

A large, thin green circle is centered on the page. A horizontal bar, divided into a light green left half and a white right half, passes through the center of the circle. A thick black bracket is on the left side of the bar, and a thick green bracket is on the right side.

Ontario Professional  
Foresters Association

APPROVED BY COUNCIL MARCH 3, 2003

# GUIDELINES

## FOR

# ASSOCIATE MEMBERSHIP



# GUIDELINES FOR ASSOCIATE MEMBERSHIP

## 1. APPLICATIONS

All Applications for Membership must be in the form prescribed for that purpose by the Ontario Professional Foresters Association (O.P.F.A.), must be properly completed, and must be accompanied by:

### A. Education

- i. Certified copies of transcripts or other course records of all completed or partially completed degrees, diplomas or certificates that are relevant to the applicant's work activities. Course descriptions may be requested by the Registrar or Registration Committee. Translations may be also be requested if the material provided is in a language other than English or French.
- ii. Notice of successful completion of any O.P.F.A. examinations.

### B. Experience

- i. A detailed description of work experience, including positions held, and the duties, responsibilities and dates for each position held.
- ii. A detailed description of activities being engaged in which the applicant believes fall within the scope of practice of the Act.  
Council Amendment March 3, 2003
- iii. If applicable, a copy of at least one document recently prepared or authored by the applicant dealing with the subject matter of the applicant's activities which fall within the practice of professional forestry.

### C. Sponsors

- i. The recommendation of four sponsors, of which two must be currently members of the O.P.F.A. (R.P.F.'s) in good standing, on the prescribed Sponsor's Form.
- ii. The Registration Committee may accept opinions from others who are familiar with the work of the applicant in the applicant's jurisdiction.

### D. Application Fee

- i. The appropriate fees as may be prescribed from time to time by the O.P.F.A.

## 2. ACADEMIC REQUIREMENTS

The Association will accept applications for Associate Membership from candidates whose academic standing is not accredited by the Canadian Forestry Accreditation Board (CFAB). A list of forestry programs accredited by the CFAB is found in Appendix A.

### B. Graduates from Other Canadian and Foreign University Programs

- i. A degree from a recognized university will be considered particularly one that includes some or all Forest Science and Management subject areas listed in Section 3. Candidates may be required to write and pass examinations set by the O.P.F.A. in specific subjects to the satisfaction of the O.P.F.A.
- ii. The O.P.F.A. office will advise all

graduates of non Canadian Universities to submit their transcripts to the University of Toronto Evaluation Office as a first step in getting their courses evaluated. Once this has been completed, then it will be in order for them to make application to the O.P.F.A. in the standard manner and include with their application, the results of their evaluation and their course descriptions.

7. Forest Hydrology
8. Forest Measuring, Monitoring and Forecasting
9. Forest Operations
10. Wood Science and Utilization
11. Forest Soils
12. Silviculture
13. Tree Morphology and Physiology
14. Forest Economics and Finance
15. Forest Management
16. Forest Policy and Administration (Ontario)

**University of Toronto Comparative Education Service**

315 Bloor St. West, Toronto, Ontario, M5S 1A3  
416-978-2185

#### **4. PROFESSIONAL FORESTRY WORK EXPERIENCE**

#### **C. Non University Graduates**

- i. Candidates may be required to successfully pass examinations set by the O.P.F.A., in specific subject areas listed in Section 3.

The policy of the O.P.F.A. is:

- employment as a forest technician or other forestry related trade, occupation or profession may be accepted as work experience if it is judged to be work experience of a professional nature. Council Amendment March 3, 2003
- professional forestry work experience is not a substitute for academic standards
- professional forestry work experience from outside of Canada is acceptable
- post-graduate studies may count for up to a maximum of 33 1/3 % of a candidates professional forestry required work experience
- professional forestry work experience is calculated by calendar months

#### **3. FOREST SCIENCE AND MANAGEMENT SUBJECT AREAS**

The following subjects are required by the O.P.F.A. as minimum academic requirements when assessing the qualifications of an applicant for Full Membership. Applicants for Associate Membership may be required to pass examinations in specific subject areas as determined by the Registration Committee.

1. Dendrology
2. Forest Ecology
3. Silvics
4. Forest Pathology
5. Forest Entomology
6. Forest Fire Ecology and Management

It is normally expected that the applicant will have a minimum of 10 years of work experience within the area of practice to which the applicant's registration will

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apply, gained through on the job training and generally under the supervision of a Registered Professional Forester.

Council Amendment March 3, 2003

Academic training related to the area of practice to which the applicant's registration will apply will be considered an asset.

The Registration Committee may accept experience outside Ontario if the experience is deemed to be relevant to the practice of forestry in Ontario.

In assessing candidates, the Registration Committee will review the job descriptions provided by applicants and the sponsors' information, comments and recommendations as provided on the Sponsorship Forms. The Committee may request additional information or clarification from applicants or sponsors as it determines necessary.

