
REGISTERED PROFESSIONAL FORESTERS ASSOCIATION OF NOVA SCOTIA

FRPA Review Report

Province of Nova Scotia

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Background of the Regulatory Body

Definition of the Profession

The profession is composed of foresters who have completed a university degree in forestry (BScF), and other university graduates who have met Provincial and National competencies relating to the provision of professional forest management advice through education and experience. All members of the profession must pass a jurisprudence exam, and meet ongoing requirements of ethical education and continuous learning. Only members in good standing with the Registered Foresters Association of Nova Scotia may use the Registered Professional Forester (RPF) designation. They are regulated as a profession by the Province of Nova Scotia through the Foresters Association Act.

The Organization

The Registered Professional Foresters Association of Nova Scotia (RPFANS; the Association) is a non-profit association for professional foresters who are dedicated to ethical professional conduct, accountability and maintenance of competency, through continued forestry education, to improve the holistic management of the forest resources in the Province of Nova Scotia, and to ensure the public of the proficiency of Registered Professional Foresters. Membership is not restricted to only those who have graduated from an accredited Bachelor of Science in Forestry Program; however, all others requesting membership must demonstrate that they have obtained the equivalent qualifications which may be found in the Certification Standards for the Practice of Professional Forestry in Canada.

For the benefit of the public, only those members who have demonstrated competence in the profession; agree to be bound by the code of ethics; and participate in the continuing forest education program are allowed to use the title, RPF or similar abbreviations.

RPFANS was formed by the passage of Bill 11 on November 23, 1999 by the Legislature of Nova Scotia, and was proclaimed into law on February 1, 2001.

Registration Requirements

While membership is not restricted to only those who have graduated from a Bachelor of Science Program in Forestry; all others requesting membership must demonstrate that they have obtained the equivalent qualifications. These have been identified nationally as the "Certification Standards for the Practice of Professional Forestry in Canada" (summarized below). This will ensure that they have received both theoretical and practical training in all subjects, which should be considered when management recommendations are being made for a parcel of forested land.

Certification Standards

The following is a summary of the Certification Standards used by the Canadian Federation of Professional Foresters Associations (CFPFA):

- Introduction - An introduction to the Canadian Standards for Professional Forester Certification.
- Standard 1 - Tree and Stand Dynamics: Knowledge of tree and stand establishment; growth and mortality forms the basis of understanding how the forest ecosystem functions.

- Standard 2 - Forest to Landscape: Knowledge of composition, structure and function of forested ecosystems at scales ranging from aggregates of stands to landscapes is essential to describe and evaluate current conditions, predict the effects of environmental change, and practice conservation and management.
- Standard 3 - Forest Management: Forest ecosystem management balances ecological, social and economic demands, with the capacity of forest resources to provide for present and future values.
- Standard 4 - Economics and Administration of Forestry: Utilizing forest resources requires knowledge of the principles of allocation of the limited resources among competing interests and the economic, policy and administrative forces that cause change.
- Standard 5 - Leadership Skills: Professional foresters must possess critical reasoning skills to analyze and communicate complex ideas clearly and to provide advice to a range of clients.
- Standard 6 - Information Acquisition and Analysis: The management of Canada's natural resources requires the acquisition and analysis of quantitative and qualitative data.
- Standard 7 - Professionalism and Ethics: Professional foresters have integrity and are competent, independent and accountable for their actions and decisions. They maintain professional standards and conduct based on ethical principles including life-long learning and continuing competency requirements.
- Appendix - Bloom's Taxonomy of learning outcomes (as adapted for the evaluation of forestry programs for certification purposes).

Effective April 1, 2011, all applicants who have not graduated from a Canadian Forestry Accreditation Board accredited forestry program will have their qualifications assessed based on the new Certification Standards. A copy of the Applicants Manual for this assessment process may be found on line at: <http://www.babblackwell.com/cfpfa>

Following a review of the applicants qualifications by the Registrar, a membership category will be established for the applicant and a tentative time frame for completing the Jurisprudence exam will be proposed. Legislation relevant to the exam is available on the website.

Staffing

Staffing is basically on a volunteer basis, where the volunteers work on an as required basis. The current volunteer positions which could be related to this topic are: the Executive Director, the Registrar, and the Treasurer

Types of Licences/Certificates Issued and 2014 numbers

- Full Active membership– 74
- Associate Membership – 14

Access to registration information

RPFANS provides information to all applicants and potential applicants through the website (<http://www.rpfans.ca/index.php>), in addition to the website RPFANS provides applicant information via email and telephone. Applicants can begin the application process outside Canada.

