
REGISTERED
PROFESSIONAL
FORESTERS
ASSOCIATION OF
NOVA SCOTIA
(RPFANS)

Fair Registration
Practices Act (FRPA)
PROGRESS REPORT
April 2020

Province of Nova Scotia



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Executive Summary

The Registered Professional Foresters Association of Nova Scotia (RPFANS) 2020 Action Plan was developed in response to findings based on their biennial review of registration practices, as per requirements of the *Fair Registration Practices Act (FRPA)*. The review has identified both progress made to date and opportunities for continuous growth toward fairer assessment of all applicants and registration practices.

The RPFANS has made some notable improvements to their registration practices since the last FRPA review in 2018. These include the development of formal policies pertaining to accommodations, communicating registration decisions, and applicant access to registration documentation, as well as making registration policies publicly available on the RPFANS website. These improvements demonstrate that information about registration practices are being shared with applicants in an open and transparent manner. Additionally, RPFANS continues to work with the Forest Professional Regulators of Canada to streamline processes on a national level to help facilitate labour mobility across Canada. Collaboration at both regional and national levels paves the way for consistent requirements and fair registration practices to be established.

Findings of the 2020 progress review show that the registration practices of the RPFANS are compliant with most requirements of the FRPA. There is one priority action to be addressed in the short term which involves the development of an alternative information policy to be used in situations where documentation of qualifications cannot be obtained by the applicant for reasons beyond their control.

The RPFANS continue to demonstrate a commitment to improvement of registration practices as evidenced by the remainder of their 2020 Action Plan. Over the next two years the RPFANS will address the following actions for improvement that have resulted from the 2020 FRPA review process:

- Enhance the RPFANS website by adding a webpage for international applicants to outline the registration process (including which steps can be taken before coming to Canada) with links to helpful resources;
- Develop a standardized method to document professional forestry experience expectations and proof of successful completion for foresters in training;
- Adapt the application form to clarify that CFTA applicants do not need to submit proof of education;
- Clearly document the pathways to licensure for all streams of applicants indicating where applicants need to supply information at each step of the process;
- Revise the internal review policy to provide more information on additional submissions and timelines;
- Develop a training plan for internal review decision makers.

It has been a pleasure to work with Rob Young, Executive Director & Registrar of RPFANS. I appreciate his responsiveness and open discussion throughout the FRPA progress review and wish to thank him for his cooperation.

Sincerely,

Patricia Mertins,
Review Officer, Fair Registration Practices Act

Introduction

The Fair Registration Practices Act (FRPA) mandates that regulating bodies carry out registration practices that are transparent, objective, impartial and procedurally fair. ¹The FRPA review process was designed to fulfill the obligations of the legislation; it allows the FRPA Review Office and the regulating bodies to review existing registration practices for current compliance with the FRPA as well as continuous improvement of transparent, objective, impartial and procedurally fair registration practices. ²

The purpose of the Fair Registration Practices Act (FRPA) Progress Report is twofold. First, it allows the Registered Professional Foresters Association of Nova Scotia (RPFANS) to review and report on its current registration practices. Second, it shares the RPFANS's progress on previously identified areas for improvement.

Through the 2020 FRPA Progress Report, the FRPA Review Officer aims to build on the progress made by RPFANS to date and identify opportunities to further improve and evolve registration practices.

¹ The *Fair Registration Practices Code* is delineated in Sections 6-12 of the Fair Registration Practices Act. *Government of Nova Scotia*. Ch. 38 of the Acts of 2008, as amended by 2018, c. 23, s. 24.

² For more information on the FRPA Review Process, see the *Guide to Fair Registration Practices Act*: http://novascotia.ca/lae/RplLabourMobility/documents/FRPA_GuidetoReviewProcess_WEB.pdf

Context of the Profession in Nova Scotia

Occupational Profile

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.

Organizational Description

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. The right to the title or Registered Professional Forester or the abbreviation of such was proclaimed into law on February 1, 2001. There is no right to practice legislation for forest professionals in Nova Scotia.

Active Membership Requirements

Professional Forester Associations across Canada are currently transitioning from the 2008 Certification Standards which include the Introduction through to and including Standard 7 below to the 2017 Certification Standards which also include Section 8 below. As many universities have been previously accredited to the 2008 Certifications Standards, applicants entering the Credential Assessment Process are assessed against the 2008 Certification Standards.

Accreditation of University-level forestry programs are currently being assessed against the 2017 Certification Standards.

The following is a summary of both the 2008 and 2017 Certification Standards used by the Forest Professional Regulators Canada (FPRC) for credential assessment:

- 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.
- Standard 8a - **Forest Management (FORM)**: Forest management balances ecological, social and economic demands with the capacity of forest resources to provide for present and future values.
- Standard 8b - **Natural Resources and Ecosystem Management (NREM)**: Managing natural resources requires that the provision of ecosystem services, and social and economic demands are balanced with ecosystem sustainability, including ecosystem function, and species and landscape biodiversity across a broad land base.
- Standard 8c - **Urban Forestry (URBF)**: Urban forestry is the cultivation and management of trees and forests for their contribution to the psychological, sociological and economic well-being of society and the broader environment.
- Standard 8d - **Forest Operations (FOPR)**: Forest operations management develops the skills to balance ecological, social and economic demands with the need to develop operational plans including access, harvest and post-disturbance mitigation plans that are both operationally efficient and cost effective.
- Standard 8e - **Ecological Restoration and Management (ERAM)**: Ecological restoration and management plans the recovery of functional forest ecosystems after severe disturbances to restore ecological values and social and economic uses of these forests.
- Appendix - Bloom's Taxonomy of learning outcomes (as adapted for the evaluation of forestry programs for certification purposes).

