Fair Registration Practices Report

Foresters (2013)

The answers that you submitted to OFC can be seen below.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions Act (FARPA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPA
- the Health Professions Procedural Code set out in Schedule 2 of the Regulated Health Professions Act (RHPA) s. 22.7 (1) and 22.9(1), for health colleges.

Provision of Information About Registration Practices (1 / 13)

Describe how you make information about registration practices available to individuals applying or intending to apply for registration. Specify the tools used to provide information, and the manner in which you make that information available, current, accurate and user friendly in each of these subcategories:

a) steps to initiate the registration process

Website lists contact information, and communication occurs through emails and phone calls. We speak to most candidates and all candidates that have any difficulties or questions.

The website had capability for online form completion to July 2013. Then our website was totally redesigned and launched, and this online initiation of the registration process is temporarily unavailable. It is expected to be functional again in 2014 (however changes are occurring for registration forms and process descriptions, so this is not expected until summer 2014).

Steps to initiate registration are further described in an Applicant's Manual has been developed for international applicants and Canadians who have not graduated from an accredited university forestry program who are candidates for provincial membership by undergoing the national Credential Assessment Process (CAP), a competency-based assessment. A Career Map has also been developed which describes the application requirements for membership, with specific details relevant to internationally trained applicants.

Our website was totally redesigned in 2013, which, among other improvements, served to make the requirements for registration more transparent, consistent and accessible to potential applicants. On-going refinements will be done as any issue is identified or when there are any changes to the membership requirements or application processes.

b) requirements for registration

Website, emails, and phone calls. We speak to most candidates, and all candidates that have any difficulties or questions.

The OPFA is developing membership application process flowcharts (an information tool) to outline and simply show the application processes required for our various membership categories. Flowcharts will be posted on the website and distributed to candidates when finalized (summer 2014). These flowcharts outline

the registration processes and application material needed at each stage.

The Applicant's Manual (a tool) has been developed to assist applicants preparing complete application packages for the national Credential Assessment Process. Samples of completed forms are tools provided to applicants to assist them in documenting a thorough, self-assessment of academic training and experience for 35 required competencies for professional forestry. The national assessment process also has a checklist to assist applicants in ensuring all required materials are submitted.

c) explanation of how the requirements for registration are to be met, such as the number of years of schooling required for a degree to be deemed equivalent to an Ontario undergraduate degree, length and type of work experience, credit hours or program content

Website, email and phone calls all convey specific membership requirements to potential applicants. We speak to most candidates and to all candidates that have any difficulties or questions.

The requirements for the national Credential Assessment Process are also outlined on the website, and through communication with potential applicants, with links to the website for the national process supplied. The Applicant's Manual (a tool) has been developed to assist applicants preparing complete application packages for the national Credential Assessment Process. Samples of completed forms are tools provided to applicants to assist them in documenting a thorough, self-assessment of academic training and experience for 35 required competencies for professional forestry.

The Registration Committee is developing a guidance document to outline what constitutes relevant work experience to satisfy our 18 month experience requirement. When the criteria for experience document is finalized (summer 2014), it will be communicated to potential applicants as well as new Provisional members still meeting this requirement, and will also be posted on our website. The criteria for relevant experience will outline the demonstrate competencies for professional forestry in Ontario, rather than requiring that the experience be gained while in Ontario.

d) any education or practical experience required for registration that must be completed in Ontario or practice that must be supervised by a member of the profession who is registered in Ontario

A registration related by-law for the experience requirement was recently revised and approved by Council (Dec. 2013) and is awaiting confirmation by the membership (late April 2014) before full implementation. This by-law change removed the requirement for the work experience to occur while the applicant was in Ontario, and shifts the criteria for experience to demonstrate competencies required for professional forestry in Ontario.

The OPFA is developing the criteria for relevant experience that will outline the demonstrate competencies for professional forestry in Ontario, rather than requiring that experience be gained in Ontario. While applicant's experience does not have to be directly supervised by a member, we are encouraging applicants to identify a sponsor (a member) who will provide informal mentorship during this period.

e) requirements that may be satisfied through acceptable alternatives

Website, email and phone calls. We speak to most candidates and to all candidates that have any difficulties or questions.

