

# SPONSORSHIP FORM

Approved by Council March 3, 2003

**APPLICANT:** \_\_\_\_\_

The purpose of the sponsorship process is to provide the Registrar and the Registration Committee with an assessment of whether an applicant has the knowledge, skills and experience required to become a member of the Ontario Professional Foresters Association. The sponsor therefore has a number of responsibilities. These include:

- Providing advice and guidance to those seeking membership in the Association
- Supporting the applicant throughout the entire application and registration process.
- Ensuring that the applicant is familiar with the Professional Foresters Act 2000 and its objects
- Ensuring that the applicant understands the Association's mandatory Continuing Education program
- Ensuring that the applicant is familiar with the Association's Code of Ethics
- Ensuring that the applicant is familiar with the definition of Professional Misconduct
- Supporting the class of membership requested by the applicant including any limitations (including Geographic limitations) associated with the scope of practice requested by the applicant
- Attesting to the applicant being of good character
- Having first-hand knowledge of the abilities of the applicant while performing their duties at a professional level.

Sponsors from Ontario must be members in good standing of the O.P.F.A. for a minimum of 2 years. (Note: Non-RPF sponsors for Associate members candidates must have been working or resident in Ontario for at least the last 5 years.) For sponsors qualifying an applicant's experience from outside the province of Ontario, a Registered Professional Forester or a sponsor with equivalent credentials may be used at the discretion of the Registration Committee. In exceptional circumstances, such as when an applicant has not been directly associated with the sponsor for a significant period of the qualifying experience, an R.P.F. may sponsor an applicant if they can review the work of and interview the applicant, supervisors and colleagues to the extent necessary to confidently express judgments as required of sponsors. The Registration Committee may request clarification or additional information from the sponsors. Sponsors must be familiar with the Legislation and By-laws governing the Association and the most recent O.P.F.A. guidelines for membership. Sponsors should discuss their comments with the applicant and provide any further assistance in submitting the required information for membership. Sponsors are to complete the Sponsorship Form in detail and additional pages may be attached if required. All completed sponsorship forms are kept confidential.

**SPONSOR:** \_\_\_\_\_ **R.P.F. #** \_\_\_\_\_

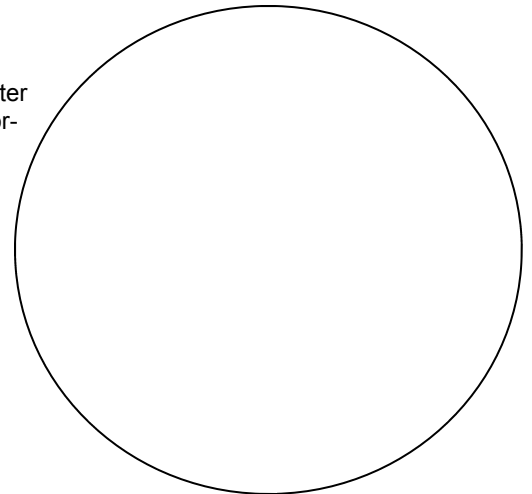
**ADDRESS:** \_\_\_\_\_

**PHONE No.** \_\_\_\_\_

I certify that I have read and understand the responsibilities of a sponsoring forester and that the information given in this form and on any attached document(s) is correct, complete and provides full disclosure.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



Sponsors Seal if applicable

Mail or Fax completed  
Sponsorship Form directly to :  
The OPFA



**Instructions for Sponsors**

In order to determine the acceptability of the applicant, you are asked to complete this form, sign, date and certify with your seal. You should be fair and honest in detailing your experience and knowledge of the applicant. Answers should be typewritten. Please attach extra pages if needed.

