



# ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

## Fee Schedule effective May 1, 2014

*This Fee Schedule was approved by Council, pursuant to OPFA by-laws on March 19, 2014. Annual Fee changes were presented at the 2014 AGM and circulated in the June Professional Forester newsletter.*

### ANNUAL FEES

Annual Membership Fees are due and payable on the first day of the Association's fiscal year (December 1). Newly authorized practicing members will pay pro rata fees for the months remaining in the fiscal year in which their Full or Associate Membership is approved.

Membership Category	Annual Fees 2013-2014	Annual Fees 2014-2015	Annual Fees 2015-2016	Annual Fees 2016-2017	Annual Fees 2017-2018
Full	\$ 460.00	\$ 540.00	\$ 620.00	\$ 620.00	\$ 620.00
Associate	\$ 230.00	\$ 345.00	\$ 490.00	\$ 620.00	\$ 620.00
Non-Resident	\$ 230.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Inactive	\$ 230.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Provisional	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Student	Free	Free	Free	Free	Free
Life	See Item D 4) for the applicable one-time lump sum payment for Life Members. There are no annual fees for Life Members.				
Honourary	Free	Free	Free	Free	Free

### Payment Options:

Annual membership fees may be paid in full by the due date (December 1<sup>st</sup>), or be paid by one of the following payment options using accepted credit cards or post-dated cheques:

1. Split Payment, with an additional administrative charge of \$20.00, due Dec. 1 and April 1.
2. Pre-Authorized monthly payments, with an additional administrative charge of \$50.00,
3. Another payment arrangement that the Member and Registrar may agree, in circumstances of need.

### OTHER FEES

**a) Temporary Members:** The Fee for a three-month period shall be \$200.00.

**Note:** To practice on projects in Ontario, Non-Resident Members need approval equivalent to Temporary Membership; there is no charge for the first two three-month periods.

### b) Application Fee:

- 1) A fee of \$200.00 shall accompany any new application for registration as a Member of the Association, including those applications for reinstatement of former members.
- 2) Past Student Members who are applying for membership within six months of graduation are subject to a reduced Application Fee of \$100.00.
- 3) There is no application fee for Student membership.

**Note:** The Application Fee shall be deemed to be the **Registration Fee** when the applicant has been accepted and registered.

## Fee Schedule (continued)

**c) Re-admission:** In order to be re-admitted, resigned Members or Members whose certificate have been cancelled or revoked are subject to a penalty equal to the annual Full membership fee for the year in which they are reinstated, in addition to any outstanding fees owing to the OPFA, and the application fee.

**d) Change of Membership Category:** The administrative fee required for seeking approval of the Registration Committee to change membership category shall be:

- 1) \$50.00 for most changes;
- 2) \$200.00 (equal to the Registration Fee) for return to a practicing category (to Full Member, Associate Member, or Non-Resident Member), if one has not been practicing in Ontario for over 5 years (also requires writing of the OPFA Forest Policy exam);
- 3) No Fee other than the application fee, and if applicable the assessment fee, is required to seek approval to move from Student to Provisional Membership, or from Provisional to Full or Associate Membership;
- 4) The fee to become a Life Member shall be a lump sum of \$650.00 plus an amount derived from the following formula:  $(1/2 \text{ rate of Full annual fees}) \times (65 \text{ minus age in years})$ . Note: Members 65 years old and over to pay \$650.00 only. After this payment, there are no annual fees.

**e) Competency Assessment Fee:** The fee for assessment by the national Credential Assessment Process (CAP) to determine gaps in required competencies for an applicant who has not graduated from an accredited university program is \$500.00. This fee is paid to the OPFA which is then paid by the OPFA to the national process. The applicant also shall be charged for any additional out-of-pocket expenses accrued by the Association in processing the application (e.g. translation fees).

An applicant may challenge the results of a CAP assessment. A fee of \$500.00 is required for a full re-assessment of the applicant's materials. A fee of \$250.00 is required for a partial reconsideration if they have additional relevant documentation they had neglected to offer related to identified gaps.

**f) Examination Fee:** The fee for each OPFA examination tried shall be \$75.00.

**g) Late Payment or Late Competency Reporting Fees:**

- 1) **Late Payment Fee:** A late payment fee of \$70.00 will be charged if annual dues are not paid in full by December 1st.
- 2) **Late Competency Reporting Fee:** Filing of annual information in accordance with the Competency Support Program is due by Jan. 15<sup>th</sup> following the end of the fiscal year. Failure to report by this date will result in a \$50.00 Late Reporting Fee being charged.

**Note:** The Registrar shall send notices to members in arrears for fees or other reporting obligations showing outstanding obligations and fees due and payable, in conformance with the By-laws. Failure to meet outstanding obligations will result in suspension of a member's certificate until obligations are fulfilled.

**h) Administrative Charges:** Costs incurred on behalf of individual members for services shall be recovered with an allowance for "shipping and handling" – e.g. replacement of a lost or damaged seal - \$75.00.