
Registration Procedures

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Procedures

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1.0 Introduction

These procedures are given their authority by the ABCFP's *Registration Policy*, which was approved by council on January 28, 2016.

These procedures apply to all prospective and enrolled members who have applied to the ABCFP after December 1, 2015 or have transitioned into the ABCFP registration process, effective April 27, 2016.

These procedures apply to those applying to be a Registered Professional Forester (RPF), Registered Forest Technologist (RFT), or Natural Resource Professional (NRP) member of the Association of BC Forest Professionals (ABCFP). These procedures describe the entry requirements for enrolled members, the rules that apply to enrolled members and the requirements that must be completed before becoming a registered member. Refer to the following documents for more information:

- Application packages;
- Transferring forest professional section of our website;
- *Foresters Act*; and
- Association bylaws, particularly bylaw sections that deal with categories of membership, membership rights and obligations, Code of Ethics, and Standards of Professional Practice.

This procedure assumes that prospective members have completed schooling and have a career plan in place. For more information about related school programs or career options in professional forestry, please refer to [our website](#).

Requirements for forest professionals transferring as a RPF or RFT under the provisions of the federal Agreement on Internal Trade (AIT) or the Trade, Investment and Labour Mobility Agreement (TILMA) from another Canadian jurisdiction are covered in the *Transferring Forest Professional Procedures*.

Note: If further clarification about a particular section of these procedures is required, please send an inquiry to the registration department at admissions@abcfp.ca with the subject title "Registration Procedures Inquiry" along with any specific questions.

2.0 Membership Types and Requirements

The *Foresters Act* defines six membership classes and allows council to make bylaws that establish different categories of membership within each class. Each category has different membership rights and responsibilities. Unless someone is a transferring forest professional or a conditional NRP; before they can become a RPF, RFT or NRP, they must first become an enrolled member and complete the full requirements for registration.

All applications for enrollment must be approved by council. This procedure applies to three categories of the enrolled membership class and one category of the associate membership class:

Enrolled Members

- Foresters in Training (includes Allied Science Foresters in Training);
- Trainee Forest Technologist (includes Allied Science Trainee Forest Technologist); and
- Trainee Natural Resource Professional.

Associate Members

- Conditional Natural Resource Professional

Each of these categories has membership rights and responsibilities and three primary elements that must be completed for registration:

- Six experience areas modules (applicable to all categories);
- Articling requirements; and
- Core competency requirements.

Some of these requirements are common, but others differ between categories of enrolled membership. The length of time permitted to complete these requirements also depends on the category of enrolled membership. The following procedure describes the registration requirements.

2.1 Registered Professional Forester Membership - Forester in Training Category

The Registered Professional Forester (RPF) membership is one of the registered classes of the *Foresters Act*. There are two programs under the Foresters in Training category which lead to RPF membership:

1. The Forester in Training (FIT) program; and
2. The Allied Science Forester in Training (ASFIT) program.

Once a candidate is enrolled in one of these programs, they will have the membership rights and obligations of a FIT as defined in the ABCFP Bylaws. They will also be entitled to use the Forester in Training and FIT designations.

The registration requirements for both programs are the same; however, ASFITs must complete a national credentials assessment process to further evaluate their competencies.

2.1.1 Forester in Training

Academic Credentials: A candidate may enroll in the Forester in Training program if they have completed a Canadian Forestry Accreditation Board (CFAB) accredited forestry degree program. The program must have been accredited at the time the candidate graduated.

Core Competency Standards: The ABCFP guideline is that candidates have already met the RPF core competency standards with the completion of a CFAB accredited degree. However, there may be circumstances where additional competency requirements may need to be met with an accredited degree. A current list of accredited programs is available from the [CFAB website](#). Registration department staff will, at the time of application, identify if additional requirements may be required.

Program Currency: Graduates of CFAB accredited degrees that were conferred ten or more years ago will be subject to a currency review. Applicants, in this circumstance, will be required to provide detailed information on what they have been doing since graduation to remain current with the RPF core competency standards. A more detailed review of an applicant's credentials may result in enrollment into the Allied Science Forester in Training program.

