

RFT Application 3

Conditional Registration as an RFT

(recognized diploma)

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In British Columbia, the *Foresters Act* defines the practice of professional forestry and limits its practice to members of the Association of BC Forest Professionals. Registered Forest Technologists are entitled to engage in aspects of professional forestry practice under terms and conditions set out in the *Foresters Act*, association bylaws and *Guidelines on Scope of Practice for Registered Forest Technologists*.

This application package is for RFT applicants applying for conditional registration as a Registered Forest Technologist route of entry who have a recognized diploma. If you are unsure whether you qualify for this route of entry, refer to the brochure "Become a Registered Forest Technologist" and the *Forest Technologist Transitional Policy*. Both documents are available on the association's web site (www.abcfp.ca).

Important Deadline

If your application is received by **November 30, 2005**, you are only required to have 24 months of work experience to qualify for this route of entry. After this date, the work experience requirement will increase to 60 months.

What's Next?

Once your application has been assessed by the Board of Examiners, you will be contacted by the Registration Department who will provide you with instructions on the next steps in the membership process.

Forms Included with this Package

This package includes all the forms necessary to apply for conditional registration as an RFT. Use the checklist provided on the next page to ensure your application is complete and accurate.

- Application for Membership
- Work History
- Indictable Offence Declaration
- Confidential Work Experience Report (3)
- Confidential Character Reference (2)
- Application and Membership Fees

Mail your completed application to the registration department. Only hard copies will be accepted. Digital or faxed applications will not be accepted.

Questions?

Contact the registration department if you have any questions about the application process.

Registration Department
Association of BC Forest Professionals
1030-1188 West Georgia St.
Vancouver, BC V6E 4A2
Tel: (604) 687-8027 Fax: (604) 687-3264
E-mail: admissions@abcfp.ca
Web Site: www.abcfp.ca

RFT Applicant Checklist

(recognized diploma)



This checklist will help you ensure your membership application is complete and accurate. Your application package must contain all forms together in one package. **DO NOT SUBMIT FORMS SEPARATELY.** Mail completed applications to the registration department. **FAXED OR DIGITAL FORMS WILL NOT BE ACCEPTED.**

1. Application for Membership

- Have you completed both pages in full?
- Have you signed your Application for Membership?

2. Work History

- Have you completed the Work History?
- Does it include all your forestry related work and volunteer experience?
- Have you signed the Work History form?

3. Official Transcripts

A transcript or letter is **ONLY** official if it is an original document published by the institution, states that your diploma has been conferred and is received in its original sealed envelope.

- Have you included official transcripts for all degrees and/or diplomas conferred?
- Are your transcripts in an envelope sealed by the institution?

4. Indictable Offence Declaration

- Have you completed and signed your Indictable Offence Declaration?
- Have you sealed the declaration in an envelope marked PERSONAL AND CONFIDENTIAL?

5. Confidential Work Experience Report

You are eligible to apply for an exemption from Part B of the RFT Registration Exam if you have 60 months of progressive forest technology work experience in BC with 36 months at the technologist level. To apply, this report must be completed by three registered ABCFP members with direct knowledge of and who can attest to your qualifying work experience. Refer to the *Forest Technologist Transitional Policy* for more details. If you do not meet this exemption criteria, you will have another opportunity to apply for an exemption in your application to write the RFT Registration Exam. **These references must be different than those providing your Confidential Character References.**

- Have you obtained **three** Confidential Work Experience Reports?
- Have they been signed and sealed in separate envelopes by your references?

6. Confidential Character Reference

Character references must be supplied by two registered members of either the ABCFP; Association of Professional Engineers and Geoscientists of British Columbia; the College of Applied Biology - British Columbia; the British Columbia Institute of Agrologists; or a person with an Applied Science Technologist designation from the Applied Science Technologists and Technicians of British Columbia. **These references must be different than those providing your Confidential Work Experience Reports.**

- Have you obtained **two** Confidential Character References?
- Have they been signed and sealed in separate envelopes by your references?

7. Membership Fee

Refer to the Application and Membership Fees form.