Registration Fees

New Applicant Licensing Fees:

All applicants pay an application fee of \$25.00 when submitting an application for membership. If the applicant has not graduated from a Canadian accredited forestry program they will work with the Registrar to complete the material required to meet the Canadian Certification requirements. The fee for this assessment is \$500.00. Yearly membership dues are set at the annual meeting. They are currently \$200.00 for Active memberships; and \$100.00 for Associate memberships

Steps in the Registration Process

The applicant will download a “fillable” application form from the website, complete the form and submit it to the Registrar, accompanied by the application fee. The applicant will also request the university form which they graduated to send the Registrar a transcript of their academic accomplishments. Once the above documents have been received by the Registrar, they will be reviewed by the Registrar’s committee, and the applicant will be advised of the results and any further action which may be required.

2014 Data

Length of time (from receipt of completed application) registration usually takes is 5 days for graduates of Canadian accredited forestry programs. Those without the Canadian accreditation may take a week longer to be advised.

Number of internal reviews (2014): 0

Number of applicants who received training or qualifications outside of the province: 1 accepted (New Brunswick), 0 rejected, and 0 still in progress

RPFANS did not receive any applicants who received training or qualifications outside of Canada

Legislation

Foresters Association Act can be found at <http://nslegislature.ca/legc/statutes/forestas.htm> and the by-laws can be found at <http://www.rpfans.ca/bylaws.php>

Summary

Given that one of the objectives of the RPFANS is to ensure that members of the public receive forest management advice from qualified professionals, the Association operates a mentorship program for Associate members. This enables them to practice forestry, with guidance, during the initial years of their membership and while they are completing the Certification requirements and/or the Jurisprudence exam required for full membership.

Overall, RPFANS is in compliance with FRPA. Some of the deficiencies identified are detailed in the action items below. These actions must be completed on or before the next FRPA review in 2017.

Two-year Action Plan

Development of gap training for applicants who have identified competency gaps is underway

Website will be updated to include timelines regarding the reporting on applications,

Will review the appeal process and determine the applicability of transparent timelines

Will consider the development of an internal review policy/procedure document

Disclaimer

The Registered Professional Foresters Association of Nova Scotia hereby declares that the information contained in this report is a true and accurate representation of current registration practices for their organization.



Ian Millar, Executive Director

April 9, 2015

Date

Appendix A – FRPA Review Assessment Questionnaire

FRPA Review Assessment Questionnaire Registered Professional Foresters Association of Nova Scotia

Question 1 (info q1)

How (what methods) do you use to provide information to potential applicants on your registration practices? (e.g. internet, individual counselling, hard copies)?

Respondent Answer

Internet, Email, Telephone

Explain, specify, clarify, quantify, where appropriate. (info-q1)

www.rpfans.ca

contact@rpfans.ca

902 897 6863

Review Finding (info-q1)

Level 3

Action (info-q1)

No action required at this time.

Section 16(3)(g)

Question 1B (info q1b)

Can applicant begin the process outside of Canada?

Respondent Answer

Yes

Explain, specify, clarify, where appropriate (info-q1b)

information on website

Review Finding (info-q1b)

Level 2

Action (info-q1b)

No action required at this time.

Question 2 (info Q2 Web Link)

Please provide a link to your website.

Respondent Answer

<http://www.rpfans.ca>

Question 2a (info Q2a)

a. I believe that information on our website is: clear and understandable; written in plain language?

Respondent Answer

1 (Strongly Agree)

Question 2b (info Q2b)

b. On what basis do you make changes to your website?

Respondent Answer

Feedback from Applicants

Question 2c (info Q2c)

c. When was the section of the website pertaining to registration last updated?

Respondent Answer

within the last year

Review Finding (info-q2)

Level 3

Action (info-q2)

No action required at this time.

Section 16(3)(g)

Question 3a (info Q3a)

a. Are your requirements (e.g. education, work experience, examination and fees) for registration specified by legislation, regulation and/or policy?

Respondent Answer

Legislation, Policy

Question 3b (info Q3b)

b. Specify the appropriate section(s)?

Respondent Answer

Foresters Act section 7 On the website http://www.rpfans.ca/foresters_act.php other requirements are in bylaws, articles 4,5, & 6 <http://www.rpfans.ca/bylaws.php>

Question 3c (info Q3c)

c. Is this information made available to applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q3)

see above

Review Finding (info-q3)

Level 3

Action (info-q3)

No action required at this time.