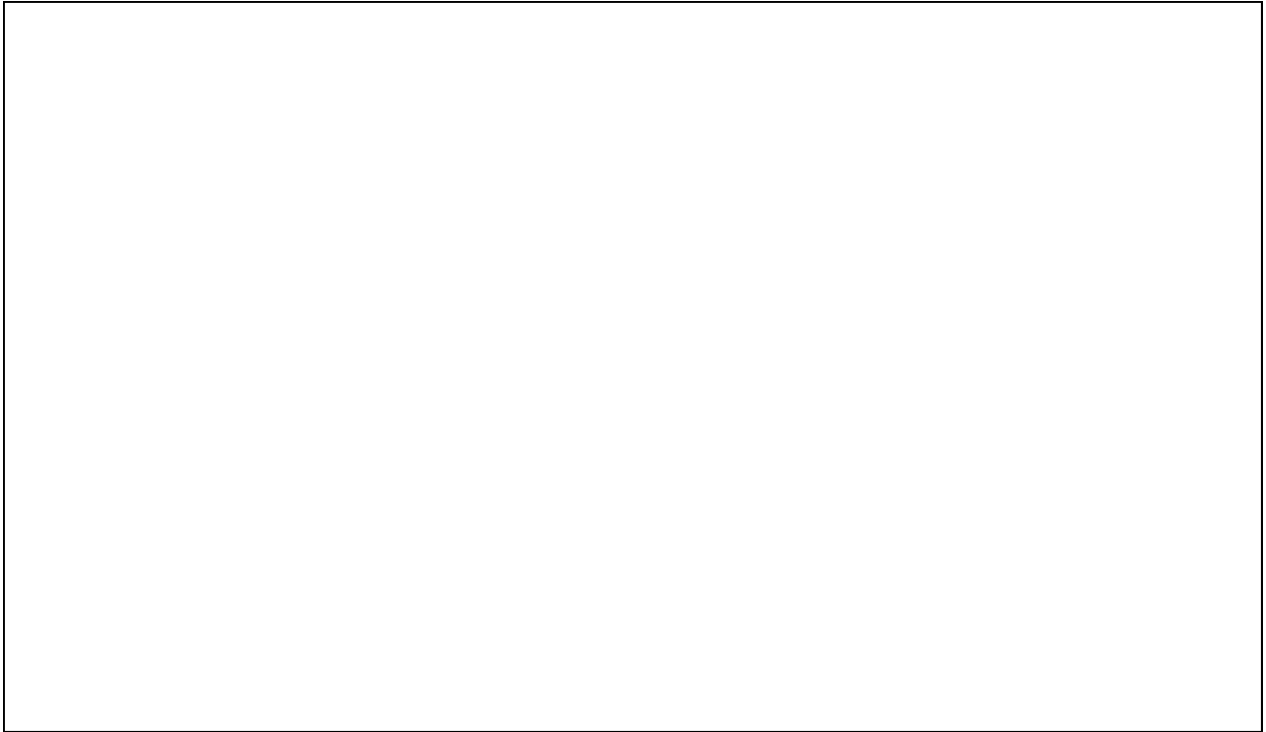
I have known the applicant for a period of \_\_\_\_\_ years.

My association/professional relationship with the applicant is/was as:

