
Professional Examination Policy and Procedures

Exam

- a. The exam is held twice annually, within the first two weeks of May and the first two weeks of November, and is four (4) hours in duration. Additional writings will not be accommodated. Refer to Forestry Commons menu in Member's Area on CAPF website for details on exam format and content.
- b. Content of the Exam are determined and reviewed annually by the Joint Professional Exam Committee. Exam content will focus on jurisprudence, professional responsibilities, local legislation, regulation and professional practice governing forestry activities in the Province of Alberta.

Registrations

- a. Writers must register for the exam through the Registrar.
- b. All writers must have registered for the exam no later than two weeks prior to the scheduled exam.

Fees

- a. Applicable fees must be paid in full no later than 2 weeks prior to the scheduled exam.
- b. Notice of fees will be provided to the writer by acceptable means at time of registration OR 60 days prior to the scheduled exam.

Studying

Anyone challenging the Professional Exam is provided free access to the [Forestry Commons](#) hosted on the CAPF website. The webpage can be found in the Member Area under Member Benefits. Forestry Commons consists of reading lists, document summaries in downloadable format to assist members in preparing for the examination. The webpage is modified and updated by the Joint Professional Exam Committee on an ongoing basis.

Writing

- a. Only materials required for the exam will be permitted in the exam room. Writers are required to leave all backpacks, bags, electronic devices, etc. at the front of the room. All devices must be powered off. Food, water and washroom breaks will be permitted. Writers must provide their own writing utensils. Invigilators will provide the Exam and writing paper.
- b. The exam duration is 4 hours. Late entry will be allowed at the discretion of the Invigilator. No time extensions will be given.

- c. For reasons of exam security, preparation and limited number of invigilators, the Exam is delivered in Edmonton.

Satellite Locations

- a. Alternative writing locations may be established based on requirement. Alternative locations will be based on availability of an approved invigilator and writing facility and need for satellite locations must be justified to the satisfaction of the Registrar or Exam Director. Requests for alternative locations must be provided to the Registrar in writing.
- b. Proctors and writing facilities will be approved by the Registrar or Exam Director.
- c. Costs to facilitate satellite locations may be the responsibility of the writer.
- d. Writings at satellite locations will occur at the same time and date as the Exam is delivered in Edmonton.
- e. Approved satellite locations will be announced to registered writers.

Evaluation and Notification of Results

- a. Exams will be marked by qualified volunteers within a reasonable and designated time-frame following the scheduled writing date.
- b. An individual challenging the professional examination must achieve a passing grade. The exam is broken into 2 sections (A and B). All writers must pass section A of the exam with a mark of 65% or better and have an aggregate grade of 65% or better to pass the exam. Anyone who fails section A automatically fails the exam, regardless of if his/her aggregate grade is above 65%.
- c. Writers will be notified of their results privately and individually as soon as the marks have been made available.

Appeals

If the marks are deemed to be borderline, the exam will be reviewed by the Joint Professional Exam Committee. Marks then provided are considered final. There will be no further avenue to appeal the results

Transferring Membership between CAPFT and CAPF

Members of the College of Alberta Professional Forest Technologists (CAPFT) or CAPF in good standing who have previously passed a CAPFT or CAPF Professional Exam at any time would not be required to write any additional Professional Exams. Both CAPFT and CAPF exams are similarly structured and are based on Alberta jurisprudence. If the applicant is not in good standing with the College with which the Examination was successfully passed or, while in good standing, the individual has never written and passed a Professional Exam having been “grandfathered”, the examination would need to be written and passed.