PROFESSIONAL EXAMINATION
CAPFT MANDATORY QUESTIONS
INFORMATION SESSION

For the Spring 2015 Exam
Exam Details – Date and Time

- Starts at 0900 hrs, March 28, 2015 at all locations
- Primary session will be in Edmonton, at the NAIT Campus
  - Industrial Technology Building V
  - Room V322
  - 11762 – 106 Street, Edmonton, Alberta
- Details for the day of the exam will be sent out later next week.
Objective of this Information Session

- To provide participants with information regarding:
  - General information about the College, Act, Regulation, Complaints Process and areas the mandatory CAPFT related exam sections were developed from
  - Material & references to focus study efforts
Exam Details - Outline

- 2 mandatory CAPFT Sections
- Each section may have several parts in a variety of formats – MC, TF, Tables, etc.
- Each section worth 10 marks
Exam Details - Content

- 2 mandatory sections pertain to:
  - CAPFT Bylaws
  - Code of Conduct
  - Duties as a RPFT
  - Continuing Competence Program
  - Membership requirements (eligibility)
  - CAPFT Complaints Process
  - Vision & Mission Statement
Most of the documents on the CAPFT Reading List are available through the CAPFT website (capft.ca) and the Queen’s Printer or the Government of Alberta’s website.

- CAPFT Exam Page
  - https://www.capft.ca/professional-examination/

- CAPFT website in general
Exam Details - Studying

- You may find some information that is not current on the CAPFT website.
- When in doubt, contact the CAPFT office for clarification.
What is “Professional”? 

profession *n.* 1 a vocation or calling, esp. one that involves some branch of advanced learning or science (*the medical profession*). 2 a body of people engaged in a profession

professional *adj.* 1 of or belonging to or connected with a profession. 2a having or showing the skill of a professional, competent. b worthy of a professional (*professional conduct*) 3 engage in a specified activity as one’s main paid occupation

professionalism *n.* the qualities or typical features of a profession or of professionals, esp. competence, skill, etc.
The RFPA defines the “practice of forestry” as:

- Please see the RPFA Act for the definition

E.g.

1.1. (u) practice of forestry” means the development, acquisition or application of scientific principles and practices relating to forestry, products of forested land and integrated management of forested land and includes, without limitation,

(i) the inventory, classification, appraisal and evaluation of forests and forested land,

(ii) the development and implementation of programs for harvesting and renewal of forests and forested land,

What is Professional Legislation?

- Provincial statute passed by Legislature
- It is a privilege granted by government that delegates self-governance responsibilities to a profession
- Establishes public accountability
  - Only granted when public interest served
- Market advantages through protected titles or exclusive practice rights
Responsibilities of the Profession (for context)

- Establish fair and credible registration requirements
  - education and/or experience requirements
- Continuing Competence Program
- Define complaint investigation process (Part 4 RFPA)
- Formalized discipline and appeals
- Establish standards of practice
- Code of Ethics and Code of Conduct
- Investigate complaints and undertake appropriate disciplinary action
Regulated Forestry Profession Act

- Proclaimed on April 25, 2002
- Provincial statute passed by legislature
- 3 regulations under the RFPA
  - Registered Professional Forest Technologists Regulation
  - Registered Professional Foresters Regulation
  - Expenses and Review Fees Regulation
- Establishes 2 self-governing organizations
  - College of Alberta Professional Forest Technologists
  - College of Alberta Professional Foresters
Regulated Forestry Profession Act

- Establishes public accountability where public interest is served
- Protected titles under the profession
- Government has delegated self-governance responsibilities to the profession
The Key Principles of the RFPA:

- Right to title by regulated members
  - RPFT or P.For.Tech.,
  - RFT,
  - FTT (NOT CURRENTLY LISTED IN THE REGULATION – rather is listed as a conditional register)

- Public Accountability
  - Achieved by requirement of a minimum of 25% of the CAPFT Council and Hearing Tribunals to be made up of public members. These public members are appointed by government through CAPFT.
  - All Hearings are open to the public under general circumstances. Exceptions may apply.

continued
Key Principles of RFPA

- Emphasis on competence
  - Education benchmark for registration
  - Continuing Competence Program

- Mandatory Registration (40) – who has to be registered?
  - Anyone who:
    - meets the criteria to be eligible for registration, and
    - Practices professional services (practices forestry) on public land; including teaching and supervision of those providing services.

