

Need Part D: Continuing Competence (CC) Program Reporting Instructions

All CAPFT members are required to meet or exceed 75 hours of continuing competence activities over three year period (consisting of the current reporting year combined with the previous two reporting years) of which, a minimum of 45 hours must be Structured Learning (Category 1). Category 1 activities are credited to the CC program at a 1 to 1 ratio (1 hour of activity time to 1 hour of competency time). The remaining hours can be made up of Category 2 and Category 3 activities that will be claimed by the member for the actual amount of time the activity took to complete. The Category 2 and 3 hours will be credited to the CC program at a 5 to 1 ratio (5 hours of activity time to 1 hour of competency time).

CATEGORY 1 – STRUCTURED LEARNING (MINIMUM 45 HOURS PER 3 YEAR PERIOD)

AREA 1. CAPFT PROFESSIONAL EXAMINATION

Hours can be claimed as follows:

1. Study Session - Hours would be credited as one hour per hour of instruction. ***Hours do not include lunch/coffee breaks or travel time***
2. Professional Exam - Hours would be credited as one hour per hour of actual time taken to write the exam.
3. Self Study – A maximum of 25 hours can be credited for self study for the CAPFT Professional Exam.
 - The self study hours can only be claimed in the reporting year that the exam was written.
 - 1 hour per hour of study
 - If fewer hours were used, enter the amount of hours spent studying. Reminder, we are professional and must maintain our professionalism when completing our continuing competence hours.

AREA 2. STRUCTURED LEARNING

Structured learning includes post secondary courses -university / college-, study by correspondence, conferences, seminars, workshops, technical sessions, short courses, on-line tutorials or modules, pod-casts, in house training and field trips that meet the following criteria:

- primarily related to the career and practice of forestry (as per Section 1(1) (u) of the *Regulated Forestry Profession Act*),
- suitable education setting (can include on-line training),
- information or technical knowledge transfer,
- organized learning.

Other courses not specifically related to forestry can be included, such as computer science, personnel development public speaking, and others that benefit an individual in their profession or position.

Hours would be credited as one hour per hour of receiving instruction including instruction in the field. **Hours do not include lunch/coffee breaks or travel time.**

Examples of acceptable entries in this category: Forestry Commons modules, scaling certification and re-certification courses, regeneration survey courses, Enform courses, fire management courses, Principles of Fire Behavior CD, AFME modules, first aid, WHMIS, TDG, computer programs, FIRES program training, H2S Alive courses, waste management courses, environmental geology courses, environmental field report courses , pipeline design and construction courses, environmental impact assessments courses, Remediation Technologies courses, Ecosystem Management conferences, FireSmart seminars, CIF/CAPFT technical sessions, and personal development courses such as conflict resolution, supervisory course, public speaking, toast masters, business management, etc.

Examples of un-acceptable entries in this category: how to crafting courses, sports lessons, tailgate safety meeting, judging science fairs, school talks.

AREA 3. STRUCTURED LEARNING SELF STUDY/CHALLENGING AN EXAMINATION

Hours can be claimed as follows for training courses detailed above when the examination is challenged and passed without taking the in-class training:

1. Challenging an Exam - Hours would be credited as one hour per hour of actual time taken to write the exam.
2. Self Study – A maximum of half the hours allotted by the training institution for taking the course can be credited for self study.
 - For auditing purposes, documentation of allotted institution hours must be kept by member.

CATEGORY 2 – VOCATIONAL ENHANCEMENT

AREA 1. PARTICIPATION AND INVOLVEMENT

Attendance at meetings for industry and provincial working groups, education advisory boards and natural resource associations where agenda topics relate to providing direction or problem solving at a regional / landscape level. Annual General Meetings (AGMs) of these organizations are acceptable in this area; technical sessions of these organizations would qualify in Category 1.

Actual hours for participation and involvement are to be recorded. The College will then credit one hour of competency time for every five hours claimed by the member. **Hours do not include lunch/coffee breaks or travel time.**

Examples of acceptable entries in this category: CIF/Rocky Mtn. Section, CAPFT, CAPF, CFA, IRMG Subcommittees, Soil and Vegetation Committee, Reclamation Working Group, NAIT Advisory Committee, Partners in Protection, AFPA Committees, Alberta Provincial Ignition Taskforce, Mixedwood Management Committee, ARS Committee, FMA Taskforce, OGR Negotiations Meetings, Strategic industry meetings (e.g. Landscape Level Harvest Team, Understorey Protection Strategy Team)

Examples of un-acceptable entries in this category: weekly, monthly or annual staff meetings, pre/post season staff meetings.

AREA 2. WORKPLACE LEARNING

A) Trade Fairs and Field Tours

A member may claim for attending a trade fair or field tour that relates to the practice of environmental sciences.

