

# CONTINUING FORESTRY EDUCATION CERTIFICATION PROGRAM



In 1994 a national program of Continuing Forestry Education (CFE) was developed for forestry professionals in Canada in consultation with members of the Canadian Federation of Professional Foresters Associations and the Canadian Institute of Forestry's Board of Directors. The CFE program is based on the idea that continuing education is a professional responsibility, if not a legal requirement, due to rapid changes occurring in forest management and technology, particularly in relationship to the environment and society.

CFE is a shared responsibility of professional and technical associations, educational institutions, governments, and employers, requiring co-operation to provide opportunities. In New Brunswick, a local CFE Committee comprised of members from CIF-Maritime Section and ARPFNB accepted the principles laid out in the CIF National Program Proposal and adapted them for accreditation of members in March 1994. The first CFE Certificates were awarded at Silvicon '95. In March 1997, the NB Forest Technicians Association joined the N.B. CFE Committee. This group has made CFE mandatory for maintaining certification.

## PROGRAM OBJECTIVES

- ✓ Maintain, advance, and broaden the knowledge and skills of all forestry professionals and practitioners.
- ✓ Speed the transfer of new technology and concepts.
- ✓ Recognize those forestry professionals who are successful in CFE and professional development.

## PROCEDURES FOR CERTIFICATION

To obtain a CFE Certificate, applicants must complete 150 hours of approved activities within a three-year period. The three-year period for completion of the requirements can begin and end at any time, and participants may complete the program in less time.

Approved activities are described in three broad categories. Credit weight varies with the type of activity, the standard being the *contact hour* which based on one hour of instruction or equivalent. Although many different activities are acceptable, the system requires some focus on Structured Learning by stipulating a minimum of 60 hours in the three years for that category, and by setting maximum hours for the other categories. All 150 hours may be obtained in Category 1, but participants are encouraged to participate in other activities.

Credit may be claimed for course work taken as part of a degree or diploma program as long as the credits are

obtained following full-time professional employment and are not required for membership in the member organizations. Individuals are required to keep their own records with the Personal Activity Record. Applications must be accompanied by a Personal Activity Form and supporting documents for Category 1 activities not previously evaluated by the CFE Committee. Since applications are not returned, participants should make copies for their personal records. In the process of reviewing applications and evaluating Contact hours, the CFE Committee recognizes the professional integrity of individual members and their Code of Ethics.

## CATEGORY DESCRIPTIONS AND EVALUATIONS

### Category 1: Structured Learning (60 contact hours minimum)

Typically university or technical school courses, but also including study by correspondence, seminars, short courses, and workshops that meet five criteria: organized program of learning, primarily related to the career and practice of forestry, conducted by forestry experts, suitable education setting, and applicable to forestry practitioners in general. Other activities not specifically related to forestry can be included, such as computer science, personnel management, public speaking, and others which benefit an individual in their profession or position. Formal instruction would be credited as one contact hour per hour of instruction whereas field trips would be one contact hour for three hours unless exact hours of field instruction can be determined. Contact hours will not include lunch breaks. The CFE application must be accompanied by a course outline or program agenda for activities not previously approved by the CFE Committee. Most regional CFE events will be sanctioned by the Committee prior to their occurrence in the future.

### Category 2: Self-Improvement: (90 contact hours maximum)

In two areas:

- (i) one contact hour per two hours of attendance at business meetings of related organizations such as CIF - Maritime Section, ARPFNB, NBFTA, marketing boards, or conservation organizations (technical sessions of these organizations would qualify in Category 1); and
- (ii) one contact hour per hour of reading, viewing, or listening to related technical forestry material. Most members are familiar with *The Forestry Chronicle* and the *Canadian Journal of Forest Research* and their American counterparts, the *Journal of Forestry* and *Forest Science*. Many sources of technical and scientific articles pertaining to the practice of forestry can be included such as publications from the CPPA, FERIC, and government agencies such as CFS.

Category 3: Professional Contributions: (60 contact hour maximum)

In three major activities:

- (i) the development, preparation, and presentation of course work in an instructional capacity on Category 1 activities, but only for work beyond normal duties or job description; 2 contact hours per hour of presentation in courses [but only 1:1 given for material which the instructor gives without updating or original preparation];
- (ii) the preparation, writing, and publication of forestry or related subject matter, but only for work beyond normal

- duties or job description; 15 contact hours for each publication requiring technical review and 5 contact hours for a substantial article appearing in a magazine, journal, or newspaper; and
- (iii) holding an elected or appointed office or an active committee assignment in the CIF, ARPFNB, NBFTA, or allied professional organizations; 5 contact hours per year for holding office or chairing an assignment, and 2 contact hours per year for active committee membership.

**Application fee:** no charge to members of participating organizations and \$100 for non-members.

### APPLICATION FOR CONTINUING FORESTRY EDUCATION CERTIFICATE

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(as it should appear on certificate)

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail \_\_\_\_\_

CIF Member? Yes \_\_\_ No \_\_\_

ARPFNB Member? Yes \_\_\_ No \_\_\_

NBFTA Member? Yes \_\_\_ No \_\_\_


Do you wish to be recognized in the Forestry Chronicle? Yes \_\_\_ No \_\_\_

Do you wish a letter and copy of your certificate sent to your employer? Yes \_\_\_ No \_\_\_

(If so, please enclose a self-addressed business envelope using the appropriate name and address of your employer.)

### SUMMARY OF CONTACT HOURS FOR THE THREE-YEAR PERIOD

Beginning Date: _____	Ending Date: _____
Category 1: _____	Hours Claimed (60 minimum/150 maximum)
Category 2: _____	Hours Claimed (90 maximum)
Category 3: _____	Hours Claimed (60 maximum)
Total: _____	Hours Claimed (150 minimum)



**Certificate expires 3 years from the Ending Date which is also Starting Date for new CFE credits**

Having completed the contact hours listed above, I am applying for a CIF-Maritime Section/ARPFNB/NBFTA Continuing Forestry Education Certificate. To the best of my knowledge, this information is accurate and complete.

\_\_\_\_\_  
(Signature of Applicant) (Date)

**If required, please enclose the appropriate application fee made payable to ARPFNB.**

Date Received \_\_\_\_\_ Amount \_\_\_\_\_

Certificate mailed by \_\_\_\_\_ Date \_\_\_\_\_

Record sent to CIF National \_\_\_\_\_ Date \_\_\_\_\_

I have examined this application and found that it meets the required contact hours within each of the required Categories and I approve the application for issuance of the Continuing Forestry Education Certificate.

\_\_\_\_\_  
Signature for CFE Committee (Date)

For further information, contact the CFE Committee c/o Executive Director, ARPFNB, 1350 Regent St, Fredericton, NB E3C 2G6 Telephone 506 452-6933; Facimile 506 450-3128; e-mail: [arfnb@nbnb.ca](mailto:arfnb@nbnb.ca)

Cette brochure est aussi disponible en Français.