- Education, practicing forestry on Alberta public land as defined by the RFPA

- Complaints Process (Part 4 of RPFA)
  - Alternative Complaints Resolution Process
  - Peer reviews
More Key Principles of RFPA

- Code of Ethics and Code of Conduct
  - Guidelines and standards of practice for members
  - Developed to serve as a guideline for decision making as a professional

- Practice Permits
  - Issued annually
  - May impose conditions (See Division 2 Part 8 for conditions)
    - Such as:
      - Must work under the supervision of an RPFT
      - Restricted from professional sign offs
    - There may be conditions imposed following a hearing
      - Completion of training, experience or counseling

- Unique legislation
  - Grants both Foresters and Forest Technologists equal professional status; unique to Alberta
Know this:

Our Vision

“forested land management by professionals who care”

Mission Statement

“the College of Alberta Professional Forest Technologists will promote the professional management of all forested land in the Province of Alberta”
Who Should Register?

- Mandatory Registration
  - Meet educational requirements – NAIT Forest Technology
  - Practicing Forestry as per definition (see previous style)
  - Provide professional services on public land

- 3 exceptions
  - Regulated member of another college
  - Student of a regulated profession
  - Authorized to “provide professional services on public land” under another statute
What is MR?

- **Mandatory Registration** is defined by the Regulated Forestry Profession Act as

- a person who is qualified to meet the requirements for registration as a regulated member and who intends to practice forestry on public land
  - Intends to provide:
    - Professional services on public land,
    - Teaching of the practice to members or students of the regulated profession
    - Supervision of regulated members who are providing professional services/practicing forestry
Types of Members

- Regulated Members (as in the Bylaws)
  - RPFT’s, RFT’s and FTT’s
  - Meet registration requirements
    - NAIT Forest Technology Diploma or its recognized equivalent
    - Practicing Forestry on Alberta Public Land
    - Citizen requirements
    - Good character and reputation

- Non-regulated Members
  - Do not meet registration requirements
    - Associate Members – less that 2 years forestry education
    - Student – enrolled in a technical forestry program
    - Non Practicing Members – not practicing forestry
All members are entered into a register:

- Registers for all Non-Regulated Members
  - Student
  - Associate/Allied
  - Non Practicing
  - Honorary

- 4 Registers for Regulated Members
  - Registered Professional Forest Technologists Register
  - Registered Forest Technologist Register
  - Temporary Register
  - Forest Technologist-In-Training Register
A RPFT:

- Meets all registration requirements:
  - Meets education competence requirements (benchmark – NAIT Forest Technology)
  - Canadian Citizenship or proof of right to work in Canada
  - Confirmation of good character and reputation

- Has satisfied requirements of professional exam
- Has completed the required post graduate work experience (24 months)

- Right to Title
  - RPFT

- Holds a valid Annual Practice Permit
  - Conditions may be imposed
A RFT:

- Meets all registration requirements (as with RPFT)
- Has completed the required work experience
- Has yet to satisfy the Professional Exam
  - A transferring full professional forest technologist from another professional organization in another province or a FTT with 24 months post graduate work experience who will satisfy the requirements of membership, except for having passed the professional examination.
  - A transferring professional is required to sign a declaration stating that he or she will become familiar with the applicable Alberta legislation within 60 days and will not practice outside his or her area of knowledge.
- May choose to challenge exam
- Is not eligible for professional signoffs.
- May use Professional Title of RFT only
- Issued an annual Practice Permit with conditions
Temporary Register

- Primary residence outside of Alberta
- Meets citizenship and character requirements
- Must demonstrate competence
- Provide reason and length of time registration required
- May remain on Temporary Register for 12 consecutive months
- Not required to satisfy professional exam requirements
- Issued an annual Practice Permit
  - Conditions imposed
- May use RFT title
- Not eligible for professional signoffs
Forest Technologist-In-Training Register (FTT)

- Satisfies the requirements of membership except:
  - has not satisfied requirements of professional examination
  - does not meet the 24 months of post graduate work experience
- May remain on register until 24 months of post graduate experience is confirmed, then moved to RFT Register
- Issued a valid practice permit with conditions
- May use title of Forest Technologist-In-Training (FTT) only
- Is not eligible for signoffs
- May challenge the exam at any time but will not be moved to the RPFT register until both work experience and exam are successfully completed
Membership Requirements

- Education/experience criteria met for registration eligibility
  - Benchmark set by NAIT 2 year Forest Technology program
- Proof of good character
  - Provided via 3 professional references
- Canadian citizenship
- Practicing forestry in the province of Alberta
  - As defined by the RFPA
- Required work experience

All members are required to:
- Know, understand, and apply the CAPFT Ethics and Code of Conduct
- Submit application each year to renew annual practice permit
  - Dues
  - Declaration
  - CCP hours
- Comply with the Continuing Competence Program
- Understand the limitations/privileges associated with their membership and practice permit
Privileges of an RPFT

- Right to title
- May work without direct supervision
- Signing authority
- Full scope of practice
CAPFT has established bylaws in compliance with the Act and Regulation to assist in effective governance and day to day business of the College.

Bylaws were set by CAPFT and accepted by the membership by vote.