Actual hours for attendance are to be recorded. The College will then credit one hour of competency time for every five hours claimed by the member. **Hours do not include lunch/coffee breaks or travel time.**

Examples of acceptable entries in this category: Forestry Tradeshows, Oil and Gas Trade Shows, Partners in Resource Field Tour, De-compaction Field Tours, Harvesting Field Tours, Stand Retention Field Tours

Examples of un-acceptable entries in this category: Boat and Sportsman Show, Recreational Trade Fair, Golf Tradeshow, Consumer Tradeshows

B) Maintaining Legislative Knowledge

A member may claim up to 25 hours a year for reviewing legislation and their supporting documents to maintain the knowledge/competency within their profession. The College will then credit one hour of competency time for every five hours claimed by the member.

For auditing purposes, a listing of the materials reviewed must be available to the auditor.

If less hours were used, enter the amount of hours spent reviewing the documentation. Reminder, we are professional and must maintain our professionalism when completing our continuing competence hours.

Examples of acceptable entries in this category: Acts, Regulations, external government directives, Land Use Framework, OGRs, RAS Manual, PreSuppression Preparedness (PPS) Manual, OH&S documents, EFR Manual, Conservation Reclamation Business Plan (CRBP), EAP Manual, PLAR

Examples of un-acceptable entries in this category: Internal directives, process memos, magazine articles, newsletters, meeting minutes, safety manuals and company standards.

AREA 3. SPONSORSHIP/MENTORSHIP

A) Sponsorship

A member may claim hours for sponsoring a Forest Technologist in Training (FTT). The CAPFT member must be registered with the college as a sponsor for the FTT.

Actual hours for the activities relating to the sponsoring of a FTT are to be recorded. The College will then credit one hour of competency time for every five hours claimed by the member. **Hours do not include lunch/coffee breaks or travel time.**

B) Mentorship

A member may claim for the mentoring of core competencies to an associate member or a potential member who lacks those core competencies due to their academic assessment. The CAPFT member must be pre-approved by the College to act as a mentor and the person being mentored must be known by the college.

Actual hours for the activities relating to the mentoring of an associate member or a potential member are to be recorded. The College will then credit one hour of competency time for every five hours claimed by the member. **Hours do not include lunch/coffee breaks or travel time.**

CATEGORY 3 – PROFESSIONAL CONTRIBUTIONS

AREA 1. EDUCATING – COURSE PREPARATION AND DELIVERY

The development, preparation, and presentation of structured learning materials for Category 1 activities.

Actual hours of educating are to be recorded. The College will then credit one hour of competency time for every five hours claimed by the member. **Hours do not include lunch/coffee breaks or travel time.**

Examples of acceptable entries in this category: instructor of in house training, guest instructor at Hinton Training Center (HTC) courses, school talks, presentations at seminars, instruction on field trips, development of training material, Toastmasters presentations

Examples of un-acceptable entries in this category: Full time HTC instructors, Full time NAIT Instructors, Professional Safety Coordinators

AREA 2. PUBLISHED WORK

The preparation, writing and publication of occupational relevant subject matter in a magazine, journal, company newsletter, blog, information bulletin, web content, or newspaper.

Actual hours for authoring the published work are to be recorded. The College will then credit one hour of competency time for every five hours claimed by the member. **Hours do not include lunch/coffee breaks or travel time.**

AREA 3. COUNCIL AND COMMITTEE MEMBERSHIP

Holding an elected or appointed office or an active committee or sub-committee assignment in CIF, CAPFT, CAPF or environmental sciences committee.

Examples of acceptable entries in this category: AGM committee member, membership committee member, competency committee member, exam committee member, president of CAPFT, Vice President of CAPFT, Past President of CAPFT, CAPFT Hearing Director, CAPFT Communication Director, NAIT Liaison, CIF Council Member, CAPFT JEPP Board representative, CAPP, CSA, JMC

Actual hours for attending meetings and working on tasks assigned by the committee are to be recorded. The College will then credit one hour of competency time for every five hours claimed by the member. **Hours do not include lunch/coffee breaks or travel time.**

AREA 4. PUBLIC RELATIONS

Actual hours are to be recorded for public relations which are related to the field of environmental sciences. The College will then credit one hour of competency time for every five hours claimed by the member. **Hours do not include lunch/coffee breaks or travel time.**

Examples of acceptable entries in this category: Manning a booth, public meetings

HELPFUL RECOMENDATIONS FOR ENTERING YOUR CC HOURS

- Watch the Online Management Tutorial
- Read the Reporting Instructions
- Submit entries on time
- Refer to course list
- Enter your hours as you earn them
- Please note – “Host” represents the instructing body/course deliver
- Be descriptive on course description
- Take your time entering hours into OMS!!!

Approved by Council July 11th, 2013