



Continuing Professional Development

Program Policy and Procedures

Revision Tracker		
Date	Revision	Approved by
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April 20, 2022	Add learning activity that does not apply	Christine Gelowitz, CEO

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Purpose

The purpose of ABCFP's Continuing Professional Development (CPD) program is for registrants to grow, maintain, and demonstrate their level of competence across the span of their professional careers.

Ensuring the competence of registrants is a pillar of professional regulation. Competence is the first standard of the [ABCFP's Code of Ethical and Professional Conduct](#). Significant rigour is exerted to assess competence upon entry to the profession. A structured Continuing Professional Development program demonstrates how registrants continue to actively learn and expand their professional competence through the stages of their careers.

ABCFP bylaws require registrants to undertake a specified amount of professional development and submit documentation each year. The objective of the ABCFP's CPD program is to focus on meaningful learning as opposed to counting and submitting hours. With a focus on learning outcomes, the program is able to offer a high degree of flexibility in regard to the format by which professionals have identified they primarily learn during different stages of their professional career. Recognizing the broad range of roles and services forest professionals commonly provide, the program focuses beyond traditional practice areas and reflects the importance of maintaining competencies — knowledge, skills, and/or abilities — related to professional ethics and conduct, as well as interpersonal skills commonly employed in professional practice.

[Professional Governance Act section 57\(1\)\(e\)](#) requires the ABCFP to make bylaws establishing a continuing education program and requirements for individual registrants. ABCFP [Bylaw 10](#), brought into force in February 2021, establishes the core requirements of the annual Continuing Professional Development program. This program policy includes the requirements contained in the bylaw, with additional information to assist registrants to understand how they can fulfil their CPD obligations.

Program Description

The Continuing Professional Development program is mandatory for all practicing RPF and RFT registrants. Trainees and other classes of registrants are exempt unless specified by the ABCFP council. This includes associate registrants (NRP, ATC, ATE, SAS, AFP), temporary registrants (visiting, transferring), and non-practicing registrants (those on an approved leave of absence). Retired registrants are exempt unless specified by council.

ABCFP registrants who also belong to other regulatory bodies or associations must participate in the CPD program. However, they do not have to duplicate learning activities. For example, if a registrant engages in a learning activity that is focussed on one association, but has learning outcomes that align with key ABCFP categories (professional, practice area, and interpersonal competencies), then these outcomes count towards their continuing professional development obligations. However, the learning activities must be entered into the ABCFP CPD Reporting Tool regardless of submissions or declarations made to another regulator.

ANNUAL PROGRAM REQUIREMENTS

Registrants must complete and report a minimum **30 hours of CPD a year**. A CPD reporting year is December 1-November 30 (Bylaw 10-1(3)).

Registrants are free to choose any learning activities that align with the topics below (Bylaw 10-1(5)):

1. Professional competencies

- ▲ Standards of ethical and professional conduct
- ▲ Indigenous reconciliation, and
- ▲ Forest stewardship

2. Areas of Professional Practice

This category includes any learning focused on a registrant's Professional Practice Area(s). The 36 areas of Professional Practice are found in Appendix A.

3. Interpersonal Competencies

This category includes any learning focussed on competencies such as relationship building, conflict management, negotiation, problems solving, judgement, communications, teamwork, and collaboration.

ACCEPTABLE LEARNING ACTIVITIES

Any learning, including that which is not in a traditional classroom or online course, is acceptable in this program. This includes a broad range of learning activities, from podcasts to practice-based conversations with other professionals. It is up to the discretion of the registrant to determine if they achieved a learning outcome(s) during a given activity.

Acceptable learning activities:

- ▲ Workshops (classroom)
- ▲ Workshops (field)
- ▲ Workshops (classroom and field)
- ▲ Courses (classroom, for credit or non-credit)
- ▲ Courses (online, credit or non-credit)
- ▲ ABCFP online courses
- ▲ ABCFP practice guidance documents
- ▲ Programs (multi-course, may or may not grant certification)
- ▲ E-lectures
- ▲ ABCFP AGM
- ▲ Conferences (session or plenary)
- ▲ Webinars (real time or archived e-lectures)
- ▲ Field-based discussions with other professionals, subject matter experts, and others
- ▲ Meetings with a mentor, colleagues, subject matter expert or community Elder
- ▲ Lecture/presentation preparation, and delivery
- ▲ Reading and researching scientific and professional papers, journals, articles, and/or conference proceedings.
- ▲ Self-assessment tools/rubrics
- ▲ Sponsoring trainees
- ▲ Mentoring early-career registrants
- ▲ Volunteering with the ABCFP
- ▲ Graduate student committee involvement (natural resource management related)
- ▲ New Professional Practice Area development

- ▲ Podcasts
- ▲ Committee involvement focused on the practice of professional forestry

The following learning activities do not apply to this program:

- ▲ Employer onboarding and/or employment orientation training
- ▲ Employer standard operating procedures training
- ▲ ABCFP audits, practice reviews, and discipline
- ▲ Learning that does not align with the above categories

QUALIFYING CPD HOURS

This program utilizes a 1:1 ratio for CPD aligned with one or all of the categories. In other words, a registrant can report one CPD hour, or any portion of an hour, for an hour (or any portion of an hour) spent learning. However, most learning activities—especially formal ones—have a portion of time when the participant is not engaged in the learning process.