Acceptable alternatives, where available, are communicated to applicants regarding the various membership processes for each membership category being sought, alternatives if international applicants

have difficulty providing academic records, and alternate methods for demonstrating knowledge of Ontario Forest Policy and Administration (our jurisprudence exam).

A shared (National) website (a tool) has been developed specifically for international candidates and those from Canadian institutions that do not have accredited programs. This website was fully functional in 2013 and provides extensive information on requirements for the national assessment process.

f) the steps in the assessment process

Website, email and phone calls. We speak to most candidates and to all candidates that have any difficulties or questions.

The OPFA is developing membership application process flowcharts (an information tool) to outline and simply show the application processes required for our various membership categories. Flowcharts will be posted on the website and distributed to candidates when finalized (summer 2014). These flowcharts outline the registration processes and application material needed at each stage, including clear direction for "first steps".

Steps to initiate registration are further described in an Applicant's Manual has been developed for international applicants and Canadians who have not graduated from an accredited university forestry program who are candidates for provincial membership by undergoing the national Credential Assessment Process (CAP), a competency-based assessment.

Our website was totally redesigned in 2013, which, among other improvements, served to make the requirements and steps for registration more transparent, consistent and accessible to potential applicants.

g) the documentation of qualifications that must accompany each application; indicate which documents, if any, are required only from internationally trained applicants

Website, email and phone calls. We speak to most candidates and to all candidates that have any difficulties or questions.

Internationally trained applicants have to meet the same registration requirements as other applicants from non-accredited Canadian programs, with the exception of an additional academic equivalency assessment being required for internationally trained applicants. This requirement is stated in the Applicant's Manual. The Canadian Federation of Professional Forester Associations, that is responsible for the national Credential Assessment Process has approved a revision to the Applicant's Manual to state "[applicants] may use any assessment service agency or organization that is a member of the Alliance of Credential Evaluation Services of Canada (ACESC)".

h) acceptable alternatives to the documentation if applicants cannot obtain the required documentation for reasons beyond their control

Emails and phone calls. We speak to most candidates and all that have any difficulties. The Registration Committee has discretion to accommodate true needs and seeks to help applicants to qualify, including consideration for alternative acceptable documentation if applicants cannot obtain required documents for reasons beyond their control.

i) how applicants can contact your organization

Website, email, phone, members' advice/referral. Website wording was updated in 2013. The Registration Committee has discretion to accommodate true needs and seeks to help applicants to qualify.

j) how, why and how often your organization initiates communication with applicants about their applications

Candidates are invited to contact us whenever they wish and we contact them if materials submitted are confusing or insufficient or appear unusually delayed.

k) the process for dealing with documents provided in languages other than English or French

Website, email and phone calls. We speak to most candidates and to all candidates that have any difficulties or questions.

Internationally trained applicants are required to have academic transcripts and other relevant registration material translated into English at their own cost. This is explained in the Applicant's Manual and the Career Map for internationally trained applicants.

l) the role of third-party organizations, such as qualification assessment agencies, organizations that conduct examinations or institutions that provide bridging programs, that applicants may come into contact with during the registration process

Website, email and phone calls. We speak to most candidates and to all candidates that have any difficulties or questions.

Degrees from institutions outside of Canada must be assessed for degree equivalency (not content) by a recognized third party assessment service. This is explained in the Applicant's Manual. Otherwise, no third party organizations are involved in the registration process.

The OPFA expects to initiate a Bridge Training for Foresters project in 2014 expected to run over three years. This program is intended to result in third party run training and assessment modules that applicants can utilize to fill any gaps in professional forestry competencies identified through the national Credential Assessment Process.

m) any timelines, deadlines or time limits that applicants will be subject to during the registration process

Website, email and phone calls. We speak to most candidates and to all candidates that have any difficulties or questions.

Applicants are informed of timelines and deadlines through the website and staff communication by email and phone. Those undergoing the national CAP assessment also have this information available from the national website and Applicant's Manual.