2.1.2 Allied Science Forester in Training

Academic Credentials: A candidate may be eligible to enroll in the Allied Science Forester in Training program if they have completed a non-CFAB accredited, post-secondary degree (usually a four-year science-based program) in forestry or a related field. Candidates who possess a combined academic and practise equivalent to a degree may also be eligible for admission as an ASFIT. Questions about eligibility in these cases are highly specific and should be discussed with staff in the registration department.

Degrees obtained from institutions outside Canada require a comprehensive educational evaluation by an independent credential evaluation service. Candidates have to look after this evaluation themselves. The ABCFP can recommend acceptable credential evaluation services upon request.

Core Competency Standards: ASFITs are required to complete a credentials assessment through the national process which will identify any outstanding competencies that must be satisfied during the articling period. ASFITs have an extended articling period to account for the assessment process and subsequent work to meet their core competencies. See Section 3 for more information.

2.1.3 Registered Forest Technologist Transitioning to Registered Professional Forester

RFTs who are interested in acquiring RPF registration and meet the academic requirement for the FIT or ASFIT program, can submit an application to enroll into that program.

Conversely, RFTs who do not meet the academic requirement but still wish to pursue the RPF status may be admitted into the ASFIT program based on a combination of academic and practise equivalence, following these eligibility criteria:

1. Completion of continuing education - candidates must have formal education in addition to their technology diploma that has provided exposure to foundational, complementary, and core material via a program of study from recognized, post-secondary institutions;
2. Professional accomplishment – progression through a series of increasingly responsible work positions and community service that have broadened and deepened the understanding of foundational, complementary and core material, and which have enabled the applicant to gain experience in synthesizing information and applying critical thinking and problem-solving skills;

3. The combination of formal education and work experience means the applicant has a high likelihood of meeting the seven core competency standards and the additional competencies in Attachment 4 of the Canadian Federation of Professional Forestry Associations (CFPFA) certification standards and could fill any gaps via an approved continuing education plan within a three-year time frame.

RFTs who meet these eligibility requirements will be admitted to the ASFIT program and will be required to satisfy the RPF core competency standards and complete all applicable modules within the registration process. Additional work experience/articling requirements may not be required if the applicant is working in a role that provides experience consistent with the practice areas of an RPF. RFT's will not, however, be considered eligible for transition to RPF registration on the basis of years of service alone.

RFTs who have reviewed the eligibility criteria outline above and who believe they may qualify for ASFIT membership through these terms of equivalency, must submit a letter to the registration department outlining how they have met the eligibility criteria. A current, detailed resume must also be included. This information will be reviewed and staff will determine whether the eligibility requirements have been met.

2.2 Registered Forest Technologist Membership - Trainee Forest Technologist Category

The Registered Forest Technologist (RFT) membership is one of the registered classes of the *Foresters Act*. There are two programs under the Trainee Forest Technologist Category which lead to RFT registration: Trainee Forest Technologist (TFT) and the Allied Science Trainee Forest Technologist (ASTFT) programs.

Once approved in one of these programs, enrolled members will have the membership rights and obligations of a TFT, as defined in the ABCFP Bylaws. They will also be entitled to use the Trainee Forest Technologist title and TFT designation.

The registration requirements for both programs are the same; however, ASTFTs must complete the ABCFP credentials assessment process to further evaluate their competencies.

2.2.1 Trainee Forest Technologist

Academic Credentials: Candidates may apply to enroll in the Trainee Forest Technologist program if they possess an ABCFP-recognized, Canadian Technology Accreditation Board (CTAB), or Technology Accreditation Canada (TAC) accredited forest technology diploma. These programs are listed on the [ABCFP website](#).

Core and Practice Area Competency Standards: The ABCFP guideline is that candidates have already met the RFT competency standards with the completion of an

ABC FP-recognized, CTAB, or TAC accredited diploma program. However, there may be circumstances where additional competency requirements need to be met with an accredited diploma. Registration department staff will, at the time of application, identify if additional requirements may be required.

