

## Enrolled Members Change of Status Procedures

September 2017

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### Procedures

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## 1.0 Application of the Procedures

The ABCFP's Registration Policy (January 2016) authorizes these procedures. These procedures apply to all enrolled members (ASFITs, ASTFTs, FITs, TFTs, and TNRPs) and works in concert with the registration requirements regarding their options for a leave of absence, resignation and reinstatement.

**Note:** If you require further clarification about a particular section of these procedures, please email your specific questions to the registration department at [admissions@abcfp.ca](mailto:admissions@abcfp.ca) - use the subject title "Enrolled Member Change of Status Inquiry".

### 1.1 Background

From time to time, enrolled members may find themselves in a situation where they are not actively engaged in working towards NRP, RFT, or RPF status. Members faced with these situations may wish to consider whether taking a leave of absence or filing a resignation is appropriate. Consequently, there may be inactive members or former members who have been removed or struck from the membership roll and wish to return to active status.

For the association to process requests for change of status, specific documents must be completed and submitted to the registration department. Applications are available on our website. Complete change of status request applications are processed once every month. For a specific request to be processed within the same month it must be received by the registration department no later than the first week of the month. Any requests received after the first week of the month will be processed in the following month.

If your application is approved, you will be notified by email. The ABCFP membership roll and directory will be updated accordingly. As part of its mandate, the association may also publish the change on its website, in the magazine or any other publication to inform the membership and the general public of your new status.

If your request is placed on hold the registration department will inform you of the reasons and/or necessary actions that must be taken before your request can move forward. If your request is denied, you will be informed of your next steps. Your request can only be reviewed for further consideration based on new information.

**Following are the available options for changing a membership status:**

## 2.0 Leave of Absence

Reasons for considering a leave of absence include but are not limited to:

- unemployment,
- medical or health issues,
- returning to school; living and working outside the province, or
- being away from work on maternity/parental leave.

## 2.1 What are the Changes to my Membership Rights and Obligations While on Leave of Absence?

You are entitled to your usual rights and obligations as a member. You are subject to the *Foresters Act* and ABCFP Bylaws. As your active status will be temporarily suspended during the course of the leave, any work experience you earn during that period will not count towards your articling requirement.

## 2.2 How to Apply for Leave of Absence?

You must complete and submit the application form(s) and required fee(s). Details are available on our website.

## 2.3 How Long is the Leave Effective?

Once granted, a leave of absence is only effective for the association's fiscal year (runs from December 1<sup>st</sup> through November 30<sup>th</sup>). Members requesting more than one year of leave must re-apply each year before the start of the next fiscal year.

## 2.4 How Many Leaves of Absence are Allowed?

You are generally entitled to take a maximum of three leaves of absence. These leaves of absence need not be consecutive. Your enrolment period is automatically extended by a year to accommodate each year of leave of absence.

## 3.0 Resignation

Resignation means the voluntary cessation of membership requiring the associations' approval in order for the resignation to be effective.

### 3.1 Who can Apply for Resignation?

You are entitled to resign from the association at any time during your enrolment period, so long as by doing so, you do not breach the *Foresters Act* or the ABCFP Bylaws, or policies and procedures. Reasons for considering a resignation include but are not limited to not practising professional forestry as defined in the *Foresters Act* or not engaging in any and all professional forestry practice while not a member.

### 3.2 How to Apply for Resignation?

You must complete and submit the application form(s). Details are available on our website.

### 3.3 What are the Consequences of Resigning my Membership?

Once you resign, you:

- a) Are no longer entitled to use any of your previous membership titles such as:

- Forester in Training, FIT;
  - Trainee Forest Technologist, TFT;
  - Trainee Natural Resource Professional, TNRP; or
  - any other title which could lead a member of the public to believe you are an active member of the association.
- b) Will lose two (2) months of accumulated articling experience for every month that you are off the membership roll.
  - c) Will lose members' privileges that require "member access only" information in our website, plus preferential registration rates to continuing competency development workshops.
  - d) Will be subject to the registration policy and procedures requirements at the time of reinstatement.