Registration Requirements

While membership is not restricted to only those who have graduated from an Accredited 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 above). This will ensure all professionals have received both theoretical and practical training in all necessary subjects, considered of high importance when management recommendations are being made for a parcel of forested land.

Additional Registration / Certification Requirements

- a) Work Experience - All successful applicants, not transferring from another recognized jurisdiction, are required to attain a minimum of 24 months of experience working in the profession of forestry under the sponsoring guidance of a registered member prior to receiving certification. While members attain the work experience necessary to become certified, they are referred to as a Forester in Training.
- b) Jurisprudence Exam – All successful applicants, including transferring applicants are required to write a jurisprudence exam within a time frame specific to their membership category.

CFTA Transfers

Forestry professionals registered in other jurisdictions in Canada can register in Nova Scotia by transferring their membership as long as they are a member in good standing in their current jurisdiction. Transferring foresters must successfully complete a jurisprudence exam within 18 months to ensure knowledge of local practices, policies and legislation.

Graduates from a Non-Accredited Forestry Program and International Applicants

All applicants who have not graduated from a Canadian Forestry Accreditation Board accredited forestry program, will have their qualifications assessed through a Credential Assessment Process, administered by Forestry Professional Regulators Canada, who will review all documentation pursuant to the application against measurement criteria to determine equivalency with the 2008 Certification Standards.

All unsuccessful applicants for immediate registration with RPFANS shall be informed to make application for a credential assessment. A copy of the Applicants Manual for this assessment process may be found online at: <http://www.babblackwell.com/cfpfa>

Following a successful review of the applicants' qualifications by the credential assessment authority, an applicant may register for active membership.

Unsuccessful reviews shall result in a gap-filling report by the credential assessment authority which provides the applicant an understanding of where the certification standards have not been met and opportunities for the applicant to satisfy them through education or experience. Until such time the gaps are fulfilled, the applicant is assigned an associate member status by the registrar.

Organizational Structure and Staffing

Council staffing is basically on a volunteer basis. Volunteers serve for defined timeframes and work on an as-required basis to the benefit of the membership. The current Council volunteer positions includes all the Directors; specifically, the Past President, President, Public Member and three Councilors. Other non-voting members, for which there is no defined timeframe for service, function in positions of support to the Council; specifically, the Executive Director, Treasurer and Registrar.

Types of Licenses/Certificates Issued

- Full Active membership – 77
- Associate Membership – 2

Overview of Registration Process

Registration Information

Describe means by which registration information can be accessed by applicants.

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.

Application Process

The applicant can either download a hard-copy application form and mail it to the Association or fill out a form electronically using the website, which upon completion is sent directly to the Registrar. A fee is required, which can also be paid using the website and credit card information. The applicant will also be requested to contact the university from which they graduated to provide a transcript. An alternative from the transcript may be acceptable by contacting the Registrar directly. Other documents that are required also include a resume and acknowledgment of criminal record or lack thereof. Once the above documents have been received by the Registrar, they will be reviewed by the Registrar, and the applicant will be advised of the results and any further action which may be required.

Registered Status / Certification

All applicants, excluding transferring registered foresters under the CFTA, require two years of work experience under the guidance of a sponsoring registered forester to receive registered status or certification.

All applicants, including transferring registered foresters, must write a jurisprudence exam within a scheduled time frame. The registered status of a transferring forester is not impacted unless the jurisprudence exam is not successfully completed within the scheduled time frame of 18 months.

Cost of Registration (including payment methods)

Membership Application Fee	\$25.00
Jurisprudence Exam	\$50.00
Credential Assessment Fee (non-accredited program)	\$500.00
Yearly Membership Dues (Active Memberships)	\$200.00
Yearly Membership Dues (Associate Memberships)	\$100.00

Summary from 2018 FRPA Review Report

The following table summarizes the Action Plan from Registered Professional Foresters Association of Nova Scotia Review report and the progress that has been made by the RPFANS in achieving each action item.

