

## 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)**. The remaining hours can be made up of Category 2 and Category 3 activities. Category 1 activities are credited to the CC program at a 1:1 ratio (1 hour of activity time to 1 hour of competency time). The Category 2 and 3 hours will be credited to the CC program at a 5:1 ratio (5 hours of activity time to 1 hour of competency time).

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

Activities must be:

- 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

**Hours do not include lunch/coffee breaks or travel time.**

### EDUCATION/COURSES

<b>Applicable CC Activity</b>	<b>CAPFT Competency Time</b>	<b>Description</b>
Professional Development Courses	Hours are credited at a 1:1 ratio  Course outlines may be required for submission by CAPFT	<ul style="list-style-type: none"> <li>• Any structured course that contributes to professional development.</li> <li>• Courses taken to expand your knowledge and understanding of Natural Sciences.</li> <li>• In house training and field tours</li> <li>• Courses not specifically related to forestry can be included that benefit an individual in their profession or position</li> </ul> <p><i>Examples: ESRD Courses, WOLF Courses, Enform Courses, Leadership Courses, Reclamation Courses, Computer Courses, etc.</i></p>
Post-secondary Courses	Hours are credited at a 1:1 ratio  Course outlines may be required for submission by CAPFT	<ul style="list-style-type: none"> <li>• University or College courses taken after becoming a member of CAPFT.</li> </ul> <p><i>Examples: Forestry/environmental courses from the University of Alberta</i></p>
Distance Learning	Hours are credited at a 1:1 ratio  Course outlines may be required for	<ul style="list-style-type: none"> <li>• Courses taken by correspondence or online</li> </ul>

	submission by CAPFT	Examples: CDI Courses, Athabasca University Courses, WOLF Online Courses, etc.
Safety Courses	Hours are credited at a 1:1 ratio  Course outlines may be required for submission by CAPFT	<ul style="list-style-type: none"> <li>• Certified safety courses</li> </ul> <i>Examples: First Aid, CPR, H2S, WHMIS, TDG, Driver Training, Site Orientations, etc.</i>

### INFORMATION SESSIONS

Applicable CC Activity	CAPFT Competency Time	Description
Conferences, Technical Sessions and Seminars	Hours are credited at a 1:1 ratio	<ul style="list-style-type: none"> <li>• Academic conferences that relate to the field of natural sciences</li> <li>• Technical sessions offered by a professional organization</li> </ul> <i>Examples: CAPFT Technical Session, etc.</i>

### POLICY DEVELOPMENT

Applicable CC Activity	CAPFT Competency Time	Description
Workshops, Working Groups and Policy Meetings	Hours are credited at a 1:1 ratio  Agenda or minutes from meeting may be required for auditing purposes.	<ul style="list-style-type: none"> <li>• Participating at meetings for the development of policies, guidelines and standards in the natural science fields.</li> </ul> <i>Examples: FP Innovations, Government Working Groups, AER Working Groups, Industry/Government Joint Working Group, etc.</i>

### CAPFT PROFESSIONAL EXAMINATION

CC Activity	Competency Time	Description
Study Session	Hours are credited at a 1:1 ratio	<ul style="list-style-type: none"> <li>• CAPFT Study Session for the professional examination.</li> </ul>
Professional Exam	Hours are credited at a 1:1 ratio	<ul style="list-style-type: none"> <li>• You may claim competency time for each year the exam is written in (including re-writes)</li> </ul>
Self-Study	A maximum of 25 hours can be credited for self-study for the CAPFT Professional Exam	<ul style="list-style-type: none"> <li>• <u>The self-study hours can only be claimed in the reporting year that the exam was successfully written.</u></li> <li>• 1 hour per hour of study. If fewer hours were used, enter the amount of</li> </ul>

		<p>hours spent studying.</p> <ul style="list-style-type: none"> <li>• Reminder; we are professionals and must maintain our professionalism when completing our continuing competence hours.</li> </ul>
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If any courses or situations arise that do not meet any of the criteria listed above, contact the college to discuss.