Bylaws may be amended in order to maintain best business practices in respect to the Colleges priorities and membership.
CAPFT Bylaws are broken down into 12 Articles

- **Article 1. Protocols**
  - Issuance of Professional Seals and Certificates

- **Article 2. Objectives of CAPFT**
  - Lists the objectives of the College

- **Article 3. Membership**
  - Defines registration criteria by register
  - Defines regulated and non-regulated members
  - Sets dues and fees
  - Defines dates, deadlines and re-instatement fees
  - Describes members obligation to apply for annual practice permit
Article 4. Council
- Lists council positions
- Defines criteria for appointment to office

Article 5. Officers
- Defines the Executive Council

Article 6. Meetings
- Describes all meetings of the College
- Establishes quorum and voting rights

Article 7. Committees
- Defines committees of the College Council
Article 8. Finances
- Defines how the College will handle finances and audit of finances

Article 9. Ethics
- States the Ethics to be carries out by all members
  A. Duties of College Members (6 ethics)
  B. Duties to the Public (5 ethics)
  C. Duties to an employer or client (4 ethics)

Article 10. Parliamentary Authority
- Defines how the College will govern itself
- Roberts Rules of Order
Article 11. Bylaw Amendment

- Bylaws may be rescinded, altered or added to via a Special Resolution which will be voted upon for approval by the membership
- Proposed resolutions can be submitted to the College by the membership prior to the AGM (30 days)

Article 12. Disciplinary Procedure

- Replaced by the Alternative Complaints Resolution Process
CAPFT – Code of Ethics

- CAPFT Bylaws – Article 9 Code of Ethics
  - A set of guiding principles for members to follow that raises that standards of members and the profession
  - Knowing, understanding and following the ethics is a required duty of a College Member
  - The Code of Ethics addresses:
    - Duties to the Public,
    - Duties of College Members, and
    - Duties to an Employer or Client

- Regulated Forestry Profession Act – Part 8 – Regulations, Bylaws, Code of Ethics, and Standards of Practice
I. IN ALL ASPECTS OF THEIR WORK, REGARD AS THEIR PRIMARY RESPONSIBILITY THE MAINTENANCE OF THE INTEGRITY OF THE FOREST RESOURCE AND PERPETUATE ITS PRODUCTIVE CAPACITY AND VALUES TO SOCIETY;

II. PERFORM THEIR WORK IN A SPIRIT OF INTEGRITY AND COURTESY, AND CONDUCT THEMSELVES TOWARDS OTHERS AND COLLEGE MEMBERS WITH HONESTY, FAIRNESS, AND GOOD FAITH; (RESOLUTION 02-01)

III. UNDERTAKE ONLY WORK THAT THEY ARE COMPETENT TO PERFORM BY VIRTUE OF THEIR TRAINING AND EXPERIENCE;

IV. SHARE THE LESSONS OF THEIR EXPERIENCE WITH OTHER COLLEGE MEMBERS; (RESOLUTION 02-01)

V. 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;

VI. MAINTAIN A PROFESSIONAL RESPONSIBILITY TO THE PUBLIC, THEIR EMPLOYER, THEIR CLIENTS, THE COLLEGE, AND THE PRACTICE OF FORESTRY. (RESOLUTION 02-01)
What is a CAPFT Members duty to the Public?

- I. HAVE PROPER REGARD IN ALL THEIR WORK FOR THE SAFETY, HEALTH AND WELFARE OF THE PUBLIC;
- II. PROMOTE OPPORTUNITIES TO CONTRIBUTE TO PUBLIC UNDERSTANDING OF MATTERS RELATED TO THE PRACTICE OF FORESTRY;
- III. SIGN ONLY THOSE DOCUMENTS, PLANS, REPORTS, MAPS AND SPECIFICATIONS, PREPARED PERSONALLY OR PRODUCED UNDER THEIR DIRECTION, SUPERVISION OR REVIEW;
- IV. GIVE CONSIDERATION AND/OR RECOGNITION FOR ASSISTANCE, METHODS, FACTS OR OPINIONS PROVIDED BY THE PUBLIC AND SPECIAL INTEREST GROUPS;
- V. BE PREPARED TO EXPRESS OPINIONS ON FORESTRY MATTERS ONLY ON THE BASIS OF KNOWLEDGE, SKILL, EXPERIENCE, AND HONEST CONVICTION, AND REFUTE UNTRUE, BIASED OR EXAGGERATED STATEMENTS.
What is a CAPFT Members duty to their Employer or Client?