Program Currency: Graduates of accredited and ABC FP-recognized programs conferred ten or more years ago will be subject to a currency review. Applicants in this circumstance will be required to provide detailed information on what they have been doing since graduation to remain current with the RFT practice areas. A more detailed review of an applicant's credentials may result in enrollment into the Allied Science Trainee Forest Technologist program.

2.2.2 Allied Science Trainee Forest Technologist program

Eligibility: Candidates may be able to enroll as an Allied Science Trainee Forest Technologist if they possess one of the following:

- a) A forestry technology diploma program that is ABC FP-recognized and not CTAB/TAC accredited.
- b) A technology diploma in an allied discipline (to forestry) program and CTAB/TAC-accredited.
- c) A technology diploma in an allied discipline (to forestry) program and not CTAB/TAC-accredited.
- d) A forestry or allied discipline technician diploma and forestry work experience.
- e) A science-based, undergraduate degree and relevant work experience (the program alone is not acceptable).

A candidate may also be eligible for enrollment if they possess the equivalent of a related diploma or degree and have significant, related work experience.

Diplomas obtained from institutions outside Canada require a comprehensive educational evaluation by an independent credential evaluation service. Candidates have to look after this evaluation themselves. The ABC FP can recommend acceptable credential evaluation services upon request.

RFT Core Competency Requirements: ASTFTs will be required to complete a RFT competency assessment process which will identify any outstanding competencies that must be satisfied during the articling period. ASTFTs have an extended articling period to account for the assessment process and subsequent work to meet their core competencies. See Section 3 for more information.

2.3 Natural Resource Professional Membership

The Natural Resource Professional (NRP) membership is one of the associate membership classes of the *Foresters Act*. There are two programs under the Natural Resource Professional category which lead to the NRP designation:

1. The Trainee Natural Resource Professional (TNRP) program; and
2. The conditional Natural Resource Professional (NRP-C) program.

Individuals eligible for these programs are also eligible for the ASFIT program listed in Section 2.1.2. The limited NRP scope of practice should be reviewed on the [ABC FP website](#) to understand the practice limitations. The registration requirements for these programs differ, which is outlined in the following sections.

2.3.1 Trainee Natural Resource Professional

Enrolled members in this program have the membership rights and obligations of a TNRP as described in the ABCFP Bylaws and are entitled to use the Trainee Natural Resource Professional title and TNRP designation.

TNRPs must complete the full requirements within the ABCFP registration process.

Academic Credentials: Candidates may apply for the TNRP program if they have completed one of the four recognized degree programs listed on [our website](#), where the degree was conferred within the timeframe specified. The ABCFP currently accepts graduates for TNRP enrollment exclusively from the degree programs listed.

Core Competency Standards: TNRPs need to meet the minimum required RPF core competency standards for this membership class through the completion of one of the listed degrees. No additional core competency requirements are needed.

2.3.2 Conditional Natural Resource Professional

Conditional NRP membership grants the member temporary rights to practise professional forestry in BC, within the limited NRP scope of practice ([available on the website](#)). An application for membership is approved by council on the condition that all registration requirements will be completed within the timeframe provided below.

Academic Credentials: Candidates may be eligible to apply for the conditional NRP program if they have completed one of the four recognized degree programs listed on [our website](#) and where the degree was conferred within the timeframe specified. Candidates must also meet all of the following conditions:

- **Condition 1:** At the date of application for membership, they possess at least 60 months of progressive work experience in forestry or natural resources within Canada since graduating from the recognized program. Work experience gained during articling for another professional association is acceptable.
- **Condition 2:** A submission of at least two (2) character references from registered members of either the ABCFP; the Association of Professional Engineers and Geoscientists of British Columbia; the College of Applied Biology - British Columbia; or the British Columbia Institute of Agrologists.
- **Condition 3:** Successful completion of modules within the ABCFP registration process within one year of the date that membership was approved. Conditional NRPs have satisfied the NRP core competency requirements and articling requirements as part of their eligibility for membership.

If a Conditional NRP cannot complete the above requirements in accordance within the prescribed period and has not been granted an extension in writing from the ABCFP, they will lose their temporary practice rights and/or their conditional NRP membership.