Estimated timelines for the steps in the registration process were added to the website in 2013.

n) the amount of time that the registration process usually takes

Website, email and phone calls. We speak to most candidates and to all candidates that have any difficulties or questions.

Applicants are informed of timelines and deadlines through the website and staff communication by email and phone. Those undergoing the national CAP assessment also have this information available from the national website and Applicant's Manual.

Estimated timelines for the steps in the registration process were added to the website in 2013.

o) information about all fees associated with registration, such as fees for initial application, exams and exam rewrites, course enrolment or issuance of licence

Website, email and phone calls. We speak to most candidates and to all candidates that have any difficulties or questions.

An OPFA fee schedule is posted on the website (all applicable items in the question are included in the fee schedule with costs).

When the Bridge Training for Foresters program is operational, links to third party training and/or assessment modules and associated timelines and costs will be added to the OPFA website.

p) accommodation of applicants with special needs, such as visual impairment

Applicants are encouraged to discuss any difficulties or special needs with staff.

The OPFA website was revised in 2013 to include our Accessibility Policy which states that the OPFA will accommodate needs on a case-by-case basis.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The website was totally redesigned in 2013 providing better access to information about registration requirements, processes and fees. Accessibility Policy was also added.

By-law changes were approved by Council (but not yet confirmed by the membership) to remove the requirement that the 18 month experience membership requirement be satisfied *in Ontario*. The Registration Committee has discretion to implement this immediately.

Amount of Fees (2 / 13)

Are any of the fees different for internationally trained applicants? If yes, please explain.

No, however, they may have translation and university program evaluation expenses, and the cost of transcripts may be greater.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

No changes.

Provision of Timely Decisions, Responses and Reasons (3 / 13)

a) What are your timelines for making registration decisions?

The Registration Committee assesses applications with complete documentation approximately every 2 months. Meeting dates for the year are posted on the website and communicated to applicants by phone and email also. Applicants are usually informed of the outcome their consideration at the Registration Committee meetings with two weeks (time needed to finalize minutes before applicants notified).

Within our registration process, applicants undergoing the national Credential Assessment Process are notified (by website/email/phone/links to CAP process website) of timelines and costs associated with that assessment process.

b) What are your timelines for responding to applicants in writing?

Target is within 2 weeks after Registration Committee meeting. We allow 1 week for the minutes to be drafted and sent to Committee and up to 1 week for the Committee to approve before acting.

c) What are your timelines for providing written reasons to applicants about all registration decisions, internal reviews and appeal decisions?

For regular application consideration, the target is within 2 weeks of Registration Committee meeting for

communication of initial decision to the applicant.   We allow 1 week for the
decision to be drafted in committee minutes, and up to 1 week for the Committee review and approval.

An internal review (reconsideration) can be requested by unsuccessful applicants within 60 days after notice
of the decision is provided. The Registration Committee will reconsider the matter within two months at their
next scheduled meeting, again, informing the applicant of the decision within approximately two weeks.

If an applicant is still dissatisfied with the outcome of the reconsideration, they can request an Appeal within 30
days of the reconsideration decision notice being received. Within a reasonable time, the
Registration Appeal Committee will hear the Appeal and provide a written decision. The Registration
Committee and Registrar will implement the decision of the Registration Appeal Committee.

d) Explain how your organization ensures that it adheres to these timelines.

We do our best and will defer applications which require further investigation in order to not hold up other
applicants. The Registration Committee may consult by email between regularly scheduled meetings on
straight forward matters if the candidate can demonstrate that the matter is urgent.

Please identify and explain the changes in your registration practices relevant to this section that
occurred during the reporting year.

Other than adding estimated registration process timelines to our website for the information of potential
applicants, no changes in actual registration timelines were needed or occurred.

Access to Records (4 / 13)

a) Describe how you give applicants access to their own records related to their applications for
registration.

In accordance with our Access to Records policy, members can obtain information or seek access to their
individual files by making a request to the Registration Coordinator. Applicants are given the same right to
access their files. The description of our Access to Records policy was improved on the OPFA website in
2013 with an added link to our OPFA Privacy Code.

b) Explain why access to applicants' own records would be limited or refused.

