



**New Brunswick Forest Technicians Association
Terms of Reference
Executive & Committee Positions of Accountability**

Position(s):	N/A		
Committee:	Certification Board		
Version:	Draft 1.0	Replaces Version:	Original

****The various sections of this document were taken from NBFTA Constitution and By-Laws.***

GENERAL PURPOSE OF THE POSITION/COMMITTEE:

1. All members of the Certification Board must be Certified Members of the Association (Constitution Article 4 Tenure of Office and Election - Section 4.6)
2. The Certification Board and First Vice President will be responsible to the Association for the certification of the members.
3. The objective of certification of NBFTA members is to recognize and validate experience, education, and competency of those members practicing acceptable forestry in New Brunswick.

MEMBERSHIP: *As specified in the NBFTA Constitution, by-laws or otherwise.*

1. The Board will be composed of six Certified Members of the Association and the First Vice President.
2. Two members will be appointed, at the annual general meeting, to this committee each year for a three-year term.
3. The First Vice President of the Association will be the only member of the Executive eligible to be a member of this Board and will be the Chair for this Board.
4. The Chair of the Board will make recommendations to the Executive Council on all candidates who apply for certification and will be responsible for all Board correspondence.

TERM: *As specified in the NBFTA Constitution, by-laws or otherwise.*

1. Two years for the First Vice President and three years for all other board members. Terms are renewable?

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Maintain existing certification requirements.
2. Maintain an accurate records pertaining to each certified member, and also of general Certification Committee business.
3. Provide current certified membership listing to the NBFTA Treasurer on an ongoing basis for the purpose of maintaining an accurate membership database, and also for annual dues invoicing.
4. Recommend the necessary changes in the certification procedure, if necessary, to the Association for approval at an annual general meeting.
5. Review and evaluate applications.
6. Grant or refuse certification.

MEETING FREQUENCY:

1. The Certification Board shall meet four times per year (or as required) to review applications for certification.

ADDITIONAL INFORMATION: *Other Key Details to the Certification Board and Process that Board Members must know: (Taken from NBFTA Constitution By-Laws 9, 11, 15 and 16).*

9.4 Candidates who are refused by the Board may appeal to the President of the Association in writing. Appeals must be made within fourteen (14) days of receipt of a refusal. The Executive will review the refusal and notify the candidate of their decision within thirty (30) days of receipt of the appeal.

9.5 A member not meeting the required standard for the examination and for just reason feels that his/her improperly assessed, may, in writing within one week of notification, request a re-mark of the examination, upon payment of a fee of \$50.00. If the Board is found in error, the fee will be refunded, otherwise the fee will be forfeited.

11. CERTIFICATION PROCEDURE

11.1 The objective of certification of NBFTA members is to recognize and validate experience, education, and competency of those members practicing acceptable forestry in New Brunswick.

11.2 To become a Member of the NBFTA, the applicant must be a graduate of a forest technician/technologist school recognized by the NBFTA. Upon acceptance, the new member will receive and become familiar with the NBFTA Code of Ethics, and shall signify with their signature, receipt and undertaking to comply with the requirements as spelled out in the Code of Ethics.

11.3 To become a Certified Member of the NBFTA, the NBFTA member must have:

11.3-1 Twenty-four months acceptable post graduation, forestry experience.

11.3-2 Letters of recommendation from two Certified Members of this Association.

11.3-3 Passed an examination based upon the pertinent Acts and Regulations of New Brunswick and the NBFTA Code of Ethics.

11.4 Examinations for certification will be written at least twice a year or more at the discretion of the Certification Board.

11.5 A candidate who fails may write the examination each time it is offered within a calendar year.

11.6 If a candidate fails twice, he/she must take a Continuing Forestry Education course(s) before writing one last time.

11.7 Candidates can be requested to take an oral examination.

11.8 Repealed AGM 2001

11.9 Upon Certification the member will:

11.9-1 Be issued a personal registration number.

11.9-2 Receive a certificate (to be awarded during the subsequent annual general meeting).

11.9-3 Be entitled to use the words "Certified Forest Technician or the letters CFT" after his/her name.

11.9-4 Be permitted to purchase a standard stamp/seal from the NBFTA bearing the member's name and Association registration number.

11.10 Loss of Certification

11.10.1 At the annual general meeting, the chair of the CFE committee shall provide the Executive with a list of all certified members that have not received or applied for a CFE certificate to maintain their certification.

11.10.2 The chair of the Certification Board shall notify the certified member in writing of the pending loss of certification. The certified member shall have sixty days from the posting of said notification to apply, with sufficient CFE hours, for a CFE certificate.

11.10.3 If, after sixty days, the certified member does not apply for a CFE certificate, they will be removed from the list of certified members and placed on the membership list.

11.10.4 A CFT losing his/her certification because of non-payment of dues cannot apply for re-certification if he/she requires a CFE certificate.

11.11 Re-certification

11.11.1 Any member who loses his/her certification by failing to receive a CFE certificate may apply for re-certification. For a period of not exceeding 5 years, the member will provide the chairman of the Certification Board a CFE certificate. (Processing fee equal to half the annual dues of a CFT)

11.11.2 Any member who has lost his/her certification by failing to receive a CFE certificate and does not apply for re-certification as stated in 11.11.1 shall be required to provide a CFE certificate and be required to re-write the certification examination. (Processing fee is equal to half the CFT annual dues of a CFT plus the cost of the examination).

15. REPLACING OFFICERS AND COMMITTEE MEMBERS

15.3 Should a member of the Certification Board or of any other Committee be dismissed or be required to withdraw from the Board or Committee, the President will be empowered to appoint a Certified Member to fulfill the duties until the next annual general meeting.

16. EVALUATION OF EXAMINATIONS

16.1 Any member of the Certification Board shall have the authority to grade exams. All candidates shall be notified of the results in writing by the chair of the nominating committee.

16.2 Candidates must receive a minimum of 75% to pass the examination.

16.3 Candidates who receive a failing grade on the certification exam may request a reassessment of their exam within fourteen days in writing to the chair of the Certification Board. Two members of the Certification Board other than the member who originally graded the exam will do the reassessment.

Prepared By	Riley Côté-DeMerchant	Date	06/02/2014
Reviewed By	Blair DeGrace	Date	06/03/2014
Revised By		Date	