3.0 ABCFP Registration Process

The registration process includes the following requirements, which are designed to be completed concurrently:

1. Six experience areas, inclusive of one or more modules
2. Articling requirements (see [Articling Procedures](#) for more details)
3. Competency requirements.

The [Roadmap to Registration diagram](#) provides a visual of the order in which the modules must be completed; inclusive of the articling and competency requirements pause/check checkpoints. These checkpoint requirements must be completed before you can proceed to the next module.

3.1 Six Experience Areas

Six experience areas have been deemed important to the profession and valuable to becoming a practicing member of the ABCFP. The six experience areas are entitled:

1. Regulation and Ethics
2. Professional Reliance

3. BC Forest Professionals Working with Aboriginal Communities
4. *Forest Legislation and Policy*
5. The Business of Forestry
6. Communicating Professional Advice.

The modules contained within the experience areas must be completed online via the ABCFP's learning management system (LMS). The modules include learning material, examinations and professional document submissions, which must all be successfully completed in successive order as laid out in the [Roadmap to Registration](#) during the articling timeframe.

The modules are not intended to replace or satisfy post-secondary requirements or any core competency requirements necessary for membership. While some of the modules may assist with satisfying core competency requirements for allied members, they are not designed for this purpose.

3.1.1 Types of Modules

There are three types of modules that comprise the experience areas: content or learning modules, application modules, and exam modules. Each experience area may have one or more of these modules. Content modules provide information and learning materials and may contain embedded quizzes and tests that are designed for knowledge retention. Application Modules will require submission of professional documents after review and approval by a sponsor. Exam Modules will formally test knowledge and understanding on the content modules once they have been completed.

3.1.2 Exam Modules

Required exams must be invigilated by the enrollee member's sponsor or designate and conducted online at a location that meets the following criteria:

- Provides stable internet access;
- Is quiet and free of distractions; and
- Mutually agreed upon by the exam writer and the invigilator.

Each exam must be completed in one sitting, within the time allotted for the exam. Exam invigilation rules must be followed when completing an exam module. They will be provided separately.

3.1.3 Exam Format and Marking

The Board of Examiners (BOE) sets the content and the passing mark for all examinations. The exam content will follow the information provided in the specified modules and will be in multiple choice format. The nature of the questions may vary depending on your membership category. The passing mark for each exam will be specified in the exam module. Marking is automatically determined by an electronic marking key. Exam writers will be notified of their grade immediately. No appeals or re-marking are possible.

3.1.4 Failing an Exam Module

If an enrolled member fails an exam module, they must immediately notify the ABCFP they have failed in order to re-enroll for the exam. The enrollee will be required to wait a minimum of one month from the date of the last exam attempt before retaking any exam module. There is no limit to the number of times an enrolled member can re-take a failed exam. The one month waiting period functions as a time penalty and provides opportunity to review the preceding modules in order to prepare better for the next attempt at the exam. Failing an exam module will delay the enrollee's ability to begin the subsequent module and ultimately impact the timeline for registration.

3.1.5 Special Exam or Other Exam Requests

If, for medical reasons, learning disabilities, or any other extraordinary circumstances, an enrolled member is unable to complete the online modules and would like to apply for an alternative option, they must submit a detailed written request to the ABCFP registrar. Please inform the ABCFP of the nature of the extraordinary circumstances, and include any medical records (where relevant), professional learning assessments, letters from sponsors/mentors, and/or personal reasons for requesting an alternative. All requests for special accommodations are reviewed on a case by case basis and are at the discretion of the registrar.

3.2 Articling Requirements

All enrolled members, with the exception of conditional NRPs and RFTs who have applied to become RPFs, must spend at least 24 months gaining relevant professional work experience under the guidance of a sponsoring member while completing the other required elements of the ABCFP registration process. Details about the articling requirements with respect to the work experience requirements and sponsor and applicant obligations are set out in the [Articling Procedures](#).

3.3 Core Competency Standards

Core competency standards have been developed and are being used for evaluating competency of candidates for certification in the profession of forestry and for accrediting forestry programs. ASFIT or ASTFT members must apply to the Credentials Assessment Process (CAP) and complete a competency assessment during their articling

period; addressing all outstanding competency deficiencies before they can become a registered member.