Access is not limited or refused, but could be in specific circumstances if safety were considered an issue (e.g.
sponsor information).

c) State how and when you give applicants estimates of the fees for making records available.

No fees charged.

d) List the fees for making records available.

No fees charged.

e) Describe the circumstances under which payment of the fees for making records available would be waived or would have been waived.

Not applicable - No fees charged.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Improved communication of Access to Records occurred on our redesigned website, but no change in the action or policy (and fees charged).

Resources for Applicants (5 / 13)

a) List and describe any resources that are available to applicants, such as application guides, exam blueprints or programs for orientation to the profession.

We have a reasonable amount of information on the website and access to resources through links. The website was redesigned in 2013. Staff (and committee members occasionally) are available to speak to any applicant.

Subject reading lists to prepare for any needed exams are available on request after receiving application fee. Some examiners are willing to speak to candidates to answer questions regarding the subject.

The Applicant's Manual and website for the national Credential Assessment Process are available to assist applicants to self-assess and assemble portfolios for assessment against competency based standards. Sample completed forms are also an information resource available to CAP applicants.

b) Describe how your organization provides information to applicants about these resources.

By phone and email if need arises. The website will was redesigned in 2013 and provides many links to resources.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

No change in registration practices. Redesigned OPFA website in 2013 has provided for easier access to resources by members and applicants.

The national CAP process website had expanded its functionality in 2013 and is now fully utilized as a resource for applicant information and for handling of the electronic material submitted by applicants (and then assessors access the application portfolios online for review, and post assessment reports online).

Internal Review or Appeal Processes (6 / 13)

In this section, describe your internal review or appeal process. Some regulatory bodies use these two terms (*internal review* and *appeal*) for two different processes, some use only one of these terms, and some use them interchangeably. Please use the term that applies to your profession. If you use both terms (for two different processes), please address both.

a) List your timelines for completing internal reviews or appeals of registration decisions.

The Professional Foresters Act requires a reconsideration by the Registration Committee and allows written submission (internal review). This would be taken to the next meeting of the Registration Committee (meets bi-monthly).

If an applicant is not satisfied with the results of a reconsideration, as required by the Fair Access Act, our statute was amended to allow by-laws for an appeal process. The Registration Appeal Committee was designated to decide appeals. Target would be 2 months like the normal application timeline. In 2013, the OPFA had its first reconsideration request (internal review) that led to an Appeal (first for the OPFA) with a decision being rendered and implemented.

i. State the number of internal reviews or appeals of registration decisions that exceeded your timelines.

None. Only one internal review that led to an appeal, and both stages progressed within estimated timeframes.

ii. Among internal reviews or appeals that exceeded your timelines, state the number that were from internationally trained applicants.

None.

b) Specify the opportunities you provide for applicants to make submissions regarding internal reviews or appeals.

Written submissions are specified in the act for reconsideration and in the by-law for appeal. The act and by-laws are on the website.

c) Explain how you inform applicants about the form in which they must make their submissions (i.e., orally, in writing or by electronic means) for internal reviews or appeals.

Currently any written format would be accepted.   "Written" submissions are referenced as required format on the website.

d) State how you ensure that no one who acted as a decision-maker in a registration decision acts as a decision-maker in an internal review or appeal of the same registration decision.

First level of internal review is back to the Registration Committee (reconsideration) and would involve the same persons.

Appeals go to the Registration Appeal which has been named as our internal appeal body and currently has 1 member in common with the Registration Committee. In accordance with a bylaw revision approved in 2013 to avoid a conflict of interest during consideration of an Appeal, the member was to remove themselves completely from the appeal discussion and decision.

e) Describe your internal review or appeal process.

See above.

f) State the composition of the committee that makes decisions about registration, which may be called a Registration Committee or Appeals Committee: how many members does the committee have; how many committee members are members of the profession in Ontario; and how many committee members are internationally trained members of the profession in Ontario.