#	Action	FRPA Reference	Completed	Not completed	Outcome/Rationale
1	Make the policy on providing accommodations to applicants with physical or mental disabilities accessible to applicants.	16(3)(h)	Complete		Policy approved by membership at 2018 AGM in March of 2019.
2	Develop a template for rejection letters, including: <ul style="list-style-type: none"> Reasons for the rejection, Measures or programs that may be available to assist unsuccessful applicants in obtaining registration at a later date (such as the bridging program), and Information on the internal review process. 	8(b)-(d) 10(1)		In Progress	Policy for Decision Letters is approved by Council and Review Officer. It will be presented for membership approval at 2019 AGM in March 2020.
3	Continue with developing a policy for considering requests for access to documentation.	12	Complete		Request for Access Policy was approved by the membership at the 2018 AGM in March of 2019.
4	Develop a policy regarding translation requirements for documents and post it on the RPFANS website.	9(a)		In Progress	Translation Policy is approved by Council and Review Officer. It will be presented for membership approval at the 2019 AGM in March, 2020.
5	Work with the FPRC (Forest Professional Regulators of Canada) and other provinces and territories to streamline			In Progress	The Forest Professional Regulators of Canada (FPRC is a new name approved late in 2019). As regulations for Fair Registration

	documentation requirements for international applicants.				Practices becomes law across Canada, all Associations are continuously working to ensure compliance and improve processes.
6	<p>Continue developing a policy for an internal review process, including:</p> <ul style="list-style-type: none"> • Timeframes for requesting a review • Timeframes for the applicant to provide additional submissions • The form of submissions • The timeframe for the Board of Examiners to issue its decision, and • A statement confirming that no one who acted as a decision-maker in respect of the original registration decision will act as a decision-maker in an internal review of that registration decision. 	10		In Progress	The Internal Review Policy has been approved by Council and has been submitted to the Review Officer for comment.

2019 Registration Data

#	Question	Response
1	Total number of individuals with practicing licenses/certifications. Do not report on any licenses or certificates you issue to a business, school or group.	79
2	Number of registrations for the reporting year, from applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant. 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification. 	2
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant. 	0
	<ul style="list-style-type: none"> CFTA Transfers, applicants already registered in another Canadian jurisdiction. 	0
	<ul style="list-style-type: none"> Total number of applicants. 	2
3	Types of practicing licenses/certificates you issue and total number of individuals for each type identified for the reporting year.	
	<ul style="list-style-type: none"> License/certificate name: Forester in Training 	2
	<ul style="list-style-type: none"> License/certificate name: Non-Resident 	4
	<ul style="list-style-type: none"> License/certificate name: Regular Active 	67
	<ul style="list-style-type: none"> License/certificate name: Retired 	5
	<ul style="list-style-type: none"> License/certificate name: Emeritus 	1
4	Number of completed applications submitted by applicants who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) in NS, new applicant: 	
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Accepted: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Rejected: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Still in process: 	0
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> Withdrawn: 	0

	○ <i>File inactive or closed:</i>	0
	● Received qualifications In Canada, new applicant:	
	○ <i>Accepted:</i>	2
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● Received qualifications (training/work experience for trades) internationally, new applicant:	
	○ <i>Accepted:</i>	0
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
	● AIT transfers, applicants already registered in another Canadian jurisdiction:	
	○ <i>Accepted:</i>	0
	○ <i>Rejected:</i>	0
	○ <i>Still in process:</i>	0
	○ <i>Withdrawn:</i>	0
	○ <i>File inactive or closed:</i>	0
5	For those new Canadian applicants (not NS), list the provinces in Canada (and associated numbers) where the level of education to qualify the applicant for licensure (training or work experience for trades) was obtained.	
	● British Columbia - 1 ● New Brunswick - 1	Total: 2
6	For new international applicants, list the source countries (and associated numbers) where the applicant received the level of education to qualify them for licensure (training or work experience for trades).	

	<ul style="list-style-type: none"> N/A 	N/A
7	Average length of time (in days) between receipt of a completed application and response to the applicant, for those who received their qualifications as indicated below. Response to the applicant to include whether they meet the requirements, partially meet and need to fill gaps, or there is no match and other pathways might be a consideration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	N/A
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	3
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	N/A
8	Average registration process time (or application approval) for those who received their qualifications as indicated below.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	N/A
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant - n/a for trades - issue a Certification of Qualification 	7
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant 	N/A
9	Total costs (to the applicant) associated with registration (certification) for applicants who received their qualifications as indicated below. Separate costs that the regulatory body themselves imposes on the applicant from other necessary costs incurred related to registration.	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	Regulatory body costs: N/A Other: N/A
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	Regulatory body costs: \$75 Other: N/A
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) internationally, new applicant: 	Regulatory body costs: N/A Other: N/A
10	Number of appeals, internal reviews or challenges related to a registration decision from applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In 	0

	NS, new applicant:	
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
	<ul style="list-style-type: none"> Total number of appeals, internal reviews or challenges related to a registration decision: 	0
11	Length of time the appeals or internal review process took for applicants who received their qualifications as indicated below:	
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) In NS, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications In Canada, new applicant: 	0
	<ul style="list-style-type: none"> Received qualifications (training/work experience for trades) Internationally, new applicant: 	0
	<ul style="list-style-type: none"> CFTA transfers, applicants already registered in another Canadian jurisdiction: 	0
12	What does registration with your organization authorize?	Right to use an Occupational Title only


