

Continuing Competence Program Manual

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1. THE CONTINUING COMPETENCE (CC) PROGRAM

The following statements are excerpts from a presentation that the Alberta Government, Human Resources and Employment (HRE) provided to the College of Alberta Professional Forest Technologists (CAPFT or the College). They gave direction to the CC Committee in the initial stages of developing the CC program.

- Ensuring professional competence differs from guaranteeing competence. The *Regulated Forestry Profession Act* (RFPA or the Act) requires professional organizations to ensure professional competence.
- Accountability for competence rests with the individual professional. Responsibility for periodically monitoring competence rests with the professional organization.
- The government expects continuing competence requirements for practice permits to be transparent.
- The future credibility of a profession in an industry will likely be strongly influenced by the integrity of continuing competence initiatives.

The goal of the CC Committee was to develop a program that promotes professional competence, is credible to our stakeholders and is attainable by the membership.

The RFPA defines competence as “the combined knowledge, skills, abilities and judgment required to provide professional services”.

1.1. Program Principles

1. The program must allow for individuals to identify areas in which they are competent (areas of responsibility).
2. The program must provide an avenue for individual members to report back on work experience and training that have enabled them to maintain or expand their competence level in their identified areas, and any new areas.
3. The program must provide for a consistent approach to assessing individual members.

1.2. History

The RFPA was proclaimed on April 25, 2002. With this proclamation, the Registered Professional Forest Technologists Regulation (RPFT Regulation) also came into force. One requirement of the Act is that the College must establish a Continuing Competence program within 5 years of proclamation.

In 1997, the College adopted mandatory reporting of Continuing Forestry Education (CFE) activities. It was envisioned that the CFE program would evolve into the required continuing competence program.

In the fall of 2003, the CC Committee was formed and development of the current CC program began.

The requirements of the program were presented at the Annual General Meeting (AGM) of the College in 2004 and the compliance portion of the program presented at the AGM in

2005. Development of the CC manual was completed and the final version was approved by council in September 2005.

The college passed the first formal audit of the CC program in 2006. The CC program has been audited annually since that time.

In 2007, the committee created a listing of some of the training courses available to our members and the maximum hours that can be claimed for each of those courses. This listing is available on our website (www.capft.ca)

In 2008 the committee developed procedures for extended leave (medical and maternity) and part-time membership (seasonal and semi-retired).

In 2009 the program was revamped to make it more realistic (requirements could be met by members while still ensuring continual learning), demographically friendly (recognize that as members progress through their careers they contribute / learn in different ways), biggest return for dollars (now more than ever in this economic environment) and “fluff free” (remove items that are difficult to audit).

The Online Management System (OMS) was rolled out in October 2009. It has a competency tracking portion.

In 2012 the competency manual was updated to provide direction in using the OMS to enter competency information.

Ongoing assessment, revision and improvement are now the CC Committee’s main focus.

1.3. Legislation and Bylaw References

The following are summaries of the appropriate sections of the Act, the RPFT Regulation and the CAPFT Bylaws. Refer to the Act, the RPFT Regulation and the College Bylaws for the complete terms of the documents.

1.3.1. Regulated Forestry Profession Act

Section 1(1) (gg) (vi) includes failure or refusal to comply with the requirements of a continuing competence program in the definition of “unprofessional conduct”.

Section 3(1) (c) requires the College to establish, maintain and enforce standards of practice, registration and continuing competence for the practice of the regulated profession.

Section 10 and 11 details establishment, membership and duties of the CC Committee.

Section 34 details imposition of conditions on or suspension of the practice permit for failure to meet continuing competence requirements.

Section 37(4) gives the CC Committee authority to direct the Registrar of the College to cancel a member’s practice permit if the conditions imposed under Section 34 are not complied with in the required timeframe.

