

CONTINUING FORESTRY EDUCATION CERTIFICATION PROGRAM



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.

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 120 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 30 hours in the three years for that category, and by setting maximum hours for the other categories. All 120 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 (30 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, 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, FPInnovations, 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 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

APPLICATION FOR CONTINUING FORESTRY EDUCATION CERTIFICATE

Name: _____ Title: _____
(as it should appear on certificate)

Mailing Address: _____


Telephone: _____ Fax: _____ E-mail _____

NBFTA CFT Number: _____

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 (30 minimum/120 maximum)
Category 2: _____ Hours Claimed (90 maximum)
Category 3: _____ Hours Claimed (60 maximum)
Total: _____ Hours Claimed (120 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)

Date Received _____ Amount _____

Certificate mailed by _____ 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 NBFTA CFE Chair c/o MCFT, Hugh John Flemming Forestry Centre, 1350 rue Regent Street, Fredericton, New Brunswick, E3C 2G6
contact@nbfta.org
Cette brochure est aussi disponible en Français.

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