FRPA Review Questionnaire and Assessment

	Question	Respondent Answer	Compliance Guideline	Review Finding	FRPA Reference
1a	How (what methods) do you use to provide information to potential applicants on your registration practices? (i.e. internet, individual counselling, hard copies)?	<p><i>Internet</i> <i>Email</i> <i>Hard Copy</i> <i>Telephone</i> <i>Automated Online Form</i></p> <p>www.rpfans.ca is our website. Interested applicants can choose "Membership"; and find their way to "Application Process". Our requirements for certification are listed also in "Member Requirements" and a paper form (PDF) can be printed and mailed. The Registrar receives all contact requests made through the website. An application can be filled out on-line and submitted through the web. The National Certification Standards are available for download (provided below).</p>	<p>Level 1 Paper forms and information made available to applicants via regular post, Telephone</p> <p>Level 2 E-mail forms and information, telephone.</p> <p>Forms and information can be downloaded from website to be emailed / faxed / mailed in after completion</p> <p>Level 3 Automated on-line form on website and</p>	Level 3	16(3)(g)

			information is easily accessible on a website Process in place for applicants to track application status		
1b	Can applicant begin the process outside of Canada?	<i>Our website is accessible to the public; therefore, anyone can access the application process. Application fees can be paid on-line through the website. A contact email address is directly linked to the registrar. A credential assessment would be required through the Credential Assessment Authority (CAA) given that the person's education may have been obtained outside of Canada. The details of which can be found at the Canadian Federation of Forest Professional Associations website at www.cfpfa-fcafp.ca</i>	Level 1 No Level 2 Yes	Level 2	
2	Please provide a link to your website.	www.rpfans.ca	Level 1 No website Level 2 Website is not up to date Website is not in plain language Website does not have links for international applicants Website does not contain all forms and/or guidelines	Level 2	16(3)(g)
2a	I believe that information on our website is: clear and understandable, written in plain language?	<input checked="" type="radio"/> 1 (Strongly Agree) <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4 <input type="radio"/> 5 (Strongly Disagree)			
2b	On what basis do you make changes to your website?	<i>Feedback from Applicants Policy Change News Postings Other: The Executive Director reviews and cross-references documents to ensure there is no misleading or confusing information. Any recommendation for change or revision is brought before a policy committee for approval. Checked in 2018 to align with FRPA recommendations</i>	Level 3 Website content is reviewed for accuracy and updated annually Website is in plain language Website is easy to navigate (e.g. international applicants) Website contains all forms and/or guidelines Information on pathway to licensure		
2c	When was the section of the website pertaining to registration last updated?	<i>Within the last 6 months The website now provides all the information about membership and application for membership under one heading "Membership". Information pertaining to application requirements used to be found in different areas of the website. We have created "hot buttons", that when clicked immediately takes the user to the document being referred to. The pathway to certification for those requiring credential assessment is found at http://www.bablackwell.com/cfpfa/applicant.html</i>			
3a	Are your requirements (e.g. education, work experience,	<i>Legislation Policy</i>	Level 1 Policy describing the registration process does not exist or is not	Level 2	7(a), 7(c), 7(f), 16(3)(a),

	examination and fees) for registration specified by legislation, regulation and/or policy?		documented Documents only available upon specific request Level 2 Policy exists to describe certain aspect of registration process Available to the applicant Level 3 Policy exist to describe all aspects of the registration practices Available to the applicant		16(3)(d)
3b	Specify the appropriate section(s)	<i>The Nova Scotia Foresters Association Act stipulates the requirements for education, work experience and examination requirements in Section 7. Fee requirements are noted in Section 15 of the same Act. Further clarification on these aspects can be found in the RPFANS By-laws.</i>			
3c	Is this information made available to applicants	Yes <i>The NS Foresters Association Act is provided by the website by link to the provincial government site. The By-laws are provided through the website. Applicants visiting the site can determine very quickly whether they qualify based upon National Standards. Visit our website under "Membership/Member Requirements".</i>			
4	Are you waiting for legislation to be passed?	No	N/A	N/A	
5a	Is the criteria for meeting the requirements of registration documented?	Yes <i>Certification Standards are defined on a national scale and approved by provincial associations. Through the credential assessment process, https://www.cfpfa-fcafp.ca/English/process.html applicants submit a self assessment against the certification standards. The criteria are listed and it is documented how they are assessed. A registered forester has to sign off on acquired experience for satisfying the criteria.</i>	Level 1 Criteria is made available to applicants verbally but no supplemental documentation Level 2 Criteria is documented and made available to applicants Limited information about the standard you will be assessed against Level 3 Criteria is documented and made available to applicants Criteria clearly outlines all assessment methods to be used and what competencies are being assessed by each method Applicants know the required standards that they will be assessed to	Level 2	7(d), 16(3)(b)
5b	Do you provide applicants with the description of the criteria used to assess whether the requirements have been met (i.e. the number of years of schooling needed to be considered equivalent to a degree)?	<i>Yes, details of such are listed under "Member Requirements" on the website as well as within the Sponsoring Forester Policy found on our website: https://rpfans.ca/cmsAdmin/uploads/pol-2019-05-v-2-0_sponsor.pdf National Standards are administered by the Forest Professional Regulators Canada. www.cfpfa-fcafp.ca Given that forestry programs in Canada receive accreditation based upon the certification standards, those applicants who graduate from accredited programs automatically meet the national certification standard.</i>			
6	If you require translation of specific documents how is the applicant informed?	<i>Website Email Our website under "Membership Requirements" states that applications are to be submitted in English, however, translation services may be available as per our Translation Policy found here on our website</i>	Level 1 No indication of translation requirements Available to applicants upon request Level 2	Level 3	7(a)

