

Fair Registration Practices Report

Foresters (2008)

The answers that you submitted to OFC can be seen below.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

Website, email and phone calls. We speak to most candidates and all that have any difficulties.

b) requirements for registration

Website, email and phone calls. We speak to most candidates and all that have any difficulties.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

Website, email and phone calls. We speak to most candidates and all that have any difficulties.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

Website, email and phone calls. We speak to most candidates and all that have any difficulties.

e) requirements that may be satisfied through acceptable alternatives

Website, email and phone calls. We speak to most candidates and all that have any difficulties.

f) the steps in the assessment process

Website, email and phone calls. We speak to most candidates and all that have any difficulties.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

Website, email and phone calls. We speak to most candidates and all that have any difficulties.

Normal requirements plus: U of T or WES assessment of degree. English description of courses.

h) alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

Email and phone calls. We speak to most candidates and all that have any difficulties.

i) how applicants can contact your organization

Website.

j) how, why and how often your organization

Not on website. Candidates are invited to

initiates communication with applicants about their applications	contact us whenever they wish and we contact them if materials are confusing or insufficient.
k) the process for dealing with documents provided in languages other than English or French	Website, email and phone calls. We speak to most candidates and all that have any difficulties.
l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process	Website, email and phone calls. We speak to most candidates and all that have any difficulties.
m) any timelines, deadlines or time limits that applicants will be subject to during the registration process	Website, email and phone calls. We speak to most candidates and all that have any difficulties.
n) the amount of time that the registration process usually takes	Not explicitly on website, however, meeting dates of Registration Committee are listed (bi-monthly).
o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence	Website, email and phone calls. We speak to most candidates and all that have any difficulties.
p) accommodation of applicants with special needs, such as visual impairment	Not on website-never encountered.

Amount of Fees (2 / 13)	
Are any of the fees different for internationally trained applicants? If yes, please explain.	No, however, they may have translation and University evaluation expenses.

Provision of Timely Decisions, Responses and Reasons (3 / 13)	
a) What are your timelines for making registration decisions	Registration Committee assesses applications with complete documentation every 2 months.
b) What are your timelines for responding to applicants in writing	Target is within 3 weeks of Registration Committee meeting. We allow 1 week for the minutes to be drafted and sent to Committee and up to 1 week for the Committee to approve.
c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions	Target is within 4 weeks of Registration Committee meeting. We allow 1 week for the decision to be drafted and sent to Committee and up to 1 week for the Committee to approve.
d) Explain how your organization ensures that it adheres to these timelines.	We do our best and will defer applications which require further investigation in order to not hold up other applicants. Committee may consult by email if the matter is urgent.

Access to Records (4 / 13)

- a) Describe how you give applicants access to their own records related to their applications for registration.
- b) Explain why access to applicants' own records would be limited or refused.
- c) State how and when you give applicants estimates of the fees for making records available.
- d) List the fees for making records available.
- e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

If requested, we would share any information requested-scanned and emailed if appropriate.

It is not limited or refused.

No fees to date.

No fees to date.

No fees to date.

Resources for Applicants (5 / 13)

- a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.
- b) Describe how your organization provides information to applicants about these resources.

We have a reasonable amount of information on the website and through links. Staff (committee members occasionally) are available to speak to any applicant. Subject reading lists are available on request after receiving application fee. Some examiners are willing to speak to candidates to answer questions regarding the subject.

By phone or email if need arises.

Internal Review or Appeal Processes (6 / 13)

This section refers to initial internal reviews or appeals.

- a) List your timelines for completing internal reviews or appeals of registration decisions.
 - i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.
 - ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.
- b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.
- c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

Target would likely be 2 months like the normal application timeline. We have never had an appeal.

N/A

N/A

Written submissions are specified in the act. The Act is on the website

Currently any written format would be accepted. We would so advise them if asked.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

First level of review is back to the Registration Committee and would involve the same persons. Appeals go to the Executive Committee which has been named as our internal appeal body and has no members in common with the Registration Committee.

e) Describe your internal review or appeal process.

First level of review is back to the Registration Committee and would involve the same persons. Appeals go to the Executive Committee which has been named as our internal appeal body and has no members in common with the Registration Committee.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

**We currently have 9 members on the Registration Committee (5 to 10 are required under the act). All but 1 are OPFA members (members of the profession). 1 is a publicly appointed Council member. Currently, none received their undergraduate training outside of Canada.
The Executive Committee which acts as the appeal body has membership specified in the Act, four OPFA members (member of the profession) and 1 public appointed councillor. Currently, none received their undergraduate training outside Canada.**

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

Website and would advise if asked. We have never had an appeal.

Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

For Registered Professional Forester status:
1. Accredited 4 year, science based, degree or equivalent covering:
a)16 subjects and prerequisites (old standards)
OR
b)3 dozen measureable competencies in 7 listed fields (new standards)
PLUS
2. 18 months professional experience in Ontario or equivalent acceptable to the Registration Committee.
PLUS
3. 2 sponsoring members of the OPFA, familiar with the candidates work.

For Associate membership status(limited

license specified for each individual):
- 4 sponsors. At least 2 normally OPFA members.
- demonstrable competency at a professional level documented for specified aspect(s) of professional forestry. This is normally the result of 10 or more years of experience.
- normally expect a science based degree or forest technician education.

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

**U of T or WES assess the level of the degree (4 year equivalent?)
Applicant arranges for transcript and English course descriptions. Assessor(academic member of Registration Committee) assesses against the above standards.**

c) Explain how work experience in the profession is assessed.

Description is reviewed by the Registration Committee.