We currently have 9 members on the Registration Committee (5 to 10 are required under the act).   All but 1 are OPFA members (members of the profession). One member is a publicly appointed Council member as required by the Act.

Currently, none received their undergraduate training outside of Canada. The Registration Appeal Committee which acts as the appeal body has membership specified in the Act, four OPFA members (member of the profession) and 1 publicly appointed Councilor. Currently, none received their undergraduate training outside Canada.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

By-law was approved to formalize that no member of the Registration Committee had heard an original application or decision, may participate in the discussion or decision of the Registration Appeal Board.

Information on Appeal Rights (7 / 13)

This section refers to reviews or appeals that are available after an internal review or appeal. Describe how you inform applicants of any rights they have to request a further review of or appeal from a decision.

Website re reviews and would advise if asked. Appeals process was added website in 2013. Any person declined or receiving a decision to apply terms, conditions or limitations not previously agreed to by the applicant would be advised in writing.

Any applicant dissatisfied with the decision from an Appeal of a Registration Decision would be advised in writing of their right to to appeal to Ontario Divisional Court in accordance with the Professional Foresters Act, 2000, Section 47.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

By-law approved by Council to ensure that no member involved with the Registration Appeal Committee was involved with the Registration Committee during initial consideration, or reconsideration of the application under appeal.

Assessment of Qualifications (8 / 13)

This category covers your processes for assessing all qualifications, such as academic credentials, competencies, language ability or practical experience.

a) List the criteria that must be met in order for an applicant's qualifications to satisfy the entry-to-practice requirements for your profession.

For Registered Professional Forester (Full Membership) status:

1. Accredited 4 year, science based, degree or equivalent;

2. demonstrate core competencies by either:

      a) Graduation from a Canadian Forestry Accreditation Board (CFAB) accredited forestry program (old or new standards), or

      b) 35 demonstrable competencies in 7 listed fields (new standards assessed through national CAP process), or

      c) successfully pass 16 subjects and prerequisites (old standards);

3. successful completion of 18 months progressive, relevant post-graduation, experience *in Ontario* or equivalent acceptable to the Registration Committee *;

4. adequate sponsorships from two members of the OPFA, familiar with the candidate's work;

5. demonstrate commitment to professionalism and ethics; and

6. successful completion of the local knowledge exam.

* A minimum of 18 months in Ontario (or acceptable equivalent) is required, however this is expected to change in 2014. Council approved a by-law change in Dec. 2013 to remove the "in Ontario" requirement. The Registration Committee is developing a guiding document for Criteria for Relevant Work Experience which is intended to be implemented summer 2014 and will focus on relevant competencies and demonstrable application of knowledge applicable to professional forestry in Ontario. This by-law change must be confirmed by the OPFA membership before being implemented (April 2014).

For Associate membership status (limited license specified for each individual):

1. demonstrate professional level ability in the geographic area and functions for which the applicant desires authority to practice (*usually a minimum of 10 years experience*);

2. inability to meet requirements 1 or 2 for Full membership;

3. adequate sponsorships from four people (including a minimum of two members of the OPFA) familiar with the candidate's work;

4. demonstrate commitment to professionalism and ethics.

[Successful completion of the local knowledge exam has been approved through a by-law change by Council in 2013 and is being implemented by the Registration Committee, expected to be confirmed by membership April 2014]

b) Describe the methodology used to determine whether a program completed outside of Canada satisfies the requirements for registration.

Degree equivalence evaluated by any member of the Alliance of Credential Evaluation Services of

Canada (ACESC) or any other recognized assessment body approved for use by the provincial forestry association. These evaluation services assess the level of the degree (4 year equivalent?) and not the program content.

Starting in 2012, an assessment of professional forestry competencies has been done in a national jointly-administered process against the new competency-based standards.

c) Explain how work experience in the profession is assessed.

Candidates resume describes experience. Description is reviewed by the Registration Committee; sponsors describe examples they have observed.