		https://rpfans.ca/cmsAdmin/uploads/pol-2019-14-v-1-0_translation.pdf <i>If the applicant requires a credential assessment, they are referred to the Credential Assessment Authority (CAA) which is a body of the CFPFA. The CAA are comprised of individuals who have had a career in forestry / forestry education and are located throughout Canada. A panel of three are normally called upon to complete a credential assessment.</i>	<p>Translation requirements indicated but not specific</p> <p>Available to applicants</p> <p>Level 3 Translation requirements documented with specific instruction</p> <p>Available to applicants</p>		
7	Do you have a streamlined registration process for those applicants already registered in another Canadian jurisdiction (as per Chapter 7 Agreement on Internal Trade / Canada Free Trade Agreement)?	<p>Yes</p> <p><i>There is a Mutual Recognition Agreement between the Provincial Professional Foresters Association in Canada Available publicly at:</i> https://www.cfpfa-fcafp.ca/English/mutualRecognition.html</p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and made public on website</p> <p>Any additional requirements approved by government are explained on website</p>	Level 2	3
8	Does your organization make accommodation for applicants with physical or mental disability?	<p><i>Yes, our Policy for such can be found on our website:</i> https://rpfans.ca/cmsAdmin/uploads/pol-2019-04-v-2-0_accomodation.pdf</p> <p><i>Policy for Accommodation.</i></p>	<p>Level 1 Yes – process not documented</p> <p>Level 2 Yes – process documented</p> <p>Level 3 Yes – process documented and available to applicant</p>	Level 3	16(3)(h)
9a	Is any of your assessment process conducted by a third party (i.e. national bodies, credential assessment agencies, etc.)?	Yes	<p>Level 1 Regulatory body assumes that the certifying organization meets FRPA standards</p> <p>Level 2 Regulatory body has received documentation indicating that the certifying organization meets FRPA standards</p> <p>Level 3 Regulatory body has influence with the certifying organization (e.g. membership) or has an agreement with the certifying organization</p>	Level 3	16(3)(i)
9b	If so, please specify the name of the organization and describe their role.	<p><i>When the applicant has not graduated from a CFPFA recognized forestry program in Canada, they must go through a credential assessment. The Credential Assessment Authority (CAA), a body of the Canadian Federation of Professional Forester Association (CFPFA). The body is comprised of well-experienced registered foresters who may be active or retired. They abide by a manual which provides the basis for the assessment. There is also an Applicants Manual which assists the applicant in providing the information required.</i></p>			
9c	Please indicate	<i>They assist with data collection, data storage,</i>			

	the types of activities that they assist with.	<i>credential assessment, verification of documents, and recognition of prior learning.</i>			
9d	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?	<i>Participation on board</i>			
9e	Are you informed of all decisions made by third parties on applicants?	Yes			
9f	Does the third party have an internal review process for unsuccessful applicants?	Yes <i>Applicants are provided a gap analysis which outlines the necessary requirements to be fulfilled for certification. Bridge training is also available through the CFPFA. If the applicant disagrees with the initial screening, they are provided the opportunity for a re-assessment by others.</i>			
10a	What types of supports do you provide to applicants during the registration process?	<i>Internet Telephone Print Material Other: In person</i>	Level 1 None Level 2 Multiple types of supports exist but not well documented	Level 3	7(e), 16(3)(k)
10b	Have you had applicants who need support mechanisms that you can't provide or are not available?	No <i>There have been no instances when support could not be provided.</i>	Level 3 Multiple types of support exist, well defined and accessible		
11	Where practical, do you provide unsuccessful applicants with information on programs and services they can participate in to facilitate successful registration in the future?	Yes <i>We advise all applicants who have not graduated from an accredited forestry program in Canada to enter a credential assessment process with the Credential Assessment Authority. That assessment report provides the alternatives for competency requirements that could be fulfilled through other education or work experience. Satisfying competencies through work experience must be signed off by a mentor. The credential assessment report will identify gaps and information on closing those gaps through bridge training opportunities or other alternatives.</i>	Level 1 Only upon request Not documented Level 2 Yes – not documented Level 3 Yes – documented and available to applicant Applicants are told what their competencies gaps are that need to be addressed	Level-3	8(d)
12	Do you have a reasonable timeframe to	 <i>1 Very Reasonable</i>	Level 1 No policy	Level 3	7(b), 8(a), 8(b), 8(c)