- Have you enclosed two separate payments, one for your application fee and the second for your membership fee, and included all applicable taxes? Your membership fee will not be processed until you have been approved for membership.

Application for Membership



Membership Category

I would like to apply for membership under the following category:

- Forester in Training (FIT) Trainee Forest Technologist (TFT) Transferring Professional Forester (TPF)
 Forestry Pupil (FP) Registered Forest Technologist (RFT)

Personal Information

Legal Last Name Legal First Name Middle Name

Preferred First Name Salutation: Mr. Ms. Mrs. Dr.

Gender: **Optional:** Are you of First Nations ancestry? **Place of Birth:** _____
 Male Yes **Country**
 Female No

Date of Birth: _____
(dd/mm/yy)

Citizenship: Are you a Canadian citizen or otherwise legally eligible to accept work in Canada?
 Yes No

Business Address Send correspondence to: Business Home

Title

Organization Name

Street Address Mailing Address (if different)

City Province Postal Code
() ()

Telephone Extension Fax
()

Cellular Business E-mail

Home Address

Street Address Mailing Address (if different)

City Province Postal Code
() ()

Telephone Cellular

Home E-mail

Return completed applications by mail to:
Association of BC Forest Professionals, 1030-1188 West Georgia St, Vancouver, BC V6E 4A2

Memberships

1. Are you currently a member of the ABCFP?

Yes No

2. If yes, under which membership category?

FIT FP TFT RFT RPF SP

3. If no, have you ever been a member of the ABCFP?

Yes No

4. If yes, under which membership category?

FIT FP TFT RFT RPF SP

5. Are you a member of another technical society or professional organization?

Yes No

If yes, please specify:

Education History

List degrees/diplomas obtained starting with the most recent. Attach a separate sheet if additional space is required. Include all official transcripts with your application package.

1. _____
Institution Name

Province/State, Country

Program Name

3. _____
Institution Name

Province/State, Country

Program Name

2. _____
Institution Name

Province/State, Country

Program Name

4. _____
Institution Name

Province/State, Country

Program Name

Privacy Statement

The *Freedom of Information and Protection of Privacy Act* does not allow the ABCFP to release a member's home address without consent. The ABCFP publishes an online membership directory for its members (www.abcfp.ca). NOTE: The ABCFP's mailing list is not released to advertisers or any other outside parties. I authorize the ABCFP to publish my:

Business Address Both Addresses
 Home Address Neither Address

Certification

I recognize that under the *Foresters Act* a person commits an offence if they apply for membership by a false or fraudulent representation. I certify that the information provided in this form and in any documents attached is correct, complete and provides full disclosure. I also certify that the foregoing is a true record of my education and experience and, if granted membership under the terms of the *Foresters Act* and the bylaws of the association, agree to abide by the terms of the *Foresters Act*, and the association's bylaws (including the Code of Ethics and Standards of Professional Practice).

Date

Signature of Applicant

Membership Fees

Fee payment options: Cheque or money order
 Charge my credit card for the full amount

Credit card information: Visa
 MasterCard

Total payment enclosed: \$ _____

Credit Card Number

Expiry Date

Name on Card

Signature of Cardholder

Work History



A Work History must be completed by all applicants for membership in the ABCFP. Provide a detailed account of all forestry related work and volunteer experience. Refer to the *Forest Technologist Transitional Policy* to determine minimum requirements for membership. Attach additional sheets if more space is required. Include this form with your membership application package.

Applicant: _____
Last Name First Name

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
Specific Duties Performed			

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
Specific Duties Performed			

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
Specific Duties Performed			

Start (dd/mm/yy)	End (dd/mm/yy)	Employer & Location(s)	Position (job title/project name)
Specific Duties Performed			

Certification

I certify that the information provided in this form and in any documents attached is correct, complete and provides full disclosure. I also certify that the foregoing is a true record of my work experience.

Date

Signature of Applicant

Indictable Offence Declaration



All applicants for membership in the ABCFP are required to complete an Indictable Offence Declaration. Once you have completed this form, place it in a separate sealed envelope marked PERSONAL AND CONFIDENTIAL and include it with your membership application package.