3.3.1 Core Competency Assessment for ASFITs

RPF core competency standards are nationally recognized across Canada. ASFITs must complete a competency assessment through the national credentials assessment process (CAP) administered by the Central Assessment Authority (CAA) of the Canadian Federation of Professional Forestry Associations (CFPFA). Application packages are received by the ABCFP and are then forwarded to the CAA for review by a panel of assessors from across Canada. Upon completion of the assessment, the CFPFA-CAA will provide the registrar with an assessment report; a summary of the report containing details of identified competency gaps will be passed on to the applicant. When competency gaps are identified, the ABCFP will work with the applicant on a process to fill the identified competency gaps. It is important to understand the core competency assessment process before you apply for membership. Refer to the [ABCFP website](#) for detailed information.

3.3.2 Core Competency Assessment for ASTFTs

The ABCFP developed its RFT core and practice areas as competency standards that are consistent with the standards laid out in the National Technology Benchmarks (NTBs) used by the CTAB. ASTFTs must complete an ABCFP-led competency assessment process (Credentials Assessment Process, or CAP) to evaluate the enrolled member's credentials against those standards. Application packages are received by the ABCFP and then forwarded to a panel of assessors for review. The ABCFP will provide the enrolled member with an assessment report that details any identified competency gaps. When competency gaps are identified, the ABCFP will work with the applicant on a process and personalized development plan to fill them. Refer to the [ABCFP website](#) for information regarding this process.

4.0 Completion of Registration Requirements

The ABCFP Council has the final authority for approving the registration (for RFTs and RPFs) or accreditation (for NRPs) of new members. This process requires the registrar to notify the OE followed by the council, once members have completed all of their registration requirements. Once council renders its approval, the members will be notified in writing of their new successful registration or accreditation, as well as their title and membership number.

4.1 Certificate of Registration and Accreditation

Once all registration requirements are complete and council has approved the results, RPFs and RFTs, as part of the registered member class, will be issued a Certificate of Registration. NRPs, as part of the associate member class, will be issued a certificate of accreditation, which specifies their scope of practice.

5.0 Glossary of Terms

ABC FP-recognized: Refers to post-secondary diploma or degree programs reviewed by the ABCFP for alignment with the certification standards for entry into the profession. This can include accredited and non-accredited programs.

ABC FP Registration Process: The combination of elements enrolled members must successfully complete prior to their admission by the ABCFP council as registered member.

Accreditation: The process of education assurance through which formal recognition of the quality and necessary curriculum content of a forestry program is conferred by a regulatory body. A graduate from an accredited forestry program is eligible for enrolment upon graduation. In professional forestry in Canada, the Canadian Forestry Accreditation Board (CFAB) has been mandated by the Canadian Federation of Professional Forestry Associations (CFPPFA) to assess university level forestry programs on its behalf. The CFPPFA member agencies have collectively agreed to abide by the accreditation determinations of the CFAB.

Allied Membership: The allied member classes refer to enrolled members who did not graduate from an accredited degree or diploma program. In addition to other requirements for registration, these members are required to complete a core competency assessment and satisfy any outstanding gaps in their academic or work experience credentials.

Articling: The period of time required for an enrolled member to gain relevant work and professional experience under the guidance of a registered member prior to registration. The length of time required will depend on the enrolled member category and will be a minimum of 24 months. The articling period begins once a completed application has been approved by the ABCFP.

Board of Examiners (BOE): A committee appointed by council to advise on matters related to enrolment, registration, and continued membership with the ABCFP. The role and composition of the BOE is defined in Bylaw 7.

Bylaws: Rules passed by council and approved by a vote of the members under the *Foresters Act*. These rules apply to all members.

Canadian Forestry Accreditation Board (CFAB): A board established by the provincial professional forester/forest engineers associations. This administrative body is responsible for the accreditation of Canadian university forestry programs for the purpose of meeting academic requirements for professional certification.