Section 43 details the requirement to have a CC program, requires the CC Committee to refer a member to the Complaints Director if a regulated member has intentionally provided false or misleading information or displays a lack of competence in the profession, and outlines confidentiality requirements of the information gathered in CC program.

Section 100 authorizes CAPFT Council to make regulations establishing and regarding the CC program.

1.3.2. Registered Professional Forest Technologist Regulation

Section 9 requires regulated members to comply with, maintain records of and submit documentation for the CC program.

1.3.3. CAPFT Bylaws

Article 2, Section 2.01 details the objectives of CAPFT, to promote, encourage, and effect education and training of the membership in all matters relating to or affecting their profession.

Article 3, Section 3.06,

- A. States any member whose membership is suspended for lack of payment of any fees and/or non-submission of documentation such as the annual practice permit application form shall be levied a one hundred dollar (\$100.00) reinstatement fee to reinstate the suspended registration. (resolution 2004-13)
- B. States any member whose membership is cancelled for lack of payment of any fees and/or non-submission of documentation such as the annual practice permit application form shall make application with the college and be subject to the registration process, and must meet any conditions of registration including any professional examinations. (amended resolution 2003-05)

Article 3, Section 3.08.1 states a regulated member must submit a completed application for their annual practice permit to the registrar by October 15 for the upcoming year. This includes part a: (register information) and part b: (continuing competency reporting form) and part c: (declaration). (amended resolution 2005-09) (Resolution 2013-05)

Article 3, Section 3.08.2 states all regulated members must be issued a practice permit by the college once; (added resolution 2005-09)

- A. A correctly completed annual practice permit form is submitted.
- B. All fees, dues, and levies as are prescribed by the council are paid in full.
- C. The college has confirmed that the member has the required number of hours for the continuing competence program. (amended resolution 2006-04)

Article 9, Section 9.01(a)(iii) requires College Members to only undertake work that they are competent to perform.

Article 9, Section 9.01(a)(iv) requires College Members to share the lessons of their experience with other college members; (resolution 02-01).

Article 9, Section 9.01(a)(v) requires College Members to make a personal commitment to a process of continuing education to keep current in the skills and knowledge necessary to perform their duties and responsibilities.

1.4. Continuing Competence Committee

The CC Committee was established in September of 2003 to develop the existing CFE program into the required CC program.

The Terms of Reference (Appendix A) detail the chair, membership, meetings, responsibilities, authority and working groups of the CC Committee.

1.5. Development Plan

The following plan was established by the CC Committee to provide target dates for the development and implementation of the CC program on an annual basis.

2008

- Complete and post on-line course list
- Assist with the development of the on-line reporting system
- Review and amend CC Manual

2009

- Review and amend the CCP
- Assist with the completion of the on-line reporting system
- Review by-laws and policies and amend as necessary
- Review and update existing on-line course list
- Complete first audit using the new on-line reporting process

2010

- Review and amend on-line reporting process
- Review by-laws and policies and amend as necessary
- Review and update existing on-line course list
- Review and update CCP
- Assisting in OMS Phase 2 roll out

2011 - 2012

- Maintaining current program and updating as required
- Review by-laws and policies and amend as necessary
- NAIT writing award
- Review and update existing on-line course list
- Assisting in OMS Phase 3 roll out
- Developing or co-developing online courses for members
- Recognition for writing articles

2012 – 2013

- Maintaining current program and updating as required
- Review by-laws and policies related to Continuing Competency Program and suggest amendments as required
- Review and update existing OMS course list
- Develop a process for action plan reviews
- Assist in any future OMS testing as required
- Conduct a mini audit for first year members

2. THE REPORTING PROCESS

The timeframes and steps of the reporting process are summarized in the CAPFT CC Program Compliance and Audit Flowchart (Appendix B).

For this program, a Reporting Year (Reporting Period) is as per this example: the 2012 reporting year is the period of time from October 1, 2011 to September 30, 2012. This information is reported in the fall of 2012 as part of the 2013 Practice Permit Application.