I. **ACT** FOR THEIR EMPLOYER OR CLIENT IN A CONSCIENTIOUS, DILIGENT, AND EFFICIENT MANNER;

II. **PROVIDE PROFESSIONAL SERVICES IN THE BEST INTERESTS** OF EACH EMPLOYER OR CLIENT AND NOT DISCLOSE CONFIDENTIAL INFORMATION WITHOUT THE CONSENT OF THE EMPLOYER OR CLIENT, OR EXCEPT AS REQUIRED TO DO SO BY LAW;

III. **NOT UNDERTAKE ANY ASSIGNMENT WHICH MAY CREATE A CONFLICT OF INTEREST** WITH THEIR EMPLOYER OR CLIENT WITHOUT THE FULL KNOWLEDGE OF THE EMPLOYER OR CLIENT;

IV. **ADVISE** THEIR EMPLOYER OR CLIENT OF THE CONSEQUENCES OF ANY CONTEMPLATED COURSE OF ACTION WHICH, IN THEIR OPINION, IS NOT BASED ON SOUND FORESTRY PRACTICES.
Elaborates on the ethics
Developed as a guideline for decision making
Defines and breaks each ethic down into commentary (explanation) and standards of practice (application)
Code of conduct CAPFT website
(https://www.capft.ca/code-of-conduct/)
The Continuing Competence Program was developed by order of the RPFA and is intended to provide for regulated members to maintain professional competence and to enhance the provision of professional services in Alberta.

Understand:
- The purpose of the CC Program, and
- Continuing competency activities
  - Categories, Areas

Membership requirements
- Hours, deadlines, requirement under Act/Reg

https://www.capft.ca/cc-program/
Reporting requirements

- 75 hours per reporting period; 45 of which must be Category 1; Structured Learning
  - No minimum requirements for Categories 2, and 3
- Reporting period measured by the current reporting year (Oct 1-Sept 30) including the past two reporting years. 3 years total.
- The reporting period closes on September 30 and reporting deadline is October 15th.
- Reporting is done online using the CCP online reporting form. Paper formats are also available.
CC Hours Reporting Categories

- **1 Structured Learning**
  - Is generally defined as organized (structured) learning
    - relates to the practice
      - Includes courses, correspondence, seminars, workshops, tech sessions, online tutorials, webinars in house training
      - Reported at a 1:1 ratio – 1 hour rewarded for every hour reported

- **2 Vocational Enhancement**
  - Hours of participation in working groups, natural resources associations, education advisory boards
  - Sponsorship/mentorship
  - reported at a 5:1 ratio – 1 hours rewarded for every 5 hours reported

- **3 Professional Contributions**
  - Development preparation and delivery of structured learning materials
  - Preparation, writing and publication of occupational subject matter
  - Reported at a 5:1 ratio
Complaints Manual
- Be able to describe the responsibilities of the Complaints Director
- Know who can file a complaint
  - Anyone
- Know who a complaint can be filed against
  - Any regulated member (including those resigned/retired in the past two years)
- Know the timelines associated with the complaint process
- Know how a complaint is received
  - Written
  - No written
- Investigation process
- Understand Alternative Complaints Resolution

The CAPFT Complaints Manual was developed by lawyers on behalf of CAPFT in compliance with direction from the RPFA

Review regulated Forestry Profession Act – Part 4 – Divisions 1- 6
Steps of the Complaints Process

- Making a complaint
- Acting on a complaint
- Alternative Complaints Resolution
- Collection of Evidence
- Investigations
- Reports
- Hearing
- Decision
- Appeal
Acting on a complaint:

- Encourage resolution between complainant and investigated
- Attempt to resolve the complaint
- Initiate an investigation
- Referral to Alternative Complaints Resolution
- Request expert assessment
- Determine if frivolous or vexatious
- Dismiss
What qualifies as grounds for a complaint?
- Unprofessional conduct

On what grounds may a complaint be dismissed?
- Frivolous or vexatious complaints

A complaint is public information!
Unprofessional Conduct

What constitutes unprofessional conduct?

- Lack of knowledge or lack of skill/ judgment in provision of professional services
- Contravention of act, code of ethics or standards of practice
- Contravention of another enactment applied to the profession
- Representing or holding out that a person was a regulated member and in good standing while the person’s registration or practice permit was suspended/cancelled
- Representing or holding our that a person’s practice permit is not subject to conditions when it is, or misrepresenting the conditions
- Failure or refusal to comply with the requirements of a continuing competence program
- Failure or refusal to comply with an agreement that is part of a ratified settlement, to comply with a request or co-operate with an investigator, or to comply with a notice to attend or a notice to produce under Part 4 of the Act
- Contravening an order under Part 4 of the Act
- Carrying on the practice of the profession with a person who is contravening an order under Part 4 of the Act
- Conduct that harms the integrity of the profession
The investigator may investigate a complaint.
- Obtains details on the complaint
- Interviews witnesses
- Collects evidence and statements
- Obtains documents from the investigated person and witnesses.
- Prepare a written report on the investigation.

The investigator does not make any decisions as to whether the investigated is found guilty/not guilty.
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Questions