	respond to inquiries from applicants?	<p>2 3 4 5 Very Unreasonable</p> <p><i>The Registrar receives an email when an application has been submitted on-line or an inquiry has been submitted through the contact email address. The Registrar commits, as per the website, to respond to all applications and inquiries about membership within 48 hours to acknowledge receipt of the communication only.</i></p>	<p>Level 2 Policy in Place</p> <p>Level 3 Policy in place and accessible</p>		
13a	Do you provide written decisions, responses and reasons for acceptance or rejection of an application?	<i>Yes, in accordance with a Decision Letter Policy, publicly accessible on our website.</i>	<p>Level 1 Upon request, limited documentation and no standard timeline</p> <p>Level 2 Some documentation</p> <p>Level 3 Well-documented process with clearly established timelines</p>	Level 3	8(b), 8(c), 10
13ai	Do you have a formal policy for this process?	<i>Yes, please refer to the attached: https://rpfans.ca/cmsAdmin/uploads/pol-2019-15-v-1-0_decision-letter_final_03_20.pdf</i>			
13aii	Do you have a standard timeline	<i>Yes, our policy states that notification of registration decisions are made within 3 weeks of receiving the application.</i>			
13b	Do you provide applicants who are not granted registration with information regarding an internal review process (including the opportunity to make submissions respecting such reviews?)	<p><i>Yes, we would advise the applicant of the existence of an Internal Review Policy and the right of the applicant to dispute the decision.</i></p> <p><i>. All unsuccessful applicants are provided the opportunity to enter a credential assessment and gap analysis or file an appeal.</i></p>	<p>Level 1 Yes – upon request, limited documentation</p> <p>Level 2 Yes – limited documentation</p> <p>Level 3 Yes – well documented process</p>	Level 3	
14a	Do you provide information on what documentation of qualifications must accompany an application?	<p><i>Yes</i></p> <p><i>Please visit www.rpfans.ca/Member Requirements/ Under Member Requirements – greater detail is provided to the national standards and credential assessment process if the applicant has not graduated from a recognized forestry program in Canada.</i></p>	<p>Level 1 Documents indicated and communicated verbally</p> <p>Level 2 List of required documents indicated on website</p> <p>Process to verify document authenticity</p>	Level 2	9(a), 16(3)(a), 16(3)(b), 16(3)©
14b	Do you include a process for verification of documentation authenticity?	<p><i>Yes</i></p> <p><i>University transcripts must be sent by the institution. References are provided to ensure verification of employment and character.</i></p>	<p>Level 3 N/A</p>		

15	Do you provide information on the steps in the registration process including supporting documentation required at the various steps?	Yes <i>The process for applicants who have been asked to enter a credential assessment are provided a manual which outlines each step in the process. The process is very efficient for those applicants who have graduated from a recognized forestry program.</i>	Level 1 General information Not broken into steps Level 2 Step by step process indicate where applicant needs to supply information Level 3 Step by step process indicate where applicant needs to supply information Pathway to licensure	Level 1	7(c), 16(3)(a), 16(3)(b)
16	Do you accept alternative information if required documents cannot be obtained for reasons beyond the applicant's control (i.e. a sworn statement in lieu of full documentation)?	Yes <i>This type of decision is made by the assessors panel during the credential assessment process.</i>	Level 1 Yes – on a case by case basis Level 2 Yes – examples documented Process not clearly laid out or documented Level 3 Yes – process clearly documented	Level 1	9(b), 16(3)(c)
17	What difficulties or obstacles are faced by applicants who received their qualifications in a country other than Canada?	<i>Other: RPFANS is not aware of any obstacles faced by applicants from outside Canada.</i> <i>The National Certification Standards provide clarity on the requirements to be fulfilled and the Credential Assessment Process provides clear direction on how an applicant can obtain the necessary elements for certification.</i>	N/A	N/A	6, 9(b), 16(3)(c)
18a	Do you have a process for which requests for access documentation related to registrations are considered?	Yes <i>RPFANS adheres to a policy for records access.</i>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicants	Level 3	12, 16(3)(j)
18b	Is this made available to applicants?	Yes			
18c	What information may you exclude?	<i>Our exclusions are those listed in the Fair Registration Practices Act.</i>			
18d	Do you charge a fee?	No <i>There is no fee for requesting and obtaining access to records.</i>			
19	Does your Act include an	No	Level 1	N/A	7(a)

	authority to conduct an internal review of the registration decision?	<i>There is Section 24 for Appeal, however, this is for decisions relating to the suspension or cancellation of members privileges. The By-laws provide for appeal of registration under Section 4.05 Final Decision.</i>	N/A Level 2 N/A Level 3 Yes		
20	Do you have a regulation or by-law that defines the internal review process?	Yes <i>Section 4.05 of the RPFANS By-laws refer to a review by the Board of Examiners for conducting an internal review of a registrar's decision to refuse membership. A policy for Internal Review Process provides the steps for carrying out the review.</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 3	7(a), 10
21	When are unsuccessful candidates informed of their right to internal review of the registration decision?	<i>Included with a registration decision Notification of the opportunity to file an Appeal of the Registrar's decision is provided under "Member Requirement" on the website.</i> <i>As per the Decision Letter Policy</i>	Level 1 No specific timeline Level 2 Specific timeline Not documented Level 3 Specific timeline Documented and communicated	Level 3	7(a), 10(1)
22a	Do you have an internal review process and procedures document (policy document)?	Yes <i>This policy has been created since our last audit and although has been approved by the Council, it must still be approved by the membership.</i>	Level 1 Yes Not documented Level 2 Yes Documented	Level 3	7(a), 10(1)
22b	Does this include time frames for the internal review?	Yes <i>Timelines are stated for each role in the process. The registrar is to communicate the full process timeline and provide updates as necessary.</i>	Level 3 Yes Documented and available to applicant		
23a	With regards to the internal review process you make available to applicants that are not granted registration: summarize the process of the internal review.	<i>A person can use the Internal Review Process to essentially appeal; a) membership refusal, b) credential assessment or c) exam mark. The registrar is notified of the appeal and must make Council aware within 7 days. Council then has 7 days to have the Board of Examiners fulfill the terms of the internal review. In the case of an exam mark, an ex-officio board is appointed by Council. The internal review board has 6 days to render a decision.</i>	Level 1 Not documented Level 2 Documented Level 3 Documented and made available to applicant	Level 2	7(a), 10, 16(3)(m)
23b	Describe the opportunities made available to an applicant to make submissions respecting such review.	<i>The registrar shall work with the applicant to collect additional documentation to support the appeal. including an interview to ensure all the issues have been vetted.</i>			