2.1. Hours Required

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 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 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 member must report to CAPFT the continuing competency hours by November 30. How to report hours is included in Section 2.2 of this manual.

As per the *Regulated Forestry Profession Act*, failure to meet the requirements of the CC program is considered unprofessional conduct.

2.2. Submitting Hours

Hours can be reported through the OMS on the CAPFT website (www.capft.ca). After logging into the website select Continuing Competence from the menu bar and then select Enter Competencies from the drop down menu.

<https://www.capft.ca/index/page/users/action/addcompetencies/>

For detailed instructions on how to enter competencies refer to the “Video Tutorial on Using This Form” and the “CC Reporting Instructions” link in your Enter Competencies Section of the website.

Hours reported are divided into three categories: Category 1 – Structured Learning, Category 2 – Vocational Enhancement and Category 3 – Professional Contributions. The CC Program Reporting Instructions in the Enter Competencies Section of the website and in Appendix C provides more detail about each category. Examples of what is acceptable and what is not are included. These lists will be updated as required to provide as much guidance for the members as possible.

A summary of your current continuing competency hours is available in the Competency Summary Report on your Member's Section of the website.

3. THE COMPLIANCE AND AUDIT PROCESS

As per the principles of the CC Program “the program must provide for a consistent approach to assessing individual members”.

This will be achieved by doing annual compliance checks and audits.

3.1. Compliance Checks

3.1.1. Competency Submission

For members who are submitting the Continuing Competence information for the first time, the Registrar or a member of the CC Committee will review the member's information after September 30th and before November 30th of each year.

3.1.2. Required Hours

The Registrar will check all members who have 3 years worth of submissions to determine if the required hours in the three year rolling total have been met.

If the hours have not been met, the Registrar will forward the information to the Competency Director for review and approval. The Registrar will then forward a complaint for unprofessional conduct to the Complaints Director.

3.2. Audit

For this program, an Audit is as per this example: the 2012 Audit will be conducted from November/December 2012 to January 2013 and will cover the submissions from the October 1, 2010 to September 30, 2012 reporting years.

The timeframes and general steps of the audit are summarized in the CAPFT Continuing Competence Program Compliance and Audit Flowchart (Appendix B).

3.2.1. Selection of Members for Audit

After October 1 of each year, the Registrar will randomly select 10% of the members in good standing for the audit. A member would not be audited if they were audited during the previous two years and passed the audit.

The Registrar divides up the names of the selected members equally among the auditors. The names are presented to the individual auditor who has the right to request an alternate auditor for any member who could present a conflict, real or perceived, based on their past or present association with that member. This member's information would be re-distributed to another auditor.

3.2.2. Process

Once the auditor has the information for the members they are to audit, the following steps are taken:

1. Randomly select 10% of members that have not been audited in the previous 3 years.
2. Selected members are assigned to the auditors.
3. Auditees are individually notified in writing complying with the privacy act.
4. Review individuals hours submitted. Attempts to contact the member and general details of correspondence will be recorded on the Continuing Competence Audit Form (Appendix F). The auditor then completes the audit form.
 - Up to 3 attempts to contact the auditees will be made within the audit period (Oct 15th to Dec 15th) if not in compliance
5. Results (CC Audit Form) of the audit are sent to the auditee and CC Director by Dec 15th
6. CC Director sends audit results to Registrar.