Professional level experience is critical to ensure that the applicant possesses the ability and judgement required to engage in the activities in question. The Registration Committee must be satisfied with the following four points about the applicant's experience:

1. its nature provides sufficient application of professional level skills and requires the ability to integrate diverse information;
2. relevancy to the practice of forestry in Ontario;
3. supporting evidence that the work was satisfactory and professional; and,
4. the duration of the experience.

The Registration Committee relies heavily on the sponsors' judgements that the work was performed satisfactorily and was at a professional level.

The Registration Committee must be satisfied that the work experience conforms to the O.P.F.A.'s Code of Ethics and Standards of Practice.

## 5. EXAMINATIONS

It is the policy of the O.P.F.A. that:

- Candidates may begin the examination process when they are accepted instead of waiting until they have gained the necessary level of professional experience
- Graduate work equivalent to "Fish and Wildlife Management", "Forest Utilization", Ph.D. thesis and consultant's reports may be considered as a substitute for the completion of a Timber Management Plan

### A. Time Limitations

- i. Candidates must sit at least one examination within a period of six months of being informed of the examination requirements and complete all requirements both written and oral within a period of six years of being so informed. If a candidate fails to sit any examinations within the first 6 months period or complete all requirements within the six year period, he/she will have to reapply as a new applicant, subject to all dues and charges as such. Any applicant who does not comply with the time limitations may petition Council for consideration in extenuating circumstances.

### B. Place of Writing

- i. All examinations may be written in

Toronto, or in any other place at the discretion of the Registrar. If not written in Toronto a Registered Professional Forester of Ontario must agree to supervise and invigilate the examinations according to the regulations specified by the Registrar.

**B. Time of Writing**

- i. If examinations are required, the first examination will be written two months and not more than six months from the date of notification.

**C. Papers**

- i. Candidates will select the subject papers that they wish to write and so apply to the Registrar at least six weeks in advance of the time of the examination.

**D. Fees**

- i. Each candidate must pay the examination fee as prescribed by the O.P.F.A. for each subject paper written, payable at the time of his application for sitting the examination.

**E. Standing**

- i. A candidate must obtain 60% standing in each core subject. A candidate who fails to achieve a satisfactory grade in any subject after two attempts shall be advised that his/her application has been terminated and that he/she may request re-consideration to the Registration Committee within 60 days.

**F. Thesis**

- i. The O.P.F.A. may accept a written report, paper or thesis on a forestry or forestry related matter in lieu of a forest management plan.

**7. SUCCESSFUL COMPLETION OF ALL REQUIREMENTS**

When a candidate has successfully completed all the prescribed requirements, it is the duty of the Registration Committee to recommend to the Registrar that the applicant be admitted to the Association as an Associate Member.

It is the policy of the O.P.F.A. that:

- The effective date that an applicant becomes a member of the Association shall be the date that the Registrar is instructed to notify the applicant that he/she has been accepted for membership in the Association.

**APPENDIX A**

**Canadian Forestry Accreditation Board accredited Forestry Programs**

1. **Laval University**, Faculty of Forestry and Geomatics, Forest Environment and Forest Resources Management Program – accredited to June 30, 2003
2. **Lakehead University**, Faculty of Forestry and The Forest Environment - Forestry Program (H.B.Sc.F.) – accredited to June 30, 2006

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3. **University of Moncton**, School of Forest Sciences, Forest Sciences Program – accredited to June 30, 2004  
qualification of candidates as may be appropriate and necessary.  
The standards include all of the academic standards of the Canadian Forestry Accreditation Board (CFAB). In addition, they reflect unique and essential requirements for the practice of professional forestry in Ontario. The standards are designed to satisfy the Association's commitments to the Canadian national forestry accreditation process as set out in the *Canadian Forestry Accreditation Board Policy Statement, 1999*, as well as the commitments of the Association contained in the *Mutual Recognition Agreement among the Registered Professional Foresters Associations of Canada, 2001* [in preparation].
4. **University of Alberta**, Faculty of Agriculture, Forestry and Home Economics, Forestry and Forest Business Management Programs – accredited to June 30, 2005  
The standards are subject area requirements, not course descriptions. The material specified under each title may be delivered through one or more courses or parts of courses at a recognized, degree-granting institution. The standards are described under the headings of forest science and management; basic and quantitative sciences; and complementary sciences.
5. **University of British Columbia**, Faculty of Forestry, Forest Resources Management and Forest Operations Programs – accredited to June 30, 2005
6. **University of New Brunswick**, Faculty of Forestry and Environmental Management, Forest Ecosystem Management Program – accredited to June 30, 2005
7. **University of Northern British Columbia**, Faculty of Natural Resources and Environmental Studies, Forestry Program – accredited to June 30, 2003  
Revisions ratified by Council - July 23, 1999