Canadian Federation of Professional Foresters Associations (CFPFA): An organization with membership from each of the provincial forestry regulators in Canada; comprised of the Canadian Institute of Forestry (CIF) (which represents those provinces in which forestry is not a self-regulated profession) and the Canadian Forestry Accreditation Board (CFAB). CFPFA works on issues of common interest to the professions, such as mutual recognition, labour mobility, recognition of continuing education, and codes of conduct.

Canadian Technology Accreditation Board (CTAB): A standing committee of the Canadian Council of Technicians and Technologists (CCTT). CTAB is charged with developing, coordinating, and managing the national accreditation program for applied science and engineering technology programs.

Certification: The authoritative endorsement by the ABCFP that an enrolled member has met the academic/core competency criteria for entrance to the association. In forestry, there are four essential elements for certification required by, and common to, all CFPFA regulatory members. The four elements are: academic credentials; core competency standards (of which there are seven); experience; and commitment to professionalism.

Core Competency Standards: An essential element for certification of an enrolled member. The standards describe the principle, relevant components, demonstrable competency requirements, and performance indicators, all arranged in a progression of understanding of subject areas for incoming RFTs and RPFs.

Council: Persons who are duly elected or appointed (as per the specifications of the *Foresters Act* and ABCFP Bylaws) to run the affairs of the association. All applications for enrolment must be approved by council.

Credentials Assessment Process: A process for applicants who are foreign-trained or who have graduated from university or college programs in Canada that are not accredited by the CFAB, CTAB or TAC. For RPF candidates, the procedures have been adopted by each subject regulatory body in Canada and involve an independent, national assessment of an applicant's current education, training, and experience to determine the extent to which the competencies of the certification standards have been met. For RFT candidates, the process is administered solely by the ABCFP

Enrolled Member: A Forester in Training, Allied Science Forester in Training, Trainee Forest Technologist, Allied Science Trainee Forest Technologist, or Trainee Natural Resource Professional who has outstanding requirements prior to registration.

Equivalence: An assessment of the unique combination of education, work experience, and professional background that qualifies an applicant for enrolment with the ABCFP. This term is usually applied to an applicant's credentials but may be applied specifically to educational achievements where a degree or diploma is not conferred. An applicant who meets the term of equivalence with respect to education and experience has provided comprehensive and integrative exposure to foundational and complementary subjects and core competencies as required by the certification standard. Applicants who are eligible for membership under terms of equivalence are typically enrolled as allied members. This assessment is conducted by the registration department, subject to review by the (BOE) and approval by the registrar.

Non-accredited: Degree or diploma granting programs that have not been reviewed and approved for accreditation against pre-defined standards by the CFAB, CTAB, or TAC.

Program Currency: Refers to the time since an ABCFP applicant's degree or diploma was conferred and the extent to which the applicant has been using the knowledge gained from that education. The ABCFP uses a tolerance of ten years, whereby applicants with educational credentials older than this will be subject to an additional review. Candidates subject to this review may be admitted into an allied category of enrolled membership.

Registrar: The association's registrar, appointed by council. The registrar is responsible for running the registration department and applying ABCFP policy or policy variances.

Registration: The act of acceptance into a governing body of an individual who is in compliance with its entrance requirements. While the definition is consistent across the CFPFA jurisdictions, the point at which registration occurs may differ.

Sponsor: a registered member in good standing with the ABCFP (either active or retired) who commits to a role of professional mentorship and oversight with an enrolled member across the duration of the articling period. The sponsor shares accountability (along with other supervisors or mentors) for the professional development of the enrolled member during throughout the stages of the ABCFP registration process. See the Articling Procedures for more guidance for sponsorship.

Technician: The ABCFP distinguishes a forest resource technician from a forest technologist. The technician has much of the same educational base and training as a RFT but is not grounded in applied research, math, project management, or in the physical and natural sciences. While there is currently no membership category for a technician, applicants with a technical diploma in forestry may be eligible to apply for enrollment as ASTFTs.

Technology Accreditation Canada (TAC): An accreditation model for the engineering technology and applied science profession in Canada and accredits related programs at post-secondary educational institutions.



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Ensuring BC's Forests Are In Good Hands.