

New Brunswick Forest Technicians Association



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Association des techniciens(nes) forestiers (eres) du Nouveau-
Brunswick
Hugh John Flemming Forestry Center
1350 Regent Street
Fredericton NB, E3C 2G6

CFE Applications

Important information for NBFTA members

February 6, 2006

This is an information package originally created in 2005 by Kevin Keys of CIF Nova Scotia. It has been amended and reprinted to fit the New Brunswick Continuing Forestry Education (CFE) committee policies, procedures and contacts. It is hoped the information will address most concerns and questions regarding CFE applications and make the application process easier, both for the applicant and the committee reviewing applications.

If you have any questions regarding this package or the CFE program in general please feel free to contact either myself, or Chris Finnamore (*CFE Committee member*) using the contact information listed at the back of the package.

Phil Hughes CFT
Chair, NBFTA, CFE Committee

Important Points for NBFTA Members to Remember When Making a CFE Application

1. You must send a completed CFE application form with your application package.
2. You must send supporting documentation for all claims that require it so the CFE Committee can verify claims
 - **Under Category 1** (structured learning):
All claims require supporting documentation
 - **Under Category 2** (self-improvement):
*Claims for *business meetings* require supporting documentation*
 - **Under Category 3** (professional contributions):
*Claims for *development and presentation of course material or published material related to forestry* require supporting documentation.*

Supporting documentation can be in the form of a course completion certificate (as long as CFE hours are listed), a copy of a course or meeting agenda (with times listed), a copy of a course outline (with times listed), a copy of a published article, etc. For courses or meetings, if you did not attend the entire event, you must indicate the topics and times covered.

Note: CFE claims which require supporting documentation may not be accepted if the documentation is not sent with the application. The easiest way to do this is to always keep the agenda, or course outline for events you participate in and file these away in your **CFE folder** (make copy's for your own records as well). It is understood that for some older claims some documents may be missing, *but there is no excuse for recent claims, or any claims filed after receiving this information.*

3. On the application form, you must list the **Beginning date and Ending date** for your application. *Items cannot be claimed outside of these dates, and the same item cannot be claimed on more than one application*
4. Regardless of when you submit your application or when it is processed, it is the **Ending Date** listed on the application which is the basis for the anniversary date of your next submission. For example, if the **Ending Date** you submit is for February 1, 2005: your next submission is due no later than February 1, 2008.
5. If you are a **new CFT**, your **first CFE submission is due 3 years from the date you wrote and successfully passed your exam.** For example, if you wrote your papers on May 30th, 2006, your first CFE submission is due May 30th, 2009
6. Applicants should mail or deliver their application packages directly to the **CFE registrar** at the address listed below. The CFE Committee is not responsible for lost applications that are passed along by hand. Send applications to:

CFE Registrar c/o ARPFNB
Hugh John Flemming Forestry Centre
1350 rue Regent Street, Suite 221
Fredericton, New Brunswick
E3C 2G6
Phone: 506.452.6933
Fax: 506.450.3128
E-mail: arpf@nbnet.nb.ca

Information on Claims:

Legitimate claims under each category are outlined on the CFE application form and can be viewed on the NBFTA website www.forest-technician.com under **Links**. A personal activity record can be found on the website as well. Hard copies are also available from the CFE registrar and your CFE committee members

Category 1: Structured learning (*Minimum 60 contact hours*)

These are structured learning opportunities (workshops, short courses, technical courses, seminars, etc.), primarily related to the career and practice of forestry, but can also include courses which benefit a person in their profession or position. If you are unsure if a course is acceptable, contact your CFE Committee representative. If submitting courses not related to forestry, *explain how the course is related to your profession or position in the application.*

For courses with formal instruction, lectures, or presentations; **credit 1 contact hour for each hour of instruction**. Short breaks may be included, but do not include lunch unless some sort of formal instruction is taking place during the lunch break. For field trips **credit 1 contact hour for each 3 hours**, unless exact hours of field instruction can be determined and verified, then the ratio would be (1:1).

Remember; all Category 1 hours claimed require supporting documentation.

Category 2: Self –Improvement (*Maximum 90 contact hours*)

Category 2 is straight forward with only two areas to consider;

- Business meetings of forestry related professional organizations and associations; credit 1 contact hour for each half day attendance. For example if the business meeting finishes in a half day or less, claim 1 hour. If the business meeting takes more than a half day, claim, claim 2 hours (submit a copy of the meeting agenda with your claim).

Note: Any technical components to these meetings are claimed under Category 1.

- Reading, viewing, or listening to related technical forestry material; credit 1 contact hour for each hour taken. When submitting hours, take the following approach;
 - I. For journals or magazines which are read on a regular basis; submit the name of the journal or magazine, the total number of issues read and the total hours claimed.
 - II. For individual articles, papers, books, videos, etc.; make a list with the title, author, year published, and the number of pages (if appropriate), and the hours claimed for each entry.

Not everybody reads at the same speed, however reading claims should be reasonable. A ratio of 30 pages per hour is a good guideline.

Category 3: Professional contributions (*Maximum 60 contact hours*)

Category 3 has three areas to consider:

- Development, preparation, and presentation of course work of the type which would qualify under category 1, and which is *beyond normal duties or job description*; **credit 2 contact hours per hour of presentation for newly developed courses** and **1 hour per contact hour for existing course work presented**. For example, if you prepare and present a course from scratch that is rated for 10 CFE credit hours (under Category 1), you claim 20 credit hours under Category 3, (*regardless of how many hours you actually worked on getting the course together*). If you present the course again without significantly updating it, or you present someone else's course, you claim 10 credit hours under Category 3. Supporting documentation for these hours would be the agenda or course outline, for each time the course was given.
- Preparation, writing, and publication of forestry related material which is beyond normal duties or job description. Credit 15 contact hours for each publication requiring technical review (*regardless of how many hours you actually worked on preparing the article*). Supporting documentation for these hours would be a copy of the paper or article in print. If the paper or article is not published you cannot claim it.
- Holding an elected or appointed office or active committee assignment in a forestry related (or allied) professional organization. **Credit 5 contact hours per year for holding office or chairing a committee/assignment; credit 2 contact hours per year for active committee membership**. *Do not claim work done on behalf of your office or committee in any other category*. For example all work done and meetings attended as part of the CFE committee is credited for a total of 5 hours per year for the chair and 2 hours per year for active committee members, *regardless of how many hours are actually put in doing the actual work*.

To contact the NBFTA Continuing Forestry Education (CFE) Committee members with any questions regarding your application or this information packet please use the contact information below:

Phil Hughes (chair)

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