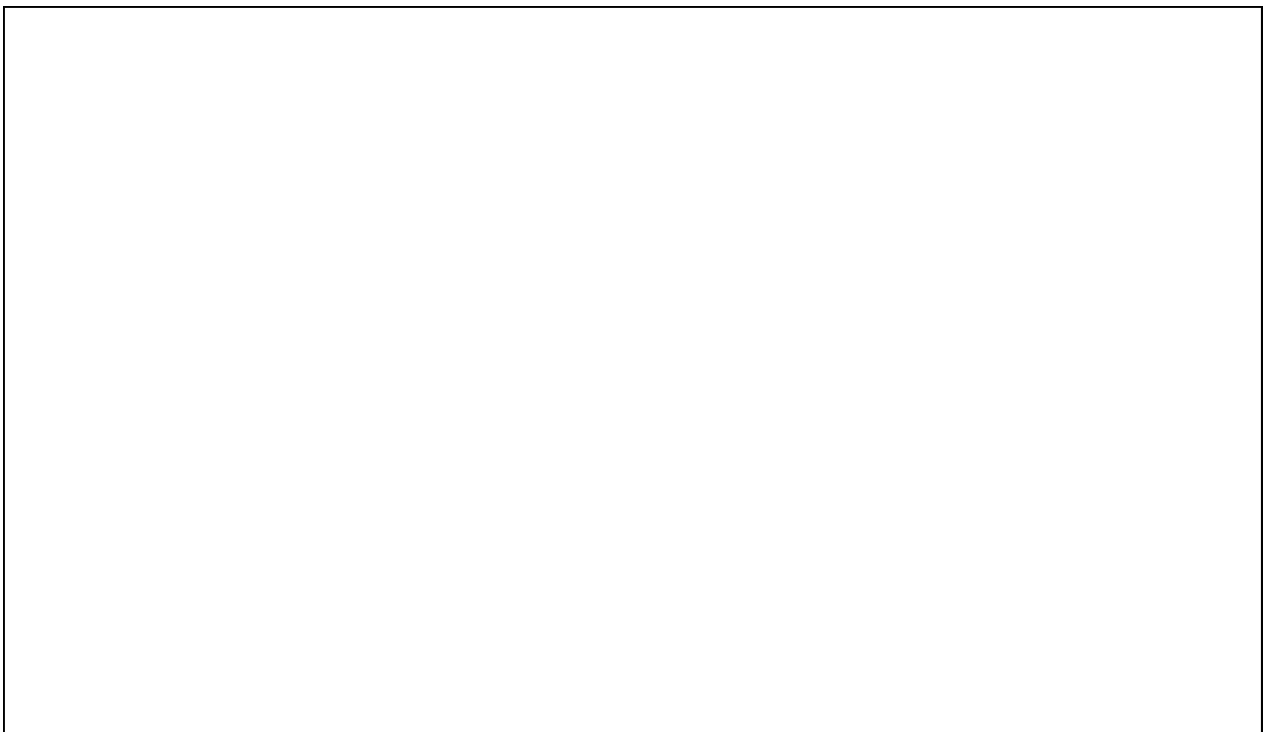
EMPLOYER\_\_\_\_ SUPERVISOR\_\_\_\_ CO-WORKER\_\_\_\_ OTHER\_\_\_\_

1. Applicants must have shown the appropriate application of general forestry capabilities. Please describe the applicant's specific general level forestry experience with which you are familiar.

2. As part of the experience requirement, the applicant must have worked at a professional level. Please cite two (2) examples of the applicant's work that illustrate how the applicant has operated at a professional level. Please refer to the OPFA's Scope of Practice when answering this question.



3. Do you believe that the applicant demonstrated by ethical and professional behaviour to be of good character and can be recommended for active membership in the Ontario Professional Foresters Association?



**Please certify that you have reviewed and discussed the components of the Code of Ethics, Definitions of Professional Misconduct and the Continuing Education requirements with the applicant and that the applicant understands them.**

**Code of Ethics**

- Fidelity: Professional Foresters work in the interest of and with fidelity to citizens, employers or clients and fellow professional foresters. Professional Foresters provide services that are specifically related to employer or client objectives and requirements.
- Integrity: Professional Foresters fully disclose any direct or indirect pecuniary interests and are obligated to take active measures to prevent the perception of any conflict of interest.
- Credibility: Professional Foresters undertake work that they are competent to perform by virtue of their training and experience and, where advisable, retain and cooperate with other professional foresters and specialists. Further, Professional Foresters endorse only those plans, reports, maps and specifications that they produce or directly supervise.
- Confidentiality: Professional Foresters hold as confidential, information concerning the business affairs, technical methods, processes or practices of employers or clients, to be disclosed only upon employer or client consent or compelling legal requirements.
- Diligence: Professional Foresters disclose the consequences of any action that may be harmful to interests of stakeholders.
- Respect: Professional Foresters maintain the honour and integrity of the profession and act at all times with responsibility and dignity. Further, Professional Foresters are respectful of one another, conducting themselves with courtesy and good faith toward other professional foresters, celebrating each other's accomplishments.

**Definition of Professional Misconduct**

The Professional foresters Act 2000 includes, as part of the regulation, definitions of professional misconduct that pertain to members of the Ontario Professional Foresters Association. Some of the major components include maintenance of records, completeness and accuracy of information, failing to cooperate and conflict of interest. Sponsors must review the regulation with the applicant and be confident that the applicant understands the definitions and implications thereof.

**Continuing Education Requirements**

The sponsor must ensure that the applicant is familiar with the mandatory Continuing Education program requirements as determined by the Association and be confident that the applicant is familiar with the requirements and the major components of the program.

I hereby certify that I have discussed the above stated components. \_\_\_\_\_

Sponsor's Signature

Date: \_\_\_\_\_