Bylaw 15 provides that council may direct that a member be removed from the register if he/she has been convicted of an indictable offence either in British Columbia or elsewhere.

Bylaw 15 reads as follows:

- 15.1. On conviction in British Columbia or elsewhere for an indictable or such other serious criminal offence, council may summarily;
 - 15.1.1. Suspend or rescind the membership of a member so convicted; or
 - 15.1.2. Place terms and restrictions on that member's continued membership as deemed appropriate by council given the individual circumstances of the case.
- 15.2. Council may reject an application for any applicant known to have been convicted in British Columbia or elsewhere for an indictable or such other serious criminal offence.

Name of Applicant: _____
Last Name First Name Middle Initial

1. Have you been convicted of an indictable offence in Canada?

Yes No

2. Have you been convicted of a serious offence in a country other than Canada?

Yes No

3. If you answered **yes** to either question #1 or question #2 above, please provide the following information:

(a) Nature of offence: _____

(b) Year of conviction: _____

(c) Judicial district in which the judgment was rendered: _____

(d) A copy of the judgment rendered, if available, enclosed in a separate and sealed envelope marked PERSONAL AND CONFIDENTIAL.

I certify that the information given in this form and in any documents attached is correct, complete and provides full disclosure.

Date Signature of Applicant

Confidential Work Experience Report

Conditional registration as an RFT (recognized diploma)



Applicants for conditional registration as a Registered Forest Technologist (RFT) with the ABCFP who want to apply for an exemption from Part B of the RFT Registration Exam are required to submit Confidential Work Experience Reports.

To act as a reference, you must be a registered member of the ABCFP, have written and passed the Registration Exam and have direct knowledge of the applicant's work experience as a supervisor or colleague for the time period specified in the Work History detail you are providing.

Once you have completed this form, sign, date, stamp, seal and enclose this form in an envelope with your signature across the back flap to ensure confidentiality. **Return the sealed envelope to the applicant** to be included in his/her application package. The information provided in this form is strictly confidential and for ABCFP use only. Do not send to the ABCFP directly. This may delay the application process.

Applicant: _____
Last Name First Name

Reference: _____
Last Name First Name Prof. Designation Member #

_____ Title

_____ Company Name

_____ Street Address

_____ City Province Postal Code

() Telephone Extension E-mail

Part A: Character and Repute

- I have known the applicant for a period of: _____
Months or Years
- I have known or been associated with the applicant as his/her:
 Supervisor Colleague
 Other: _____
- Do you consider the applicant to be suitable for eventual registration as a Registered Forest Technologist?
 Yes No Acceptable with Reservations
- If you answered **No** or **Acceptable with Reservations** in question three, please provide a brief but candid explanation:

Part B: Work History Detail

A detailed account of the applicant's work history should be summarized in the Work History Detail on the next page. The Work History Details section consists of five columns which must include the following information:

1. **Start and End Date:** Provide start and end dates for each Work History Detail you have provided.
2. **Employer and Location(s):** Provide the name of the applicant's employer and the location(s) where specific duties were performed. Only provide examples of work experience obtained in the province of British Columbia, work experience gained outside of the province will not be considered.
3. **Position (job title or project name):** Provide the job title(s) or the name of the project(s) undertaken.
4. **Responsibility Level Rating:** Refer to the Responsibility Level Rating chart below to classify the position or specific duties undertaken by the applicant. A person's level of responsibility may progress over time while holding the same position. If this is the case, provide a separate job description for work done at each level of responsibility.

Example 1:

If the applicant has been working for 10 months and has progressed from responsibility level 3 to 4 while holding the same position (with the last three months at level 4), provide a description for the seven months spent at level 3 and a separate description for the three months spent at level 4. Under the description for the level 4 work experience, describe only the added responsibilities and duties.

If the job position has a mix of responsibility levels that were all held at the same time period, estimate the time spent at each level of responsibility and provide a separate description for each.

Example 2:

The applicant has been working for 10 months and the position falls mostly within responsibility level 4 but occasionally may fall within level 5. In this case, you would estimate and divide the time between the levels of responsibility therefore, the applicant spent eight months at level 4 and only two months at level 5.