Registrar will review and forward noncompliance to Complaints Director

3.2.3. Passing the Audit

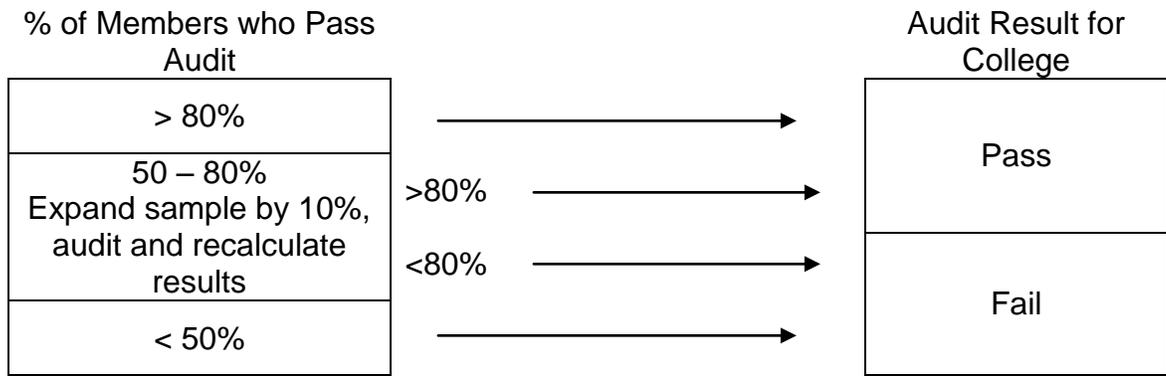
3.2.3.1. Individual Member

A member will pass the audit if:

- the member has the required number of program hours,
- all requested information has been provided to the auditor,
- there has been no misrepresentation of the information contained in the submission, and
- there was no unprofessional conduct with the auditor

3.2.3.2. College

Determination if the College has passed the audit will be based on the following thresholds:



3.2.4. Consequences of Failing the Audit

3.2.4.1. Individual Member

A member will be considered as failing an audit if one or more of the following occur:

1. Failure to meet the required hours of the program
2. Failure to provide documentation requested by an auditor
3. Misrepresentation of the information contained in their submission
4. Unprofessional conduct with the auditor

As per the *Regulated Forestry Profession Act*, penalties imposed on a member found guilty of unprofessional conduct could include but are not limited to:

- conditions imposed on practice permit restricting the members practice
- suspension or cancellation of the practice permit
- fines and/or hearing charges billed to the member
- member ordered to take additional training

Members who have failed the audit will have a complaint for unprofessional conduct and their name referred to the Complaints Director for action.

3.2.4.2. College

If the College passes the audit, then the CC Committee will continue with the program as it is and look for improvements when possible.

If the College fails the audit, it will be the responsibility of Council and the CC Committee to find ways to increase:

- intensity of audit
- member education of the requirements and consequences of the program
- communications to members regarding the importance of complying with the requirements of the Act
- member commitment and professionalism

3.2.5. Audit Review

Once the auditors have completed the audit of their assigned members, the CC Committee will meet and review the results. Auditors will reveal the results for each individual with a recommendation for pass or failure of the audit.

The CC Committee will finalize all recommendations and compile a list of members who have failed the audit. The Registrar will forward this information to the Complaints Director.

3.2.6. Publication of Audit Results

The CC Director will present the results of the audit to the membership in the Annual Report.

Audit results will be presented in statistical format only. The following information will be presented:

1. number of members audited
2. percentage of pass and fail results
3. pass or fail result for the college
4. common reasons for failing (if applicable)

APPENDICES

Appendix A

Terms of Reference CAPFT CONTINUING COMPETENCE COMMITTEE

GROUP MEMBERSHIP

Group membership consists of Chair (Competence Director) and 3-8 members representing a balance between industry and government. As per the College bylaws, the President and Registrar are also members of this committee ex-officio. It is recommended that when a new Competence Director is elected, the outgoing director serve a term as a member on the committee to provide continuation in the issues and ideas being worked on.

Term of service for a committee member will be 2 years, commencing at the AGM they are appointed and concluding at the AGM two years from then. Withdrawal before the end of the term requires notice in writing to the committee chair.

Committee members may serve more than one term. Committee members who do not wish to serve an additional term will provide the committee with notice in December of their last year so notification can go out with the AGM pre-package advising of available positions on the committee.

MEETINGS

Meetings will be scheduled by the committee as need or projects dictate. The target is to hold 5 meeting per calendar year.