## CATEGORY 2 – VOCATIONAL ENHANCEMENT

### PARTICIPATION AND INVOLVEMENT

Applicable CC Activity	CAPFT Competency Time	Description
Annual General Meetings	<p>Hours are credited at a 5:1 ratio</p> <p>Course outlines may be required for submission by CAPFT</p>	<ul style="list-style-type: none"> <li>• Annual general meetings related to the natural sciences</li> </ul> <p><i>Examples: CAPFT AGM, CAPF AGM, WOLF AGM, etc.</i></p>

### WORKPLACE LEARNING

Applicable CC Activity	CAPFT Competency Time	Description
Trade Fairs	<p>Hours are credited at a 5:1 ratio</p> <p>Course outlines may be required for submission by CAPFT</p>	<ul style="list-style-type: none"> <li>• A trade fair that is related to the natural sciences</li> </ul> <p><i>Examples: Forestry Tradeshow, Oil and Gas Trade Shows, etc.</i></p>

## MAINTAINING LEGISLATIVE KNOWLEDGE

Applicable CC Activity	CAPFT Competency Time	Description
Reviewing Legislation	<p>Hours are credited at a 5:1 ratio</p> <p>For auditing purposes, a listing of the materials reviewed must be available to the auditor.</p> <p>Course outlines may be required for submission by CAPFT</p>	<ul style="list-style-type: none"> <li>• reviewing legislation and their supporting documents to maintain the knowledge/competency within their profession</li> <li>• 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</li> </ul> <p><i>Examples: Acts, Regulations, external government directives, Land Use Framework, OGRs, etc.</i></p>

## SPONSORSHIP/MENTORSHIP

### A) Sponsorship

A member may claim hours for sponsoring a Forest Technologist in Training (FTT). In order to claim hours under this area, 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 hours for the mentoring of core competencies to an associate member or a potential member who lacks those core competencies do to their education. 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 – PROFESSION CONTRIBUTIONS

#### EDUCATING

Applicable CC Activity	CAPFT Competency Time	Description
Educating	Hours are credited at a 5:1 ratio  Course outlines may be required for submission by CAPFT	<ul style="list-style-type: none"> <li>The development, preparation, and presentation of structured learning materials for Category 1 activities</li> </ul> <p><i>Examples: instructor of in house training, school talks, presentations at seminars, etc.</i></p>

#### PUBLISHED WORK

Applicable CC Activity	CAPFT Competency Time	Description
Preparing a document	Hours are credited at a 5:1 ratio  Course outlines may be required for submission by CAPFT	<ul style="list-style-type: none"> <li>The preparation, writing and publication of occupational relevant subject matter in a magazine, journal, company newsletter, blog, information bulletin, web content, or newspaper</li> </ul> <p><i>Example: Published article in the Forestry Chronicle, CIF e-Lecture presentation, etc.</i></p>

#### COMMITTEE MEMBERSHIP

Applicable CC Activity	CAPFT Competency Time	Description
CAPFT, CAPF, CIF or other related committee representation	Hours are credited at a 5:1 ratio  Meeting minutes may be required for submission by CAPFT	<ul style="list-style-type: none"> <li>Holding an elected or appointed office or an active committee or sub-committee assignment in CIF, CAPFT or CAPF</li> </ul> <p><i>Examples: AGM committee member, membership committee member, competency committee member, exam committee member, president of CAPFT, Vice President of CAPFT, etc.</i></p>

#### REMINDERS TO AVOID COMMON ERRORS:

- Submitted hours only within reporting period
- Submit hours on time. Not doing so will lock you out of the Online Management System (OMS) and additional assistance will be required from CAPFT to enter the tardy competencies.
- Hours entered in correct categories (as per instructions).

- Provide enough details to understand entry, explain less common acronyms. This can be done in the 'Notes' section of the OMS.
- If you are not able to find the activity that you are looking for in the course listing, use the 'Other' option and manually input the name of the course in the 'Other Activity' field. Not entering additional information for 'Other' entries will cause them to be rejected as CAPFT cannot confirm what the hours were for.