Responsibility Level Rating	Description
1	Applies narrow technical or trade skills under close supervision or as part of a work team. Performs routine technical procedures and makes few decisions.
2	Performs routine narrow technical procedures with occasional direct supervision. Assumes limited responsibility for decisions.
3	Performs more broad/overarching technical tasks and solves higher-level problems drawing on a range of technologist education, knowledge and experience. Makes frequent decision and assumes responsibility for those decisions. Receives limited direct supervision.
4	Performs in complex technology areas. May require knowledge in more than one area of technology. Receives broad direction from supervisors and may educate other technologists and/or specialists.
5	Occupies a senior position requiring education, knowledge and experience of a technologist (vs. technician). May act as a consultant or be regarded as a technical expert in his/her field. Independently conceives programs and defines problems to be studied. Participates in the development of operation policies and program objectives. Involved in long-range planning.
6	Supervises the work of a team of technologists and/or other specialists. Ultimately responsible for projects. May fulfill senior management roles.

5. **Specific Duties Performed:** List specific duties the applicant has undertaken in each time period.

Part C: Certification

I recognize that under the *Foresters Act*, a person commits an offence if they apply for membership by a false or fraudulent representation and that a person commits an offence who knowingly assists another person to apply for membership by false or fraudulent representation. I therefore certify that the information provided in this form is true to the best of my knowledge and belief.

Date	Signature of Reference	Affix Seal Or Stamp Here
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Once you have completed this form, sign, date, stamp, seal and enclose this form in an envelope with your signature across the back flap to ensure confidentiality. **Return the sealed envelope to the applicant** to be included in his/her application package. The information provided in this form is strictly confidential and for ABCFP use only. Do not send to the ABCFP directly. This may delay the application process.

Applicant: _____
Last Name First Name

Reference: _____
Last Name First Name Prof. Designation Member #

_____ Title

_____ Company Name

_____ Street Address

_____ City Province Postal Code
()

_____ Telephone Extension E-mail

Part A: Character and Repute

- I have known the applicant for a period of: _____
Months or Years
- I have known or been associated with the applicant as his/her:
 Supervisor Colleague
 Other: _____
- Do you consider the applicant to be suitable for eventual registration as a Registered Forest Technologist?
 Yes No Acceptable with Reservations
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Example 2:

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Last Name First Name

Reference: _____
Last Name First Name Prof. Designation Member #

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_____ Company Name

_____ Street Address

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Part A: Character and Repute

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Months or Years
- I have known or been associated with the applicant as his/her:
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- Do you consider the applicant to be suitable for eventual registration as a Registered Forest Technologist?
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Part B: Work History Detail

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5. **Specific Duties Performed:** List specific duties the applicant has undertaken in each time period.

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Date	Signature of Reference	Affix Seal Or Stamp Here
------	------------------------	-----------------------------

Work History Detail

Using the instructions on the previous page as a guide provide a Work History Detail for the applicant.

1. Start (dd/mm/yy)	End (dd/mm/yy)	2. Employer & Location(s)	3. Position (job title/project name)	4. Responsibility Level Rating
5. Specific Duties Performed				

1. Start (dd/mm/yy)	End (dd/mm/yy)	2. Employer & Location(s)	3. Position (job title/project name)	4. Responsibility Level Rating
5. Specific Duties Performed				

Confidential Character Reference



An applicant for membership with the ABCFP has asked that you provide them with a Confidential Character Reference. You may provide a Confidential Character Reference if you are a registered member of either the ABCFP, Association of Professional Engineers and Geoscientists of British Columbia; the College of Applied Biology - British Columbia; the British Columbia Institute of Agrologists; or a person with an Applied Science Technologist designation from the Applied Science Technologists and Technicians of British Columbia.

Please be fair and honest when answering the questions on this form. Once you have completed this form, sign, date, stamp, seal and enclose this form in an envelope with your signature across the back flap to ensure confidentiality. **Return the sealed envelope to the applicant** to be included in his/her application package. The information provided in this form is strictly confidential and for ABCFP use only. Do not send to the ABCFP directly. This may delay the application process.