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

See above.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

The Registration Committee maintains a record of significant precedents.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

Relative status of an institution within its home country has no effect so long as minimum requirements are met. Status of an institution can make it difficult for an applicant to obtain necessary documents at which time we will assist if possible.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

Never encountered.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

Less than 2 months from the time having submitted all documents unless assessment of non-accredited University courses is required- up to 2 months additional may be required. Associate membership applications may take longer if agreement on wording of their individual scope of practice encounters difficulties (average an additional month?)

i. State whether the average time differs for internationally trained individuals.

Time will not differ once their documentation is in order.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

No difference.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.	U of T or WES
ii. Describe the criteria that are applied to determine equivalency.	N/A
iii. Explain how work experience is taken into account.	A minimum of 18 months is required.
j) If your organization conducts competency assessments:	
i. Describe the methodology used to evaluate competency.	Under development with other professional forestry bodies across Canada.
ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.	Under development with other professional forestry bodies across Canada.
iii. Explain how work experience is used in the assessment of competency.	Under development with other professional forestry bodies across Canada.
k) If your organization conducts prior learning assessments:	
i. Describe the methodology used to evaluate prior learning.	N/A
ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.	N/A
iii. Explain how work experience is used in the assessment of prior learning.	N/A
l) If your organization administers examinations:	
i. Describe the exam format, scoring method and number of rewrites permitted.	Exams are set and marked by academics responsible for the subject area. Most are 3 hours, closed book written essay exams. 1 subject is project based (open book). Oral exams may be allowed for 1 subject. The number of rewrites permitted is 2 but subject to reconsideration. Exams may be written at a time of the applicant's choosing.
ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.	Each exam is set by one of the persons setting exams in accredited university programs.
iii. State how often exam questions are updated and the process for doing so.	As needed.

Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as	U of T and WES
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language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

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b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

We rely on their reputation with other larger regulatory colleges.

ii. utilizes current and accurate information about qualifications from outside Canada

We rely on their reputation with other larger regulatory colleges.

iii. provides timely decisions, responses and reasons to applicants

We rely on their reputation with other larger regulatory colleges.

iv. provides training to individuals assessing qualifications

We rely on their reputation with other larger regulatory colleges.

v. provides access to records related to the assessment to applicants

We rely on their reputation with other larger regulatory colleges.

vi. accommodates applicants with special needs, such as visual impairment

We rely on their reputation with other larger regulatory colleges.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

We rely on their reputation with other larger regulatory colleges.

ii. Describe the criteria that are applied to determine equivalency.

We rely on their reputation with other larger regulatory colleges.

iii. Explain how work experience is taken into account.

N/A

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

N/A

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

N/A

iii. Explain how work experience is used in the assessment of competency.

N/A

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

N/A

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is

N/A

validated.

iii. Explain how work experience is used in the assessment of prior learning.

N/A

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

N/A

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

N/A

iii. State how often exam questions are updated and the process for doing so.

N/A

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

All except publicly appointed councillors are trained in the profession. Staff do not assess.

ii. individuals who make registration decisions

All except publicly appointed councillors are trained in the profession. Staff do not assess.

iii. individuals who make internal review or appeal decisions

All except publicly appointed councillors are trained in the profession. Staff do not assess.

Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

All professional forestry bodies in Canada have signed a Mutual Recognition Agreement.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

Transfer between provinces for Registered Professional Foresters in good standing is streamlined.

Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials are available.

Language	Yes/No
English	Yes
French	No

Other (please specify)

Paid staff employed by your organization

b) State the number of paid staff employed by your organization in the following categories.

Category	Staff
Total staff employed by the regulatory body	2
Staff involved in appeals process	1
Staff involved in registration process	2

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Countries where internationally educated applicants were initially trained

c) List the countries where your internationally educated applicants* were initially trained in the profession, and the number of applicants trained in each country.

Applicants	Country of training (Canada excluded)	Number of applicants**
Largest number	Pakistan	2
Second-largest number	Germany	2
Third-largest number	Romania	2
Fourth-largest number	India	2
Fifth-largest number	Nepal, Scotland	1

* Persons who have applied to start the process for entry to the profession.

** Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members* were initially trained in the profession (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Total Members	581	102	3	5	2	693
Non-practising members	138	35	2	8	1	184

* Persons who are currently able to use the protected title or professional designation of your profession.

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

All staff are contractors.

Total members=practicing members

The number of practicing and non-practicing members are as of Dec. 31 and do not include Non-Resident(practicing outside of the province) or Student or Provisional members.

Applications your organization processed in the past year

e) State the number of applications your organization processed in the past year (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	26	11	1	4	1	43
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	27	14	1	6	1	49
Inactive applicants (applicants who had no contact with your organization in the reporting year)	5	2	1	1	0	9
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	0	0	0
Applicants who became members	19	7	0	0	1	27
Applicants who were authorized to receive an alternative class of license* but were not issued a license	0	0	0	0	0	0
Applicants who were issued an alternative	7	0	0	0	1	8

class of license*

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

* An alternative class of license enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licensed. Please list and describe below the alternative classes of license that your organization grants, such as student, intern, associate, provisional or temporary.

	Class of License	Description
a)	Associate	Able to practice forestry within a specific scope of practice
b)		
c)		

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the past year (use only numbers, do not enter commas or decimals).

Jan. 1 to Dec. 31	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee	0	0	0	0	0	0
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Enter "n/a" when the process does not exist in your registration practices. Enter "0" when the process exists in your registration practices but the correct value is zero.

Additional comments:

Certification (13 / 13)

I hereby certify that:

- - I have reviewed the information submitted in this Fair Registration Practices Report (the "Report")
- - all information required to be provided in the Report is included; and
- - the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization:

Tony Jennings

Title:

Registrar

Date:

February 25, 2009