23c	Specify the format for the internal review submission	<i>Written or provided orally to the registrar who will capture it in writing.</i>			
23d	What is the timeline for submitted supporting evidence?	30 Days <i>The Registrar shall ensure all additional supporting evidence is submitted, accurate and complete. The information can be provided to the registrar by the applicant in writing or orally in an interview. All supporting documentation must be submitted to the Appeal Board within 30 days.</i>			
23e	Do you believe this is enough time to receive supporting evidence from outside Canada?	Yes			
24a	Are the results of the internal review made available to applicants in writing with reasons?	<i>Yes, as per the policy</i>	Level 1 Yes Level 2 Yes Specific timeline	Level 1	
24b	In what timeframe are the results of the internal review made available to applicants?	<i>Up to 95 days. 7 days for notification to Council, 14 days for Council to form an Appeal Board, 7 days for the Board to convene, 60 days for internal review, 7 days for Council to inform the Registrar.</i>	Level 3 Yes Specific timeline and communicated		7(a), 10(3)
24c	Are these timelines communicated?	<i>.Yes, as per the Internal Review Policy or in the case of the credential assessment, the applicant has a much longer time period (5 years) for which to supply supporting documentation.</i>			
25	Have individuals who make internal review decisions received appropriate training?	Yes <i>We do not have a formal training program for members chosen to sit on an internal review board. However, they are the same people who function as the Board of Examiners and are expected to function at a higher standard of ethics and professionalism given that they are normally held in a higher regard due to education, experience and awareness.</i>	N/A	N/A	7(a), 11, 16(3)(p)
26	Do you have a prohibition that states that 'no one who acted as a decision-maker in respect of a registration decision acted as a decision-maker in an internal review?	Yes <i>This is stated specifically in Section 3-Decision, of the Internal Review Process Policy</i>	Level 1 N/A Level 2 N/A Level 3 Yes	Level 3	7(a), 10(5), 16(3)(n)

27	Do you have any international agreements (i.e. reciprocal recognition) endorsed by your regulatory body or national organization?	No <i>The FPRC is working toward an international agreement with the USA. I am not aware of any other efforts.</i>	N/A	N/A	7
28	Has your organization experienced any unintended consequences—defined as an unintended negative impact on labour market, economic, social or other condition—arising as a result of the implementation of Chapter 7 of the Agreement on Internal Trade?	No	N/A	N/A	3
29	Does your legislation and/or regulations include labour mobility provisions (i.e. the ability to accept applicants already certified in another Canadian jurisdiction regardless of the requirements in the previous jurisdiction)?	No <i>Labour mobility is enhanced within Canada by way of a memorandum of understanding at the national level within the FPRC at. https://www.cfpfa-fcafp.ca/English/MRA.html</i>	N/A	N/A	Chapter 7, CFTA
30	Do you review the requirements of the other provincial regulatory bodies regularly?	Yes <i>The 2015 certification standards were reviewed and revised and accepted by all members again in 2017.</i>	N/A	N/A	3, Chapter 7, CFTA
31a	Has your organization made any changes to the occupational standards in your legislation, regulations	Yes	N/A	N/A	

	and/or by-laws (i.e. entry to practice standards, continuing education requirements, codes of ethics) within the last two years?				
31b	If yes, did you work with the Labour Mobility Coordinator or a Provincial Government representative to complete an AIT notification (i.e. notification form sent prior to approval that informs other Canadian jurisdictions of the proposed change)?	<p>No</p> <p><i>We have made revisions to our By-laws in recent years; however, those changes have not directly affected entry requirements, continuing education or codes of practice.</i></p>	N/A	N/A	

Action Plan

In accordance with the *Fair Registration Practices Act*, the FRPA Action Plan outlines the measures that the RPFANS has agreed to work towards.

Non-Compliance Issues

The following action addresses a registration practice that currently contravenes the FRPA. Relevant sections of the Act are referenced. RPFANS will address this priority item in the short-term with report back to the FRPA Review Office on completion of the action.

