a person commits an offence if he/she applies for membership by a false or fraudulent representation and that a person commits an offence who knowingly assists another person to apply for membership by false or fraudulent representation. I therefore certify that the information provided in this form is true to the best of my knowledge and belief.

Date

Signature of Reference

Affix  
Seal Or Stamp Here



# Confidential Character Reference (2)



An applicant applying for membership with the ABCFP has asked that you provide a Confidential Character Reference. You may provide a Confidential Character Reference if you are a registered member of one of the following associations: ABCFP; the Association of Professional Engineers and Geoscientists of British Columbia; the College of Applied Biology - British Columbia; the British Columbia Institute of Agrologists and have known the applicant for more than six months and can attest to his/her character. You cannot supply a character reference if you are a family member or this applicant's sponsor.

Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date, stamp/seal and enclose this form in an envelope with your signature across the back flap to ensure confidentiality. **Return the sealed envelope to the applicant so that it can be included with the application package. Do not send it to the ABCFP directly. This may delay the application process. The information provided in this form is strictly confidential and for ABCFP use only.**

Applicant:

Last Name

First Name

Reference:

Last Name

First Name

Prof. Designation

Member #

(if applicable)

Street Address

City

Province

Postal Code

Telephone

Extension

E-mail

- I have known the applicant for a period of: \_\_\_\_\_  
Months or Years
- I have known or been associated with the applicant as his/her:  
 Supervisor     Colleague     Employer     Employee     Instructor     Other \_\_\_\_\_
- Do you consider the applicant to be suitable for eventual registration as a Natural Resource Professional?  
 Yes     No     Acceptable with Reservation
- If you answered **No** or **Acceptable with Reservation** in question three, please provide a brief but candid explanation (attach additional sheets if necessary).

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## Certification

I recognize that under the *Foresters Act* a person commits an offence if he/she applies for membership by a false or fraudulent representation and that a person commits an offence who knowingly assists another person to apply for membership by false or fraudulent representation. I therefore certify that the information provided in this form is true to the best of my knowledge and belief.

Date

Signature of Reference

Affix  
Seal Or Stamp Here