

# **2016 RPF Registration Exam Application**

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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)

# Information for Applicants

## Important Dates

Completed exam application and fee are due on **August 15, 2016**

All outstanding requirements (i.e. competency and professional development workshops) must be met by **August 31, 2016**

The 2016 registration exam will be held on: **October 7, 2016**

### Withdrawing Your Application

To withdraw your application, you must submit a written request including the reason(s) for your withdrawal. Refer to the Refund Policy on page six.

### Send Completed Applications By Mail, Fax or E-mail to:

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

Fax: 604.687.3264  
E-mail: [admissions@abcfp.ca](mailto:admissions@abcfp.ca)

This 2016 RPF Registration Exam Application contains all the information you need to apply for this year's exam.

## Are You Eligible to Write the 2016 RPF Registration Exam?

Before you apply, it is your responsibility to ensure you are eligible to write the registration exam. The registration department sends out notices to all candidates eligible to write the RPF registration exam. If you think you are eligible to write this year but didn't receive an eligibility notice, contact the registration department before completing this application.

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## About the 2016 RPF Registration Exam

The RPF registration exam is composed of two parts: a take-home exam and a sit-down exam.

**Part 1: Take-Home Exam** - The final take-home exam will be available on our website in January 2017.

**Part 2: Sit-Down Exam** - The sit-down exam will take place in multiple locations throughout BC on October 7, 2016. You must answer four of seven questions over a four-hour period.

## Sit-Down Exam Eligibility Requirements

You must have enrolled on or before November 30, 2015 and have completed the following requirements to be eligible to write the sit-down exam:

1. All core competency requirements by August 31, 2016; and
2. professional development requirements; 1) workshop on Professional Ethics and Obligations; and 2) the workshop on Professional Reliance by August 31, 2016.

**Important:** If you write the sit-down exam without demonstrating that you have completed all of the competency or professional development requirements, your exam will be voided.

**Note:** All enrolled members who pass the take-home and sit-down exams must still complete 24 months of acceptable work experience during their articling period, and meet all other registration requirements as outlined in the Registration and Articling policies before receiving the RPF title and designation.

## Application Deadline

The deadline to apply for the 2016 RPF registration exam is: August 15, 2016. The ABCFP must receive your exam fee and completed application by this deadline.

## What Forms Do I Submit?

A checklist is provided on the next page to ensure your application is complete.

## Fees

Refer to the Registration Exam Fee chart on page six of this application.

## Note

Effective December 1, 2015, the ABCFP has adopted a new registration process. The registration exams, (take home exam and sit down exam) will be offered for the last time in 2017.

Information on the new registration process and the requirements to transition is available on our website at [abcfp.ca/web](http://abcfp.ca/web)

# Applicant Checklist

**Step 1: All applicants including Foresters-in-Training (FITs), Forestry Pupils (FPs), Transferring Professional Foresters and Registered Forest Technologists (RFTs) writing the RPF exam must submit:**

## 1. RPF Registration Exam Application

- Have you completed the application?
- Have you selected your preferred writing location?
- Have you signed the application?

## 2. Registration Exam Fee

Refer to the Registration Exam Fee chart.

- Have you paid your exam fee by enclosing payment or by submitting payment online? Online payment is available in the login section of the ABCFP website ([abcfp.ca/web](http://abcfp.ca/web)).

**\*Transferring Professional Foresters and RFTs are only required to submit the information outlined in Step 1.**

**Step 2: FITs and FPs are also required to submit the following information with their application:**

## 1. Work History

- Have you completed both pages?
- Does it include all of your forestry related work and volunteer experience?
- Have you signed the Work History form?
- Has your sponsor signed and sealed/stamped the Work History form?

## 2. Official Transcripts

If you have outstanding academic/core competency requirements and were required to complete a recognized course, an official school transcripts indicating successful completion of that course must be submitted directly to the ABCFP by the academic institution. If your course is still in progress or the transcript is not available at the time of application, you must indicate that when submitting your application. The ABCFP must receive your official transcript or an official letter from the school confirming that you have met these requirements by **August 31, 2016**.

- Have you asked the academic institution to have your official transcripts be sent directly to the ABCFP?

## 3. Continuing Education Plan

If you have outstanding academic/core competency requirements and were required to complete a continuing education plan, you must submit a report signed-off by you and your sponsor indicating successful completion of your plan. If your continuing education is still in progress or the report is not available at the time of application, please indicate it on your application. The ABCFP must receive the report by **August 31, 2016**.

- Have you enclosed your sponsor's signed report?

**SUBMIT ALL FORMS TOGETHER IN ONE PACKAGE. DO NOT SUBMIT FORMS SEPARATELY. YOU MAY MAIL, FAX OR E-MAIL (PDF FORMAT) THE FORMS.**

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# RPF Registration Exam Application



Applicant: \_\_\_\_\_  
Given Names Last Name Member #

Membership Category:  Forester-in-Training (FIT)  Registered Forest Technologist (RFT)  
 Forestry Pupil (FP)  Transferring Professional Forester

Number of Exam Writing Attempts:  1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>

Contact Information:  Business  Home

Title \_\_\_\_\_ Organization Name \_\_\_\_\_  
 Street Address \_\_\_\_\_ Mailing Address (if different) \_\_\_\_\_  
 City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Telephone \_\_\_\_\_ Extension \_\_\_\_\_ Fax \_\_\_\_\_  
 Cellular \_\_\_\_\_ E-mail \_\_\_\_\_

## Preferred Writing Locations

Place a #1 next to your first choice and #2 next to your second choice.

\_\_\_ Campbell River    \_\_\_ Fort St. James    \_\_\_ Nanaimo    \_\_\_ Smithers    \_\_\_ Williams Lake  
 \_\_\_ Castlegar    \_\_\_ Kamloops    \_\_\_ Port McNeill    \_\_\_ Vancouver  
 \_\_\_ Cranbrook    \_\_\_ Mackenzie    \_\_\_ Prince George    \_\_\_ Vernon  
 \_\_\_ Dawson Creek    \_\_\_ Masset (Haida Gwaii)    \_\_\_ Salmon Arm    \_\_\_ Victoria

## Professional Development Requirements

**Professional Ethics & Obligations Workshop** (please check one)  
 \_\_\_ I have completed this workshop.  
 \_\_\_ I will complete this workshop by August 31<sup>st</sup>.

**Professional Reliance Workshop** (please check one)  
 \_\_\_ I have completed this workshop.  
 \_\_\_ I will complete this workshop by August 31<sup>st</sup>.



# Work History



Foresters-in-Training and Forestry Pupils must submit the Work History form with their RPF Registration Exam Application, even if this is not their first attempt at the exam. This work history should provide a detailed account of all forestry related work and volunteer experience. Refer to the [Registration Policy \(2014\)](#) and [Articling Policy](#). Attach additional sheets if necessary.

Applicant: \_\_\_\_\_  
Given Names
Last Name
Member #

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>			