## 4.0 Reinstatement

Occasionally, individuals who have taken a leave, resigned, or have been removed or struck from the roll; wish to return to their former membership status. Members wishing to reinstate to their former status may need to complete requirements before status is granted. If you are an enrolled member, please note that the requirements necessary to reinstate your membership status will vary depending on the following factors:

- 1) The length of time which has passed since you were last an active member;
- 2) The reason you left active status (leave of absence, voluntary resignation, disciplinary action or removal); and
- 3) The activities in which you have been engaged since leaving active status.

### 4.1 How to Apply for Reinstatement?

You must complete and submit the applicable form(s) and fee(s). The application form should include the reasons for leaving along with detailed information about your activities since going on inactive status. Details are available on our website.

Reinstatement applications are reviewed on a case-by-case basis. The registrar will determine whether your application for reinstatement should be accepted and whether any terms and conditions for reinstatement should be imposed. Procedures developed to assist the registrar in determining reinstatement requirements are shown below.

### 4.2 What are the Types of Reinstatement?

The requirements for reinstatement vary according to your circumstances. They are outlined below.

#### 4.2.1. Reinstating from LOA

There are two ways in which a member on leave may be reinstated to active status — through either voluntary or compulsory reinstatement.

Members on leave of absence for maternity/parental leave or for medical issues and who provide the necessary documentation (copy of child's birth certificate, medical note) are exempt from the reinstatement fee.

#### **4.2.1.1. Voluntary Reinstatement**

Voluntary reinstatement occurs when you apply for reinstatement. Applications are accepted year-round

#### **4.2.1.2. Compulsory Reinstatement**

Compulsory reinstatement to active status effective December 2nd of the incoming fiscal year occurs when an individual on leave of absence fails to apply for a reinstatement or further leave on or before December 1.

### **4.2.2. Reinstating After a Voluntary Resignation**

As a former member, your ability to reinstate to active status depends on the time that has passed since you were last a member. Once reinstated, you will be informed of any applicable outstanding and/or any new registration requirements introduced while you were off the membership roll.

#### **4.2.2.1 Time Limitations:**

- a) **Less than 36 months:** If you were a member in good standing who resigned voluntarily, you have 36 months from the date of your resignation to apply for reinstatement. To apply, you should submit the applicable forms and fees available. You must include a detailed work history or curriculum vitae which describes your activities since you resigned. You will also have to meet any new entrance requirements introduced while you were off the membership roll.
- b) **More than 36 months:** If you have been off the membership roll for more than 36 months, you may not be allowed to reinstate to your enrolled membership status. Rather, you may be required to make a new application to enroll with the association. You may be required to:
  - Gain the prescribed work experience under the guidance of a sponsor again. This means that you will not be given credit for work experience undertaken under your former enrolment period;
  - Have your core competency requirements reassessed and be asked to complete any additional requirements, if necessary;
  - Complete all of the six experience areas modules; and
  - Complete other terms and conditions on your application as we consider appropriate.

### **4.2.3. Reinstating After Removal for Non-payment of Membership Dues**

If you have not paid your annual membership dues by the prescribed deadline and have been removed from the membership roll for non-payment of fees, your ability to reinstate to your previous membership status depends on how soon you submit your reinstatement application.

#### **4.2.3.1. Applications Within 36 Months of Being Struck**

You may reinstate your membership within 36 months from the time you were struck, subject to the following requirements:

- 1) Complete the appropriate form(s);
- 2) Pay all annual fees and penalties for late payment outstanding on your account;
- 3) Meet any new entrance requirements which may have been introduced while you were off the membership roll; and
- 4) Re-qualify any articling requirements that were lost as a result of your removal.

#### **4.2.3.2. Applications After 36 Months of Being Struck**

You will not be allowed to reinstate to your previous enrolled membership status. Rather, you will be required to submit a new application to enrol with the association and will be required to:

- 1) Acquire the 24 month articling under the guidance of a sponsor all over again. This means that you will not be given credit for work experience gained from your previous membership;
- 2) Have your core competencies re-assessed which may require you to take additional or re-take certain coursework and may impose such other terms and condition on your application as it considers appropriate;
- 3) Complete all of the six experience areas modules once again; and
- 4) Pay all fees and penalties outstanding on your account.