Sections 7 (a), 7(c), 7(f), 16(3)(a), 16(3)(d)

Question 4 (info Q4)

Are you waiting for legislation to be passed?

Respondent Answer

N/A

Explain, specify, clarify, quantify, where appropriate. (info-q4)

Act is being actively considered for amendment

Action (info-q4)

No action required at this time.

Question 5a (info q5a)

a. Is the criteria for meeting the requirements of registration documented?

Respondent Answer

Yes

Question 5b (info q5b)

b. Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (e.g. the number of years of schooling needed to be considered equivalent to a degree)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q5)

the national assessment site can be found at <http://www.babblackwell.com/cfpfa/>

Review Finding (info-q5)

Level 3

Action (info-q5)

No action required at this time.

Sections 7(d), 16(3)(b)

Question 6 (info q6)

If you require translation of specific documents how is the applicant informed?

Respondent Answer

Web Site, Email

Explain, specify, clarify, quantify, where appropriate. (info-q6)

primarily on the website in applicants handbook <http://www.babblackwell.com/cfpfa/>

Review Finding (info-q6)

Level 3

Action (info-q6)

No action required at this time.

Section 7(a)

Question 7 (info q7)

Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q7)

transfer of documentation from former Registrar

Review Finding (info-q7)

Level 3

Action (info-q7)

No action required at this time.

Sections 7(a), Ch 7

Question 8 (info q8)

Does your organization make accommodations for applicants with physical or mental disability?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q8)

this is sort of a yes and no situation as certain physical disabilities would exclude candidate from field work, and mental disabilities would make it difficult to complete educational requirements. Never the less; all candidates are eligible to apply; and would be assessed in the same manner.

Review Finding (info-q8)

Level 1 - on a case by case basis

Action (info-q8)

No action required at this time.

Section 16(3)(h)

Question 9a (info q9a)

a. Is any or all of your assessment process done by a third party (e.g. national bodies, credential assessment agencies, etc.)?

Respondent Answer

Yes

Question 9b (info q9b)

b. If so, please specify the name of the organization and describe their role.

Respondent Answer

the Assessment Team assigned by the Central Assessment Authority; a sub-committee of the Canadian Federation of Professional Foresters Associations

Question 9c (info q9c)

c. Please indicate the types of activities that they assist with?

Respondent Answer

Data Storage, Credential Assessment, Examinations, Recognition of Prior Learning

Question 9d (info q9d)

d. Can you describe how they adhere to the General Duties of the Regulatory Body as outlined in the Act including transparency, objectivity, impartiality and procedural fairness?

Respondent Answer

MOU, Participation on Board

Question 9e (info q9e)

e. Are you informed of all decisions made by third parties on applicants?

Respondent Answer

No

Question 9f (info q9f)

f. Does your third party have an internal review process for unsuccessful applicants?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q9)

(e) we are only informed of the results of our applicants (f) see process and flow charts in applicants handbook

Review Finding (info-q9)

Level 3

Action (info-q9)

No action required at this time.

Section 16(3)(i)

Question 10a (info q10a)

a. What types of supports do you provide to applicants during the registration process?

Respondent Answer

Internet, Telephone

Question 10b (info q10b)

b. Have you had applicants who need support mechanisms that you can provide or are not available?

Respondent Answer

No

Review Finding (info-q10)

Level 3

Action (info-q10)

No action required at this time.

Sections 7(e), 16(3)(k)

Question 11 (info q11)

Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (info-q11)

university and or technical courses will be recommended where available. as part of a program being funded by Ontario and their Professional association, we are developing "gap filling" courses for all competencies in the Certification Standards

Review Finding (info-q11)

Level 3

Action (info-q11)

Gap training program currently under development.

Section 8(d)

Question 2 (comm q2)

Do you have a reasonable timeframe to respond to inquiries from applicants?

Respondent Answer

1 Very Reasonable

Explain, specify, clarify, quantify, where appropriate. (comm-q2)

usually within a week providing we are not on holidays

Review Finding (comm-q2)

Level 1

Action (comm-q2)

Website will be updated

Sections 7(b), 8(a), 8(b), 8(c)

Question 3a (comm q3a)

a. Do you provide written decisions, responses and reasons for acceptance or rejection of an application?

Respondent Answer

Yes

Question 3ai (comm q3ai)

i. Do you have a formal policy for this process?

Respondent Answer

No

Question 3aai (comm q3aai)

ii. Do you have a standard timeline?

