

Continuing Forestry Education

Updated Requirements and CFE Category Descriptions

In 2006, RPFANS Council standardized the reporting timelines for CFE applications. All reporting periods are now October 1, 20XX to September 30, 20XX - only the required year of submission will vary between individual members (depending on their previous submission history). Applications are to cover the full three year reporting period and are to be mailed to the CFE Registrar by October 15th of the submission year. Early applications will not be reviewed until the appropriate submission deadline has passed. Late applications must be approved by RPFANS Council.

In 2008, RPFANS Council revised the rules for CFE contact hours (effective for the 2005-2008 reporting period and beyond). These revised rules are summarized below.

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 also be included under Category 1 (such as computer courses, management courses, public speaking, first aid training, etc.) as long as they *benefit an individual in their profession or position.*

Formal instruction would be credited as three (3) contact hours per one (1) hour of instruction. This 3:1 ratio also applies to field trips and field components of workshops, conferences, etc.

For example, a 6-hour forestry related workshop now counts as 18 contact hours under Category 1. Contact hours do not include meal or nutrition breaks.

Note: If in doubt about whether a non-forestry related course can be counted toward CFE requirements, contact the CFE Registrar at CFEregistrar@estlink.ca.

Category 2 (Self-Improvement)

Maximum 90 Contact Hours

In three areas:

1. **One (1) contact hour per one (1) hour** attendance at business meetings of related organizations such as RPFANS, CIF-NS, or other professional groups.

2. **One (1) contact hour per one (1) hour** of reading, viewing, or listening to related technical forestry material.

3. A maximum of **fifteen (15) hours** credit for preparation and completion of the RPFANS legislation and policy exam (can only be claimed once).

Note: Do not mix Category 2 business meeting contact hours with Category 1 structured learning contact hours. These are separate items even if they occur within a single conference event.

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 three (3) hours per one (1) hour of presentation of original prepared material.

Claim two (2) hours per one (1) of subsequent presentation of the same material, or for presentation of non-original material.

Note: This claim is limited by the duration of the Category 1 event you are conducting. For example, if you are making a 1 hour presentation at a professional conference, you can only claim 3 hours for preparation and presentation, *regardless of how long it may have taken you to actually prepare your presentation.*

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) hours for each publication which required technical (peer) review.

Claim five (5) hours for a *substantive* article appearing in a magazine, journal, or newspaper.

3. Holding an elected Office or *active* Committee assignment in RPFANS, CIF-NS, or allied professional organizations.

Claim ten (10) hours per year for holding Office within a professional association or organization.

Claim five (5) hours per year for holding an active professional Committee Chair position.

Claim two (2) hours per year for holding an active professional Committee position (non-Chair).

Note: You can only claim the assigned annual contact hours as described above for your position, *regardless of the actual number of hours you may accrue as part of your Office or Committee position.*

Summary

Non-Retired RPFANS members must accumulate a minimum of 150 contact hours for each 3 year reporting period, 60 hours (or more) of which must be in Category 1.

The submitted application must contain 3 items:

1. A completed and signed CFE application form (see below).
2. A completed personal activity form summarizing contact hours under each Category (see example below).
3. Supporting documentation for all claims which require it.

NOTE: CFE CLAIMS MADE WITHOUT REQUIRED SUPPORTING DOCUMENTATION WILL NOT BE ACCEPTED.

Category 1: All Category 1 claims must have supporting documentation (e.g. course agenda, conference schedule, transcripts, etc. which show the number of activity hours). If necessary, members can print out a CFE Record Card for completion by a course or workshop instructor to document Category 1 claims (see below).

Category 2: Reading of well known, forestry related periodicals do not require supporting documentation. Simply add up the total number of editions read and the average reading time spent per edition and record this as one line under Category 2 in your personal activity form.

Non-periodical publications *obviously related to forestry* also do not require supporting documentation. However, the *title of the publication, author name(s), and number of pages* for each publication should be recorded under Category 2 in your personal activity form. Reading claims for these publications must be reasonable based on the number of pages.

Publications *not obviously related to forestry* do require supporting documentation in the form of a copied Table of Contents (if in book form) or a copy of the first page (abstract) of an article/paper found in a non-forestry periodical. The CFE Committee will decide if these items are acceptable under Category 2. In the submitted documentation, the number of pages in the claimed publication should be listed.

Category 3: Claims for presentation/course preparation must have supporting documentation in the form of the Category 1 agenda, conference schedule, etc. which shows the presentation item being claimed. This documentation should clearly show the duration of the Category 1 activity associated with the claim.

Claims for publication of forestry related technical papers and/or articles must have supporting documentation in the form of a copy of the claimed item *in its published form*.

Claims for holding Office and Committee positions do not require supporting documentation.

Completed CFE Applications should be mailed to:

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

Applications will not be returned, so please send in copies of certifications and other documents you want to retain.

Questions regarding CFE and/or CFE applications can be addressed to your Association CFE Committee reps or to the CFE Registrar at CFEregistrar@eastlink.ca

**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): _____

Signature: _____ **Date:** _____

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

The undersigned participant is credited _____ classroom hours and _____ field hours, having completed structured learning in the topic of

(print course name / subject)

Structured learning includes technical courses, study by correspondence, seminars, short courses, and workshops that meet the following five criteria: organized program of learning; primarily related to the career and practice of forestry; conducted by suitable instructors; suitable educational setting; and, applicable to forestry practitioners in general. Other activities not specifically related to forestry which benefit an individual in their profession or position can be included, such as computer science, personnel management, public speaking, and others.

Name of Participant _____

Date(s) of Instruction

Signature of Instructor / Facilitator