

**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

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.

Additional Information:

1. You must send a *completed* CFE application form with your application package.
2. You must send *supporting documentation* for all claims that require it so the CFE Committee can verify claimed hours.

Under Category 1 (structured learning):

All claims require supporting documentation.

Under Category 2 (self-improvement):

Claims for *business meetings* require supporting documentation.

Claims for *reading or viewing of forestry related material* require supporting documentation.

Under Category 3 (professional contributions):

Claims for *development and presentation of course material or published material related to forestry* require supporting documentation.

Note: *All claims for activities dated after April 1, 2005 must have required documentation to be considered for acceptance. Claims for activities dated before April 1, 2005 which do not have necessary documentation will be assessed on an individual basis and may not be accepted.*

Supporting documentation for Category 1 activities can be in the form of a course completion certificate (as long as CFE hours are listed), a copy of a course or meeting agenda (with times listed), a copy of a course outline (with times listed), a copy of a CFE record card, etc. For courses or meetings, if you did not attend the entire event, you must indicate the topics and times covered.

Note: *Send photocopies of supporting documentation. Do not send original documents unless you do not want them back. The CFE Committee does not return supporting documentation.*

3. On the application form, you must list the *Beginning Date* and *Ending Date* for your application. Items *cannot be claimed outside of these dates*, and the same item *cannot be claimed on more than one application*. The maximum claim period on any application is three years.
4. Regardless of when you submit your application or when it is processed, it is the *Ending Date* listed on the application which is the basis for the anniversary date of your next submission. For example, if the *Ending Date* you submit is February 1, 2005; your next submission is due no later than February 1, 2008.
5. Applicants should mail their application packages to the dedicated CFE address. The CFE Committee is not responsible for lost applications that are passed along by hand.

6. Category 1: Structured Learning

These are structured learning opportunities (workshops, short courses, technical courses, seminars, etc.) *primarily related to the career and practice of forestry*, but which can also include courses which *benefits a person in their profession or position*. If you are unsure whether a particular course is acceptable, contact a CFE Committee representative. Do not rely on hours submitted from borderline courses to meet your Category 1 obligations, your application may not be accepted. If you are submitting hours for borderline courses, *make it clear how the course is related to your profession or position*.

For courses with formal instruction, lectures, or presentations; **credit 1 contact hour for each hour of instruction** (do not include breaks). For field trips, **credit 1 contact hour for each 3 hours**, unless exact hours of field instruction can be determined and verified, then the ratio is the same as other formal instruction (1:1).

Examples of Some Borderline Courses:

- First-aid courses: acceptable.
- Defensive driving courses: maybe acceptable, depends on applicant's job.
- Attending forestry related expos: acceptable at field trip hours (3:1).
- Public speaking: acceptable.
- Computer courses: acceptable if course is relevant to applicant's job.

Remember, all Category 1 hours claimed require supporting documentation (see above).

7. Category 2: Self-Improvement

Category 2 is straight forward, with only two areas to consider:

- Business meetings of forestry related professional organizations and associations; **credit 1 contact hour for each half day attendance**. If the business meeting finishes in a half day or less, claim 1 hour. If the business meeting takes more than a half day, claim 2 hours (submit a copy of the meeting agenda with your claim). Note: *Any technical components to these business meetings should be claimed under Category 1*.
- Reading, viewing, or listening to *related technical forestry material*; **credit 1 contact hour for each hour taken**. When submitting hours, take the following approach:

(i) for journals or magazines which are read on a regular basis; submit the name of the journal or magazine, the total number of issues read, and the total hours claimed.

(ii) for individual articles, papers, videos, etc.; make a list with the title, the author, the year published, the number of pages (if appropriate), and the hours claimed for each entry. For books, submit a photocopy of the table of contents.

Not everybody reads at the same speed, however *reading claims must be reasonable*. A ratio of 25-30 pages per hour is a good guideline.

8. Category 3: Professional Contributions

Category 3 has three areas to consider:

- Development, preparation, and presentation of course work of the type which would qualify under Category 1, and which is *beyond normal duties or job description*; **credit 2 contact hours per hour of presentation**. If the instructor gives the course without updating or original preparation, **credit 1 contact hour per hour of presentation**. For example, if you prepare and present a course from scratch that is rated as 10 CFE credit hours (under Category 1), you claim 20 hours under Category 3, *regardless of how many hours you actually worked on getting the course together*. If you present the course again without significantly updating the course, or you present someone else's course, you claim 10 hours under Category 3. Supporting documentation for these hours would be the agenda or course outline *from each time* the course was given.
- Preparation, writing, and *publication* of forestry related subject matter which is *beyond normal duties or job description*. **Credit 15 contact hours for each publication requiring technical review** (*regardless of how many hours you actually worked on preparing the paper*); **credit 5 contact hours for a substantive article appearing in a magazine, journal, or newspaper** (*regardless of how many hours you actually worked on preparing the article*). Supporting documentation for these hours would be a copy of the paper or article in print. If the paper or article is not published, you cannot claim it.
- Holding an elected or appointed office or *active* committee assignment in a forestry related (or allied) professional organization. **Credit 5 contact hours per year for holding office or chairing a committee/assignment; credit 2 contact hours per year for active committee membership**. *Do not claim work done on behalf of your office or committee in any other Category*. For example, *all* work done and meetings attended as part of the CFE committee is credited a total of 5 hours per year for the chair and 2 hours per year for active committee members, *regardless of how many hours are actually put in doing the required work*.