#### **4.2.4 Reinstating After Removal for Disciplinary Action**

Where terms of reinstatement have not been specifically outlined as part of the penalty imposed for discipline of an enrolled member, council may impose any such requirements it considers appropriate and may refuse reinstatement and/or future enrolment of such an individual. If you have been struck from the roll for disciplinary action, your ability to reinstate your membership status will depend on the particulars of the disciplinary penalty imposed.

#### **4.2.5 Reinstating After Removal for Failure to Meet Registration Requirements in Allotted Time**

Enrolled members who do not meet their registration requirements within the allotted timelines are liable to be struck from the membership roll. If you have been struck from the membership roll for failure to meet your registration requirements in the time allotted, you may not be allowed to re-apply for enrolment within the same membership category for a period of three (3) years.

##### ***4.2.5.1. Appealing Decisions to Strike for Failure to Meet Registration Requirements in Allotted Time***

You may apply for a reconsideration of the decision to strike your name from the membership roll. To do so you must submit a letter to the registration department such that it is received no later than six months

from the date you were struck from the membership roll. Letters received after this deadline will not be considered. Your letter must contain a detailed rationale of why you were unable to meet your enrolment requirements within the allotted period and a timeline showing how you intend to complete your remaining requirements.

The registrar will only grant your application if satisfied that extraordinary grounds exist that were not made known at the time the recommendation (to strike for failure to meet registration requirements) was made. Extraordinary grounds are determined on a case-by-case basis.

If the registrar is satisfied that extraordinary grounds exist, then we may grant you an extension in which all remaining registration requirements must be met. In so doing, we may re-evaluate your registration requirements: post-enrolment work experience, completion of the six experience areas modules and core competency requirements while an enrolled member. This means that you may have to re-qualify some or all of your registration requirements. We may impose such other terms and conditions on your appeal as we deem appropriate.

#### ***4.2.5.2. Re-applying After Being Struck for Failure to Meet Registration Requirements in Allotted Time***

If you have been struck from the membership roll for failure to meet your registration requirements in the time allotted, and we do not find extraordinary grounds on which to reconsider such a decision, you may not be able to apply for re-enrolment for a period of three (3) years.

## 5.0 Glossary

**Act** means the *Foresters Act*.

**Association, we, us, our, the ABCFP or the association** means the Association of BC Forest Professionals. In British Columbia, the association regulates the practice of professional forestry, the practice of forest technology and the practice of associate members of the ABCFP.

**Board of Examiners or Board or BOE** means a committee appointed by council to advise it, among other things, on matters related to enrolment, registration, and continued membership with the ABCFP.

**Bylaws** mean the association bylaws. Bylaws are rules passed by council and approved by a vote of the members. These rules apply to all members. While all bylaws are important, you should pay very close attention to two of the bylaws; the Code of Ethics and the Standards of Professional Practice.

**Council** means those 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 and to develop and enforce policy, including policy relating to enrolment and membership with the association. All applications for membership must be approved by council.

**Forest Measurements Board or FMB** means the Forest Measurement Board of the ABCFP.

**Members** mean active enrolled members such as Allied Science Forester in Training (ASFIT), Forester in Training (FIT), Allied Science Trainee Forest Technologist (ASTFT), Trainee Forest Technologist (TFT), and Trainee Natural Resource Professional (TNRP).

**Practising** means undertaking any of the activities described as the “practice of professional forestry” in the *Foresters Act*.

**Registrar** means the association’s registrar. The registrar is in charge of running the registration department and applying ABCFP policy or policy variances to your application.

**You or your** means you.

## 6.0 Web Links

ABC FP Bylaws and Code of Conduct: <https://abcfp.ca/web/abcfp/bylaws>

ABC FP Fees: <https://abcfp.ca/web/abcfp/fees>

ABC FP Status Change Forms: <https://abcfp.ca/web/abcfp/statuschange>

Foresters Act: <https://abcfp.ca/web/abcfp/forestersact>