Meeting minutes will be recorded and action items will be noted and assigned. Minutes will be kept on file at the College office.

RESPONSIBILITIES

1. Monitor and audit member compliance within the CC program.
2. Refer members to complaints director as per the Regulated Forestry Profession Act.
3. Maintain and update the CC program as needed.
4. Maintain confidentiality of the information contained within the CC program as per current legislation.

AUTHORITY

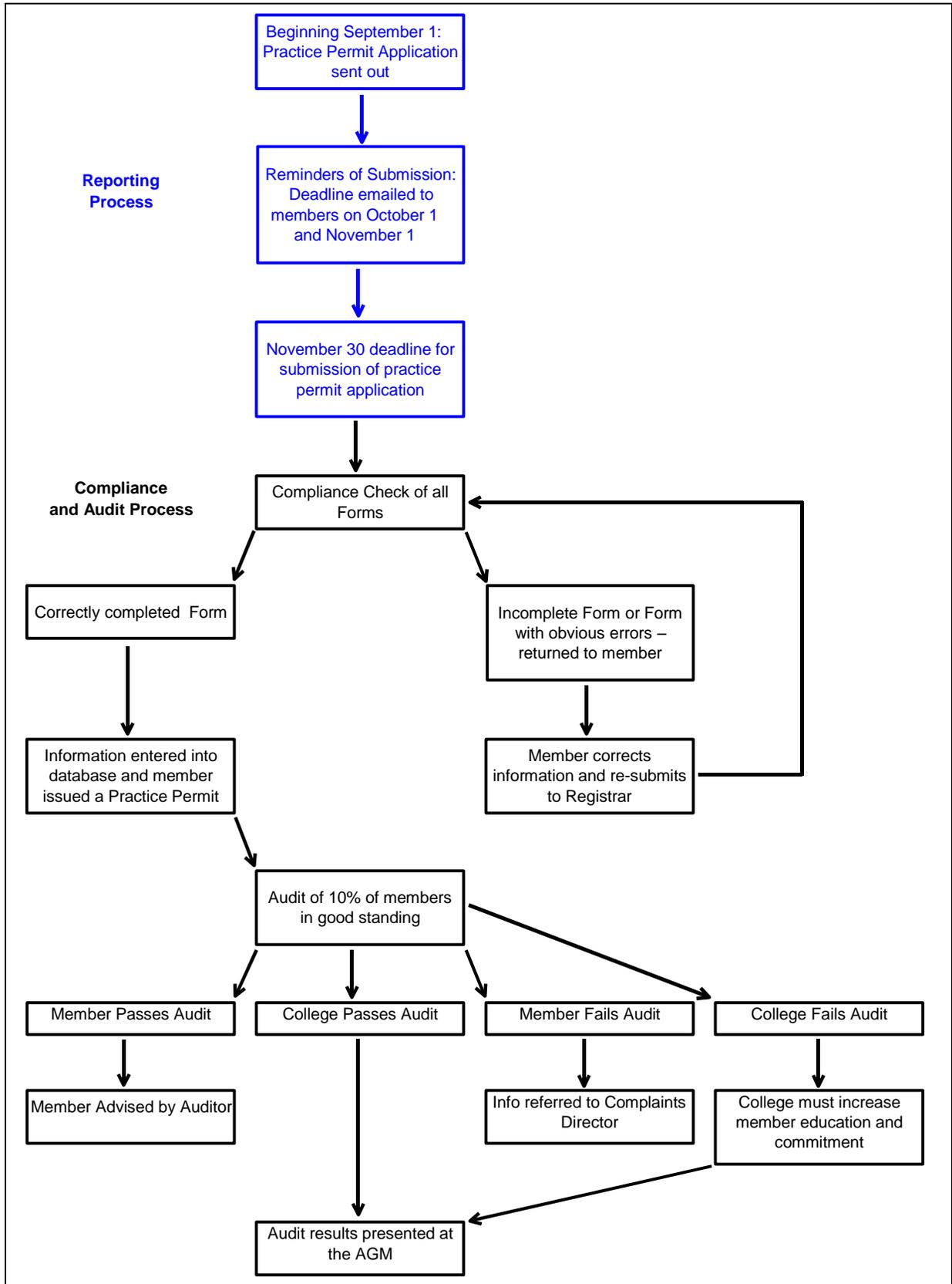
Program content and process recommendations made by this committee will be referred to college Council for endorsement before being forwarded to the membership for acceptance.