Respondent Answer

No

Question 3b (comm q3b)

b. Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such review)?

Respondent Answer

Yes

Question 3c (comm q3c)

c. Based on the previous questions, describe ways your organization could improve the timeliness of your decisions and/or how you communicate the results?

Respondent Answer

Our responses are generally timely, but will be dependent on receiving results of any national assessment. Our position has been "just do it" as soon as possible

Review Finding (comm-q3)

Level 1

Action (comm-q3)

Will review applicability of timelines associated with appeals.

Sections 8(b), 8(c)

Question 1a (docu q1a)

a. Do you provide information on what documentation of qualifications must accompany an application?

Respondent Answer

Yes

Question 1b (docu q1b)

b. Do you include a process for verification of documentation authenticity?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(docu-q1)

transcripts provided by university, or Registrar of previous Association. Translations provided by recognized translator. see applicants handbook <http://www.babblackwell.com/cfpfa/>

Review Finding (docu-q1)

Level 2

Action (docu-q1)

No action required at this time.

Section 9(a)

Question 2 (docu q2)

Do you provide information on the steps in the registration process including supporting documentation required at the various steps?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (docu-q2)

<http://www.babblackwell.com/cfpfa/>

Review Finding (docu-q2)

Level 3

Action (docu-q2)

No action required at this time.

Sections 7(c), 16(3)(a), 16(3)(b)

Question 3 (docu q3)

Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicants control (e.g. a sworn statement in lieu of full documentation)?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(docu-q3)

This is still a bit unclear as some candidates have shown a tendency to be lazy regarding acquiring original documentation (you can see it in a sloppily prepared application)

Review Finding (docu-q3)

Level 1

Action (docu-q3)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 4 (docu q4)

What difficulties or obstacles are faced by applicants who received their qualification in a country other than Canada?

Respondent Answer

obtaining original documents, verification of credentials, language proficiency or professional technical language, Other (please specify)

Explain, specify, clarify, quantify, where appropriate.(docu-q4)

documents out of date, course descriptions do not match courses taken etc.

Action (docu-q4)

No action required at this time.

Sections 9(b), 16(3)(c)

Question 5a (docu q5a)

a. Do you have a process for which requests for access documentation related to registrations are considered?

Respondent Answer

No

Question 5b (docu q5b)

b. Is this made available to applicants?

Respondent Answer

No

Question 5c (docu q5c)

c. What information may you exclude?

Respondent Answer

We have not had these situations develop, but if it is their information or the results of their assessment, i would expect that the "consensus" report would be provided. Identification of team members is not provided

Question 5d (docu q5d)

d. Do you charge a fee?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate.(docu-q5)

No set fee. If photocopying is required, that would likely be charged.

Review Finding (docu-q5)

Level 1

Action (docu-q5)

Will develop a policy.

Section 12(1), 16(3)(j)

Question 1 (inte q1)

Does your Act include an authority to conduct an internal review of the registration decision?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate.(inte-q1)

In the bylaws section 4.05 <http://www.rpfans.ca/bylaws.php>

Review Finding (inte-q1)

Level 3

Action (inte-q1)

No action required at this time.

Section 7(a)

Question 2 (inte q2)

Do you have a regulation or by-law that defines the internal review process?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q2)

<http://www.rpfans.ca/bylaws.php>

Review Finding (inte-q2)

Level 3

Action (inte-q2)

No action required at this time.

Section 7(a)

Question 3 (inte q3)

When are unsuccessful candidates informed of their right to internal review of a registration decision?

Respondent Answer

Included with a registration decision

Explain, specify, clarify, quantify, where appropriate. (inte-q3)

this has not been required, but it would be done at this time

Review Finding (inte-q3)

Level 2

Action (inte-q3)

Consider putting on website.

Sections 7(a), 10(1)

Question 4a (inte q4a)

a. Do you have an internal review process and procedures document (policy document)?

Respondent Answer

No

Question 4b (inte q4b)

b. Does this include time frames for the internal review?

Respondent Answer

Not Applicable

Explain, specify, clarify, quantify, where appropriate. (inte-q4)

we will have to sort that out when we see a situation arising

Review Finding (inte-q4)

Level 2

Action (inte-q4)

Will consider developing a policy procedure document.

Sections 7(a), 10(1)

Question 5a (inte q5a)

For the internal review process you make available to applicants that are not granted registration:

a. Summarize the process of the internal review?

