

**Continuing Forestry Education
Certificate Application**

Name : _____
(as it should appear on certificate)

Complete Mailing Address: _____

Email: _____

Telephone: _____ **Fax:** _____

Affiliation: (check all that apply) **CIF** _____ **NSFTA** _____ **RPFANS** _____

SUMMARY OF CONTACT HOURS FOR THREE YEAR PERIOD

Beginning Date: _____ **Ending Date:** _____

Category 1 Hours (minimum 60): _____

Category 2 Hours (maximum 90): _____

Category 3 Hours (maximum 60): _____

TOTAL HOURS (minimum 150): _____

Note: Claims for activities dated after April 1, 2005 must having supporting documentation (where applicable) to be considered for acceptance.

Mail completed application form, activity form(s), and supporting documentation to:

**CFE Registrar
P.O. Box 395
Truro, NS
B2N 5C5**

For CFE Committee Only:

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 CFE Certificate.

Signature: _____ **Date:** _____

Continuing Forestry Education Personal Activity Form

Dates Attended	Location	Name of Course/Activity	Instructors	Contact Hours (by Category)			Committee Approval Initials
				1	2	3	
Total Contact Hours (round down to nearest half-hour)							

Continuing Forestry Education

Category Descriptions

Category 1 (Structured Learning)

Minimum 60 Contact Hours

University or technical school courses, study by correspondence, seminars, short courses, and/or workshops that meet five criteria: (i) an organized program of learning, (ii) primarily related to the career and practice of forestry, (iii) conducted by qualified instructors, (iv) conducted in a suitable setting, and (v) applicable to forestry practitioners in general.

Other activities not specifically related to forestry can be included such as computer courses, management courses, public speaking, etc. 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 of activity (unless exact hours of field instruction can be determined). Contact hours do not include meal or nutrition breaks.

Category 2 (Self-Improvement)

Maximum 90 Contact Hours

In two areas:

1. One contact hour per *half-day* attendance at business meetings of related organizations such as CIF-NS, NSFTA, RPFANS, or other professional groups.
2. One contact hour per hour of reading, viewing, or listening to related technical forestry material.

Category 3 (Professional Contributions)

Maximum 60 Contact Hours

In three areas:

1. The development, preparation, and presentation of course work in an instructional capacity for Category 1 type activities, but only for work beyond normal duties or job description. Claim two (2) contact hours per hour of presentation in courses (but only 1:1 for material which the instructor presents without updating or original preparation).
2. The preparation, writing, and publication of forestry or related subject matter, but only for work beyond normal duties or job description. Claim fifteen (15) contact hours for each publication requiring technical review and five (5) contact hours for a substantial article appearing in a magazine, journal, or newspaper.
3. Holding an elected or appointed office or an active committee assignment in CIF-NS, NSFTA, RPFANS, or allied professional organizations. Claim five (5) contact hours *per year* for holding office or chairing an assignment and two (2) contact hours *per year* for active committee membership.