



ONTARIO PROFESSIONAL FORESTERS ASSOCIATION

Chart 2 - MEMBERSHIP PROCESSES FOR PROVISIONAL MEMBERS

PROVISIONAL MEMBERSHIP

FULL MEMBERSHIP: AGP Process

Accredited Graduate Process (AGP)
(accredited by CFAB = Canadian Forestry Accreditation Board)

Complete and Submit:

5. **Mentoring Agreement** to be completed and submitted for each of your two sponsors (must be OPFA members).

The Registrar will confirm acceptance of your mentoring sponsors. The Registrar will confirm receipt of original transcripts from your academic institution(s).

You will begin the 18-month work experience requirement and ensure your sponsors are familiar with your forestry work.

You may continue with other membership requirements while completing the work experience requirement as a Provisional member (e.g. OPFA Ontario Forest Policy exam).

When you have 18 months of progressive, relevant, post-graduation work experience as a Provisional Member, you will complete the remaining steps.

Complete and Submit:

6. Updated resume or Curriculum Vitae (C.V.)

7. **Full Membership Application Form**

8. Two sponsors, who are OPFA members, to complete OPFA **Sponsorship Forms** and submit these directly to the OPFA office.

9. Two character witnesses to complete the **Character Witness Form** and submit these directly to the OPFA office.

The Registration Committee will consider your revised application at this point. If successful, any approval for Full Membership will be conditional upon meeting items 10 and 11 below.

10. Successfully pass the OPFA Ontario Forest Policy and Administration exam. (exam requirement is deemed to have been met through successful passing of the Lakehead University Forest Policy course within the past five years.)

11. Report to the OPFA office when your Personal Practice Focus and Learning Plan are complete and retained in your files in accordance with the **OPFA Competency Support Program**.

When the above requirements are satisfied, you will be registered as a Full Member of the OPFA.

The Registrar will report to the Registration Committee the satisfactory completion of any requirements of a conditional approval for membership.

You will be notified of the annual dues payable for Full membership as per the approved Fee Schedule (see link below).

NOTE: The OPFA approved Fee Schedule is posted on the website at: <http://www.opfa.ca/registration/fees>

FULL MEMBERSHIP: CAP Process

Credential Assessment Process (CAP)

Complete and Submit:

5. **Mentoring Agreement** to be completed and submitted for each of your two sponsors (must be OPFA members).

The Registrar will confirm acceptance of your mentoring sponsors. The Registrar will confirm receipt of original transcripts from your academic institution(s).

You will begin the 18-month work experience requirement and ensure your sponsors are familiar with your forestry work.

You may continue with other membership requirements while completing the work experience requirement as a Provisional member (e.g. OPFA Ontario Forest Policy exam).

Note: Completion of the work experience requirement, prior to undergoing the national Credential Assessment Process is recommended and may broaden the demonstrable competencies that can be documented.

Complete and Submit:

6. Updated resume or Curriculum Vitae (C.V.)

7. **Full Membership Application Form**

8. Two sponsors, who are OPFA members, to complete OPFA **Sponsorship Forms** and submit these directly to the OPFA office.

9. Three character witnesses to complete the **Character Witness Form** and submit these directly to the OPFA office.

10. Internationally trained applicants must have their academics evaluated for Canadian equivalency and have all documents translated into English. **Submit academic equivalency report and translated documents.**

11. Course outlines and/or syllabi for academic courses referenced in your self-assessment matrix.

12. **Self-assessment Matrix** with academic and work experience noted for your competencies, and initials of competency witnesses added for those competencies that are witnessed.

13. Competency witnesses to complete the **Witness Feedback Form** and submit these directly to the OPFA office. Competency witnesses may also be character witnesses.

14. Any other supporting information for your application, including a minimum of 2-3 examples of your forestry work.

15. **Applicant Declaration**

16. **CAP Portfolio Submission Form**

17. Submit CAP application fee of \$500 payable to the OPFA as per approved Fee Schedule (see link below).

The Registrar will review your application material for completeness and submit your application portfolio for national CAP assessment.

The national assessment panel will review your application portfolio and identify any gaps in demonstrable competencies. The assessment panel meets twice per year and applicants must submit completed application portfolios to the OPFA before Jan. 1st (for assessment in April) or before July 1st (for assessment in Oct.) each year.

A report of your assessment is forwarded to the Registrar who will discuss the results with you. How any gaps in competencies (if any) will be addressed will be determined jointly by you and the Registrar, and approved by the OPFA Registration Committee.

LIMITED COMPETENCY GAP FILLING
Towards Associate Membership

COMPETENCY GAP FILLING
Towards Full Membership