WORKING GROUPS

Working groups formed by this committee will include a member of, and will report back to, the committee.

Appendix B

**CAPFT Continuing Competence Program
Compliance and Audit Flowchart (needs to be updated)**



Appendix C

2012 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 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 activities are credited to the CC program at a 1 to 1 ratio (1 hour 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. You may only attend one session per year. ***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 successfully 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 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 Behaviour 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, 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 for the profession of forestry. 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, Alberta Caribou Standing Committee, NAIT Advisory Committee, Partners in Protection, AFPA Committees, Alberta Provincial Ignition Taskforce, Mixedwood Management Committee, ARS Committee, EFR Working Group, AOA Working Group, 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 forestry.

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, AOA Enhancement Procedure, Conservation Reclamation Business Plan (CRBP)

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 up 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 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

AREA 1. EDUCATING

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, 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. EXECUTIVE COMMITTEE MEMBERSHIP

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

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, etc

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 for manning a booth at a trade fair or a public meeting, which are related to the field of forestry or natural resources, 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.**

Appendix E

Extended Leave from Practice for Maternity/Paternity/Medical Leave/ Competency Procedure

Intent:

The college has recognized the importance of having a formal process in place for members going on extended leave due to maternity / paternity or medical leave. The intent of the process is to provide clear direction to members on the notification process, continuing competence requirements, membership status and competency audit requirements with their membership in the college while on maternity / paternity or medical leave.

Definition:

Extended leave from Practice is defined for maternity / paternity or medical leave as being non-practicing for 6 (six) months and 1 (one) day in a reporting year. Members will be able to stay as non-practicing for a maximum of three years before they would have to re-write the professional exam. During the term of the leave members will be moved to non-practicing membership status.

Maternity and Paternity Leave:

The following outlines the process to be followed for members going on maternity / paternity leave:

Notification:

As this is a planned event, the college requests three months notice prior to the planned start of maternity / paternity leave.

The notification must be in writing and must indicate the planned start and end date of the leave.

It is understood that circumstances arise that will result in changes to the planned dates. Members must notify the college of these changes as soon as possible.

If a member chooses to remain as a regulated member (has not notified the College) during the term of the leave, the regular competency requirements will be applicable.

Continuing Competency Requirements:

Members on maternity / paternity leave are encouraged to keep current with their profession while on leave however it is understood that formal training courses would be difficult to schedule and attend. Thus, CC requirements are not required for any reporting period when the requested leave (non-practicing) is greater than 6 (six) months and 1 (one) day. The college recognizes that situations may arise when individual circumstances will need to be reviewed.

Audit Requirements:

The year/s that members are classified as non-practicing will not be included in any three-year competency audit.

Medical Leave:

The following outlines the process to be followed for members going on medical leave:

Notification:

Members are requested to provide in writing notification to the college as soon as possible.

The notification should include the date the leave was started and the expected return date if known.

It is understood that circumstances may arise that will result in changes to the dates. Members must notify the college of these changes as soon as possible.

If a member chooses to remain as a regulated member (has not notified the College) during the term of the leave, the competency requirements will be applicable.

Continuing Competency Requirements:

Members on medical leave are encouraged to keep current with their profession while on leave however it is understood that formal training courses would be difficult to schedule and attend. Thus, CC requirements are not required for any reporting period when the requested leave (non-practicing) is greater than 6 (six) months and 1 (one) day. The college recognizes that situations may arise when individual circumstances will need to be reviewed.