#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	<ul style="list-style-type: none"> Documentation of qualifications: a description of what alternative information may be supplied by an applicant who cannot obtain documentation for reasons beyond the applicant's control (such as an official transcript). Make this information available to applicants. See sample policy on the FRPA website: Accepting Alternative Information to Required Documentation. 	16	9(b); 16(3)(c)	<p>Phase 1. Develop a new policy for alternative information utilizing the template provided by FRPA Office. Required changes to our website and registration process would also be made to ensure applicants are made aware of the policy.</p> <p>Phase 2. To work with our national body (FPRC) to improve our understanding of current best practice in other provincial jurisdictions with the intention of developing common practices at a national level.</p> <p>Expected timeline to complete Phase 1 is 3 to 6 months. Expected timeline to complete Phase 2 is 9 to 12 months.</p>

Required Improvements

The actions listed in this section address registration practices that meet a minimum level of compliance with the FRPA. These actions focus on areas for improvement. RPFANS will address these actions over the next two years.

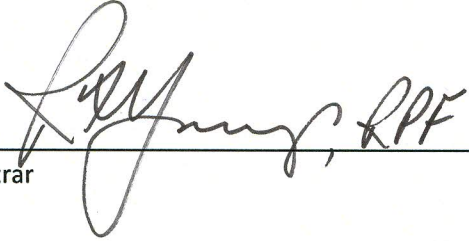
#	Action	Questionnaire Reference	FRPA Reference	Plan for Completion
1	Website enhancement: Add a webpage for international applicants to outline the registration process (including which steps can	2	16(3)(g)	<ol style="list-style-type: none"> Develop a registration page on our website dedicated to international applicants. Develop a Registration Policy that provides the necessary steps to take

	be taken before coming to Canada) with links to helpful resources			for; a) making application for membership, b) becoming a member and c) certification or licensure. This policy would include helpful resource information. Expected timeline for completion for both phases is 6 to 9 months.
2	Develop an official format used to document acquired standardized professional forestry experience expectations and proof of successful completion. .	5	7(d), 16(3)(b)	An official form will be developed to support the Sponsoring Forester Policy for ensuring required forestry experience for Associate Members is being reported against a standard that supports or confirms alignment with required scope of practice areas. Expected timeline for completion is 3 months
3	Revise the application form on the website and hard copy to clarify that CFTA applicants do not need to submit proof of education.	7	3	Revise all of the pathways for which application for membership can be made by a CFTA applicant will be updated to ensure that proof of education is not a requirement of membership. Expected timeline for completion is 3 months.
4	Clearly document pathways to licensure (both associate and active). Indicate where applicants need to supply information at each step of the process. Ensure pathways reflect all streams of applicants.	3 & 15	7(a), (c), (f), 16(3)(a), (b), (d)	Develop a Registration Policy that provides the steps to be taken and necessary documentation to submit for; a) making application for membership, b) in becoming a member and c) receiving certification or licensure. This policy would provide clarity by identifying all of the possible pathways, including helpful resource information, for all application streams. Expected timeline for completion is 6 to 9 months
5	Revise the internal review policy to provide more clarity regarding: - opportunity for the applicant to make written and/or oral submissions, including the timeframes in which the applicant	23 & 24	7(a), 10, 16(3)(m)	An enhanced policy has been drafted and submitted to the Review Office for comment. Expected timeline for completion is 1 -3 months.

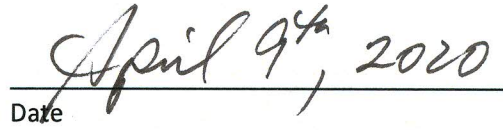
	<p>may make submissions and the format of submissions;</p> <p>-timeline to communicate the decision back to the appellant.</p>			
6	<p>Develop training plan for internal review decisionmakers. The FRPA Review Office suggests cultural competency, administrative law, and principles of fundamental justice.</p>	25	7(a), 11, 16(3)(p)	<p>Work both on a local level and on a national level to develop a standardized training plan for all persons directly involved in any process of an internal review.</p> <p>Timeline – 6 to 9 months.</p>

Disclaimer

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

A handwritten signature in black ink, appearing to read 'L. Young, RPF', written over a horizontal line.

Registrar

A handwritten date 'April 9th, 2020' written in black ink over a horizontal line.

Date

Appendix

- ✓ Blank Application Form



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:
 - work experience
 - educational history
 - personal reference
 - employment reference
 -Y N
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



MEMBERSHIP APPLICATION FORM

Personal Information

Surname:

First Name:

Given Names:

Date of Birth:

Have you ever been convicted of a criminal or Indictable Offence, for which you have not received pardon? If yes, please provide details on a separate sheet.

Y N

Contact Information

Mailing Address

Street:

Town:

Province:

Country:

Postal Code:

Home telephone:

Cell Phone:

Personal Email:

Business Contact Information

Current Employer:

Business Phone:

Business Email:

Preferred contact location: Personal Email Business Email

Education

Please include your education history in your resume. Please provide official transcripts from Post Secondary Institutions. (Transcripts are to be sent directly from the Institution to RPFANS).

Employment Experience

Please include your in your resume. Attach your resume to this application.

Office Use	
Date Received: <input style="width: 80%;" type="text"/>	Date Approved: <input style="width: 80%;" type="text"/>
Approved by: <input style="width: 80%;" type="text"/> <i>RPANS Official</i>	Notice sent to applicant: <input style="width: 80%;" type="text"/> <i>Date</i>

Professional (RPF) Association

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

Y N

	1	2
Name of Organization	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Contact Person	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Email of Contact Person	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Membership Period	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" 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