Respondent Answer

have not had the situation, so cannot summarize Those who use the national assessment will consult with local registrar, and my chose to submit additional documentation for an identified gap, or a complete new application; or be given a mentor and "job" related to the gap which is to be mentored and results reported back to registrar

Question 5b (inte q5b)

b. Describe the opportunities made available to an applicant to make submissions respecting such review.

Respondent Answer

see above

Question 5c (inte q5c)

c. Specify the format for the internal review submission

Respondent Answer

Oral, Written

Question 5d (inte q5d)

d. What is the timeline for submitting supporting evidence?

Respondent Answer

Days

Respondent Answer

30 days for national assessment

Question 5e (inte q5e)

e. Do you believe this is enough time to receive supporting evidence from outside Canada?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q5)

all associations are flexible on this, and will adjust time line as long as applicant is making efforts to get required material

Review Finding (inte-q5)

Level 1

Action (inte-q5)

see Question 22

Sections 7(a), 10(1), 10(2), 10(4), 16(3)(m)

Question 6a (inte q6a)

a. Are the results of the internal review made available to applicants in writing, with reasons?

Respondent Answer

Yes

Question 6ai (inte q6ai)

i. In what timeframe are the results of the internal review made available to applicants?

Respondent Answer

1-2 months

Question 6a ii (inte q6a ii)

ii. Are these timelines communicated?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate.(inte-q6)

Review Finding (inte-q6)

Level 1

Action (inte-q6)

see Question 22

Sections 7(a), 10(3)

Question 7 (inte q7)

Have individuals who make internal review decisions received appropriate training?

Respondent Answer

No

Explain, specify, clarify, quantify, where appropriate. (inte-q7)

we do not have a special group to do this. however we are getting more members trained on the basic assessment process, and they will be able to do internal reviews

Action (inte-q7)

see Question 22

Sections 7(a), 11, 16(3)(p)

Question 8 (inte q8)

Do you have a prohibition that states “no one who acted as a decision-maker in respect of a registration decision acted as decision maker in an internal review”?

Respondent Answer

Yes

Explain, specify, clarify, quantify, where appropriate. (inte-q8)

bylaws section 14.03 <http://www.rpfans.ca/bylaws.php> this section may also apply to a previous question

Review Finding (inte-q8)

Level 3

Action (inte-q8)

No action required at this time.

Sections 7(a), 10(5), 16(3)(n)

Appendix B – Forms



APPLICATION FOR MEMBERSHIP
INSTRUCTIONS TO APPLICANTS

Applicant check list of application documentation/requirements:

1. Completed Membership Application Form → → → → Y ☐ → N ☐
2. Non-refundable Application Fee of \$25.00 payable to RPFANS → → Y ☐ → N ☐
3. Copy of request for an Official Transcript of marks (to be sent direct to RPFANS by institute) → → → Y ☐ → N ☐
4. Resume detailing: → → → → → → → Y ☐ → N ☐
 - work experience
 - educational history
 - personal reference
 - employment reference
5. Letter (or email) from the Registrar of any Canadian Registered Professional Forestry Association confirming that your membership is in good standing (if applicable) → → Y ☐ → N/A ☐
6. Details of any conviction for criminal or indictable offenses, for which you have not received a pardon (if applicable) → → Y ☐ → N/A ☐

The RPFANS reserves the right to request further documentation to support any candidate's application for membership.

Please mail completed application package to:
Registered Professional Foresters Association of Nova Scotia
P.O. Box 1031
Truro, NS B2N 5G9 → → → Please visit our website at: www.rfpans.ca

Page Break



Have you ever held, or do you currently hold, a membership in a → → → Y ☐ → N ☐ → ¶
Canadian RPF Association? If yes, please provide the following: ¶

Name of Organization¶	Name of Contact Person¶	Email of Contact Person¶	Membership Period¶	¶
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	¶
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	¶

¶
¶
¶
Other Professional Associations ¶

Please include your in your resume. ¶

¶	¶	¶	¶	¶
¶	¶	¶	¶	¶

¶
Please print completed form and sign. ¶

¶
¶
Declaration ¶

I declare that the information provided in this application package to be true and correct to the best of my knowledge. ¶

¶
¶
¶
..... → → → →
→ Date → → → → Applicant Signature ¶

¶
¶
Recommendation of Sponsoring RPFANS Member ¶

I recommend _____ for membership in the Registered Professional Foresters Association of Nova Scotia and believe the applicant to be of good character and a worthy candidate. ¶

¶
¶
¶
_____ → → →
→ → Date → → → → → Signature of Sponsoring Member ¶
¶