Audit Requirements:

The year/s that members are classified as non-practicing will not be included in any three-year competency audit.

Appendix F

Part-time/Seasonal/Semi-retired Competency Procedure

Intent:

The college has recognized the importance of having a formal process in place for members who work part-time, seasonally or are semi-retired. The intent of the process is to provide clear direction to members on the notification process, continuing competence requirements, membership status and competency audit requirements with their membership in the college while maintaining part-time, seasonal or semi-retired status.

Definition:

Part-time, seasonal or semi-retired practice is defined as accumulated practice for 6 (six) months less 1 (one) day in a reporting year. Members will be able to maintain their annual practice permit for the duration of time in this capacity without having to re-write the professional exam.

Notification:

As this is a planned event, the college requests a written summary of employment that occurred during the reporting period (to verify the length of employment) be attached to the annual practice permit application.

This may be the start/end date for seasonal workers or a number of start/end dates for part-time workers (in this case the total number of days worked will be tallied)

Continuing Competency Requirements:

Members working seasonally, part-time or who are semi-retired are encouraged to keep current with their profession. CC requirements will be 50% of the required annual totals where the total employment period is no greater than 6 (six) months less 1 (one) day. Any employment total greater than the indicated requires full CC requirements. The college recognizes that situations may arise when individual circumstances will need to be reviewed.

Audit Requirements:

The year/s that members are classified as seasonal, part-time and semi-retired will be included in any three-year competency audit at 50% of the total requirements.

Appendix G

Committee Roles and Responsibilities

COMPETENCE DIRECTOR

2 year term, elected on odd years

Role:

Develop, implement and maintain the College's Continuing Competence Program as required under section 43 of the *Regulated Forestry Profession Act*.

Responsibilities:

- Attend all Council meetings.
- Chair the Competence Committee.
- Facilitate Competence Committee meetings.
- Maintain a database for tracking Continuing Forestry Education (CFE) submissions.
- Develop the Continuing Competence Program as required under section 43 of the *Regulated Forestry Profession Act*.
- Create the CCP development plan.
- Monitor membership performance and compliance as it pertains to the CFE Program.
- Review and approve new CFE submissions.
- Conduct and supervise annual audit of CFE submissions.
- Maintain CFE course listing.
- Communicate to the Membership, Registrar and Council on the CFE Program.
- Assigning CFE credits (or identification of CFE credits) to structure learning opportunities.
- Write articles for the College's newsletter about CCP.
- Create annual report for presentation to membership.

Annual Time Commitments:

- | | |
|------------------------------|-----------|
| ○ Council Meetings | 10.0 days |
| ○ Annual General Meeting | 2.5 days |
| ○ CIF/RMS Technical Sessions | 3.5 days |
| ○ Committee Meetings | 8.0 days |
| ○ Committee Assignments | 5.0 days |

COMPETENCE COMMITTEE MEMBER

Minimum 2 year term, voluntary membership

Role:

Assist the Competency Director in the development, implementation and maintenance of the College's Continuing Competence Program (CCP).

Responsibilities:

- Attend Competence Committee meetings.
- Provide input into the structure of the database used to track the Continuing Forestry Education (CFE) submissions.
- Assist in the ongoing development of the CCP.
- Provide input into creation of the CCP development plan.
- Review and approve new CFE submissions.
- Conduct annual audit of CFE submissions.
- Maintain CFE course listing.
- Communicate to the Membership about the CCP.
- Validation of credits (or identification of CFE credits) for structured learning opportunities.

Annual Time Commitments:

- | | |
|----------------------------|----------|
| ○ Annual General Meeting | 1.0 days |
| ○ Committee Meetings | 6.0 days |
| ○ Committee Member's Tasks | 5.0 days |