Applicant: _____
Last Name First Name

Reference: _____
Last Name First Name Prof. Designation Member #

 Street Address

 City Province Postal Code

()
 Telephone Extension E-mail

1. I have known the applicant for a period of: _____
Months or Years

2. I have known or been associated with the applicant as his/her:
 Supervisor Colleague Employer Employee Instructor
 Other: _____

3. Do you consider the applicant to be suitable for eventual registration as a Registered Forest Technologist?
 Yes No Acceptable with Reservations

4. If you answered **No** or **Acceptable with Reservations** in question three, please provide a brief but candid explanation:

I recognize that under the *Foresters Act* a person commits an offence if they apply for membership by a false or fraudulent representation and that a person commits an offence who knowingly assists another person to apply for membership by false or fraudulent representation. I therefore certify that the information provided in this form is true to the best of my knowledge and belief.

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 Street Address

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3. Do you consider the applicant to be suitable for eventual registration as a Registered Forest Technologist?
 Yes No Acceptable with Reservations

4. If you answered **No** or **Acceptable with Reservations** in question three, please provide a brief but candid explanation:

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 Date Signature of Reference

Application & Membership Fees

Your application package must include two separate payments, one for the application fee and the second for your membership fee. Your application fee covers the processing of your application and is non-refundable. The membership fee covers your annual membership and will only be processed if your application has been accepted. The fee calculation charts below list the application and membership fees that apply to each category of membership. You can pay your fees by cheque, Mastercard, Visa, or money order.

Application Fees

Membership Category	Application Fee	GST	Total Payment
Forester-in-Training	\$100.00	\$7.00	\$107.00
Trainee Forest Technologist	\$75.00	\$5.25	\$80.25
Registered Forest Technologist	\$75.00	\$5.25	\$80.25
Forestry Pupil	\$100.00	\$7.00	\$107.00
Transferring Professional Forester	\$100.00	\$7.00	\$107.00
Visiting Professional Forester	\$100.00	\$7.00	\$107.00

Membership Fees

Membership Category	Application Date	Membership Fee	GST	Total Payment
Forester-in-Training	Dec. 1 - Feb. 29	\$247.49	\$17.32	\$264.81
	Mar. 1 - May 31	\$185.61	\$12.99	\$198.60
	Jun. 1 - Nov. 30*	\$123.75	\$8.66	\$132.41
Trainee Forest Technologist	Dec. 1 - Feb. 29	\$230.00	\$16.10	\$246.10
	Mar. 1 - May 31	\$172.50	\$12.08	\$184.58
	Jun. 1 - Nov. 30*	\$115.00	\$8.05	\$123.05
Registered Forest Technologist	Dec. 1 - Feb. 29	\$300.00	\$21.00	\$321.00
	Mar. 1 - May 31	\$225.00	\$15.75	\$240.75
	Jun. 1 - Nov. 30*	\$150.00	\$10.50	\$160.50
Forestry Pupil	Dec. 1 - Feb. 29	\$288.74	\$20.21	\$308.95
	Mar. 1 - May 31	\$216.55	\$15.16	\$231.71
	Jun. 1 - Nov. 30*	\$144.37	\$10.11	\$154.48
Transferring Professional Forester	Dec. 1 - Feb. 29	\$422.75	\$29.59	\$452.34
	Mar. 1 - May 31	\$317.06	\$22.19	\$339.25
	Jun. 1 - Nov. 30*	\$211.38	\$14.80	\$226.18
Visiting Professional Forester	Dec. 1 - Feb. 29	\$422.75	\$29.59	\$452.34
	Mar. 1 - May 31	\$317.06	\$22.19	\$339.25
	Jun. 1 - Nov. 30*	\$211.38	\$14.80	\$226.18

*The association's fiscal year runs from December 1 to November 30. Members are invoiced the first week of October each year for their upcoming annual membership fees. The membership fee you submit with your application package applies only to the current fiscal year, therefore, if you apply for membership late in the year (October/November) and are approved, you will be immediately invoiced for your membership fee for the upcoming fiscal year.