Non-qualifying hours includes time spent in:

- ▲ Travel to/from a learning activity
- ▲ Conference coffee breaks, lunches, and dinners/banquets
- ▲ Motivational plenary speeches
- ▲ Technical down-time during a conference/colloquium presentation
- ▲ Early dismissal from a workshop, class, or conference presentation
- ▲ Waiting rooms for a webinar or virtual conference
- ▲ Transition time between presenters at a conference or colloquium
- ▲ ABCFP Inductee event (face-to-face or virtual)
- ▲ Activities completed in accordance with a condition imposed on registration, unless otherwise directed by the Credentials Committee

CPD qualifying hours cannot be carried over from one year to the next.

Program Monitoring and Non-Compliance

REPORTING AND DOCUMENTATION

Each year, by November 30, registrants are required to record their mandatory minimum learning activities in the ABCFP's web-based CPD Reporting Tool.

Registrants must enter the following data:

- ▲ Name of learning activity
- ▲ Format of learning activity
- ▲ Date
- ▲ Time (hours) per category
- ▲ Category alignment (professional, inter-personal, and practice area competencies)

Registrants can optionally enter the following data:

- ▲ Learning outcomes (key knowledge, skills/abilities, or behaviours learned)
- ▲ Outstanding learning outcomes (unanswered questions or issues raised during the learning)

The [CPD Reporting Tool](#) is located on the secure ABCFP website (registrant login required). The tool will streamline entry of all relevant information, and future submissions. Furthermore, registrants can export their annual learning activities (.pdf and .xls) or edit individual entries.

Recording CPD activities is an important step in the learning process. It helps clarify learning and identifies areas for further development.

We recommend that registrants report learning activities no less than seven days after completion. After one week, a typical person remembers only 30 per cent of learned information; little can be recalled after one month.

NON-COMPLIANCE

The CPD Reporting Tool will accrue time spent learning, indicating to the registrant when the annual minimum hours are achieved. The ABCFP will monitor the progress of registrants and, if required, issue a non-compliance notification.

Starting December 1, 2021, a registrant who does not submit their CPD records by November 30 of the reporting year will be considered 'non-compliant,' resulting in the following:

- ▲ The registrar will notify the Audit and Practice Review committee; and

- ▲ The Audit and Practice Review committee may direct the registrar to issue a notice of non-compliance, requiring you to pay a late fee or complete any outstanding CPD requirements (Bylaw 10-2(2)).

A registrant's registration is cancelled immediately if that person fails to deliver payment of a late fee required within the time specified in the notice of non-compliance or such further time as may be permitted by the registrar (Bylaw 10-2(3)).

If a registrant fails to comply with requirements specified in a notice of non-compliance under the bylaw subsection, the registrar may:

- ▲ Refer the registrant to the Audit and Practice Review committee for a review of the practice of the registrant under the PGA 63(4) and (5) and Bylaw 11 (Audit and Practice Review), or
- ▲ The investigation committee will be notified of the registrant's non-compliance for review under section 12-5 of Bylaw 12 (Complaints, Investigation and Discipline).

SPECIAL CIRCUMSTANCES FOR CPD REPORTING EXTENSIONS (BYLAW 10-1(4))

The registrar or Audit and Practice Review committee may consider special circumstances:

- ▲ Illness or serious injury
- ▲ Family emergency
- ▲ Jury duty
- ▲ Isolation affecting submission, such as Internet connectivity

EXCEPTIONAL CIRCUMSTANCES FOR EXEMPTIONS (BYLAW 10-1(7))

In exceptional circumstances, the registrar or the Audit and Practice and Review committee may exempt a registrant from the requirements of this section in accordance with council policy.

Related ABCFP Program Requirements

ANNUAL SELF-ASSESSMENT DECLARATION (BYLAW 5-15(2(D)))

The annual self-assessment declaration will continue to be required at the time of registration renewal, which must include a statement of the registrant's declared practice area or areas.

Appendix A

Areas of professional practice:

1. Auditing, inspecting, monitoring and verifying forest operations, plans and practices
2. Compliance and enforcement in forest management
3. Forest certification
4. Forest conservation
5. Forest ecosystem assessment, planning, and stewardship
6. Forest education and training
7. Forest harvest planning
8. Forest harvest operations management and oversight
9. Forest health damage and invasive species
10. Forest inventory and analysis
11. Forest legislation and policy development and administration
12. Forest resources contract management and administration
13. Forest/watershed level planning and management
14. Forest measurements (timber cruising, surveys)
15. Forest recreation planning and management
16. Forest research and climate change adaptation
17. Forest roads and transportation
18. Forest tenure, licence, permits and authorization
19. Forest geographic information systems and mapping
20. Growth and yield

21. Indigenous forest management
 22. International and inter-provincial forestry
 23. Landscape level strategic forest planning and management
 24. Silviculture
 25. Stand level forest planning and management (site plans)
 26. Small scale forest management
 27. Supervising, directing and advising forest plans, practices and professionals
 28. Timber pricing and appraisals
 29. Timber and forest land valuation
 30. Tree improvement/genetics
 31. Tree seed and seedling planning and production
 32. Urban forest management
 33. Visual resource management of forests
 34. Wildfire and forest fuel planning and management
 35. Wildfire rehabilitation management and assessments
 36. Wildfire prevention, protection and suppression
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