### **APPENDIX B**

#### **Ontario Professional Foresters Association Academic Standards**

These standards set out the academic requirements for entrance into membership in the Ontario Professional Foresters Association (OPFA). They do not include work experience and sponsorship requirements which constitute a separate and additional candidacy obligation. In evaluating the qualifications of membership candidates, the Association will apply the standards in a manner consistent with the requirements of the practice of professional forestry in Ontario. The Association reserves the right to require additional academic

#### **Forest Science and Management Subject Areas**

1. Dendrology
2. Forest Ecology
3. Silvics
4. Forest Pathology
5. Forest Entomology
6. Forest Fire Ecology and Management
7. Forest Hydrology
8. Forest Measuring, Monitoring and Forecasting
9. Forest Operations
10. Wood Science and Utilization
11. Forest Soils
12. Silviculture

- 13. Tree Morphology and Physiology
- 14. Forest Economics and Finance
- 15. Forest Management
- 16. Forest Policy and Administration (Ontario)

**Basic and Quantitative Science Subject Areas**

This is a non-descriptive standard encompassing knowledge of descriptive and analytical elements of basic and quantitative science subjects required to develop understanding of natural relationships. These include organic and inorganic chemistry, geology, an introduction to biological sciences placing emphasis on plant botany and zoology, and one or more of physics, calculus and statistics.

**Complementary Science Subject Areas**

Included in an undergraduate university program in forestry are subject areas complementary to core forestry topics. When combined with the other required academic components, these subject areas enable graduates to function at the highest levels of competence and effectiveness. It is intended also to ensure that graduates will be able to undertake professional activities with appropriate knowledge and understanding of the social and cultural needs and differences within society.

Subject areas included are introduction to the social sciences and the humanities, human relationships, professional ethics, introductory computer science and computer applications, communications and technical report writing, and business and management skills.

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Normally these standards would be met by earning a Bachelor of Science in Forestry (B.Sc.F. or equivalent) degree from a four year, university-level program accredited by the CFAB. Notwithstanding, graduates of CFAB-accredited forestry programs outside Ontario

are obliged to meet the requirements of the *Forest Policy and Administration (Ontario)* Standard under the supervision of the OPFA.

Persons who wish to qualify as Registered Professional Foresters within the Province of Ontario, but who do not possess a degree from a forestry program accredited by the CFAB or from a baccalaureate program in forestry recognized by and acceptable to the OPFA, will be evaluated against the Association’s complete set of academic standards.

Credits for some standards may be awarded at the discretion of the OPFA on an individual basis for university credits earned in complementary or associated baccalaureate programs. In all cases, the applicant must satisfy the Association’s Registration Committee of compliance with the requirements for admission.

**APPENDIX C**

**Guidelines On Professional Forestry Work Experience**

The purpose of this guideline is to provide a consistent direction in the way in which the Registration Committee interprets the requirements for professional forestry work experience as set out in the Guidelines for Membership in the O.P.F.A. At the same time, the Registration Committee will examine each applicant individually and requires flexibility to deal with specific cases. Thus, the following points constitute general principles.

- 1. The reason for requiring professional forestry work experience in forestry following completion of an educational program is to ensure that the applicant possesses the ability and judgement to apply the knowledge gained. Therefore, the Registration Committee needs to be satisfied with four points with respect to the experience:



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- the length of time of the professional forestry experience (after completing course work and/or graduation) the nature of the duties as providing sufficient opportunities or test of skills the relevancy to the practice of professional forestry in Ontario and consistent with the Scope of Practice of professional forestry as defined in the governing legislation the supporting evidence that the professional forestry work was satisfactory
2. The primary criterion for experience is that the professional forestry work required the level of education/skills acquired in one or more of the subject areas set out for the education component of these guidelines. This provides a broad range of possible work assignments and roles, and is not necessarily reflective of job titles.
  3. The Registration Committee recognizes that work assignments carried out by junior professionals may be similar in character to that of a technician. The difference is that for the professional it is an entry level learning experience from which the candidate is expected to advance. The Registration Committee normally would not accept a job that was simply manual in nature. It must include a significant judgement or skills component and/or require a broad knowledge of forestry and the ability to integrate diverse information.
  4. The Registration Committee does accept professional forestry work towards a postgraduate degree in forestry as acceptable professional forestry experience.
  5. In assessing candidates, the Registration Committee will review the job descriptions provided by applicants and the sponsorship forms. At times, the Registration Committee may request additional information or clarification.
  6. The Registration Committee may accept that only a portion of a professional forestry work assignment is satisfactory. In this case, it would credit a candidate with a part of the time.
  7. The Registration Committee may accept professional forestry work experience outside Ontario as meeting this requirement.
  8. The Registration Committee relies heavily on the sponsors' judgements that the professional forestry work was performed satisfactorily and was at a professional level.
  9. The Registration Committee needs to be satisfied that the professional forestry work conformed to the Code of Ethics for the Association.