Criteria document for experience is being developed for relevance to Ontario professional forestry in guiding criteria document for use by applicant, the Registration Committee and for posting on the website. Focus is on competencies expected to be gained through work experience and demonstrated application of knowledge specific to Ontario. This criteria document is expected in summer 2014 and will take effect at the same time as the "in Ontario" requirement for work experience will be removed from the bylaws (approved by Council Dec. 2013, pending membership confirmation April 2014).

d) Describe how your organization ensures that information used in the assessment about educational systems and credentials of applicants from outside Canada is current and accurate.

See above re ACESC recognized agencies.

e) Describe how previous assessment decisions are used to assist in maintaining consistency when assessing credentials of applicants from the same jurisdictions or institutions.

The Registration Committee maintains a record of significant precedents.

f) Explain how the status of an institution in its home country affects recognition of the credentials of applicants by your organization.

Relative status of an institution within its home country has no effect on OPFA registration so long as minimum requirements are met. Status of an institution can make it difficult for an applicant to obtain necessary documents at which time we will assist if possible.

g) Describe how your organization accommodates applicants with special needs, such as visual impairment.

An Accessibility Policy was been approved to meet AODA and has been posted on the website. Staff will accommodate applicants or members with special needs on a case-by-case basis.

h) State the average length of time required to complete the entire registration process, from when the process is initiated to when a registration decision is issued.

Less than 2 months from the time having submitted all documents, unless assessment of non-accredited University courses is required in which case up to 2 months additional may be required.

Associate membership applications will take longer to undergo the national Credential Assessment Process to determine any competency gaps, determine if gaps will be filled for Full membership (or not) and to reach agreement on wording of their individual scope of practice (if gaps not filled and Associate membership requested)(potentially six months long).

i. State whether the average time differs for internationally trained individuals.

Time does not differ once their documentation is in order compared to Canadian applicants who did not graduate from an accredited program.

ii. If the average time differs for internationally trained individuals, state whether it is greater or less than the average for all applicants, and the reasons for the difference.

*** SAME AS LAST YEAR ***

No difference.

i) If your organization conducts credential assessments:

i. Explain how you determine the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

Academics are evaluated by a member of the ACESC and not by OPFA.

ii. Describe the criteria that are applied to determine equivalency.

Academics are evaluated by a member of the ACESC and not by OPFA.

iii. Explain how work experience is taken into account.

A minimum of 18 months *in Ontario* (or acceptable equivalent) is required, however this is expected to change in 2014.

Council approved a by-law change in Dec. 2013 to remove the "in Ontario" requirement. The Registration Committee is developing a guiding document for Criteria for Relevant Work Experience which is intended to be implemented summer 2014 and will focus on relevant competencies and demonstrable application of knowledge applicable to professional forestry in Ontario. This by-law change must be confirmed by the OPFA

membership before being implemented (April 2014).

j) If your organization conducts competency assessment:

i. Describe the methodology used to evaluate competency.

A competency-based assessment process was developed with other professional forestry bodies across Canada which was implemented in January 2012. A complete Applicant's Manual was available in 2011.

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

Funding will be being sought from HRSDC for ongoing monitoring during startup years of the new process and for a subsequent assessment. Currently the Canadian Federation of Professional Forester Associations (CFPFA) that oversees the national Credential Assessment Process is waiting until more applicants have been through the national CAP process before initiating any program review (limited applicant assessments completed to date).

iii. Explain how work experience is used in the assessment of competency.

Work experience after graduation demonstrates retention of knowledge and application of skills. Experience is considered specifically in the national CAP process, in addition to any academic training.

Sponsors assess the competence of the work. Over the required 18 months progressive responsibility is expected.

k) If your organization conducts prior learning assessment:

i. Describe the methodology used to evaluate prior learning.

*** SAME AS LAST YEAR ***

N/A

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

N/A

iii. Explain how work experience is used in the assessment of prior learning.

*** SAME AS LAST YEAR ***

N/A

l) If your organization administers examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

Exams are set and marked by academics responsible for the subject area. Most are 3 hours, closed book written essay exams. 1 subject is project based (2 are open book). Oral exams may be allowed under exceptional circumstances for 1 subject.

The number of rewrites permitted is 2 but subject to reconsideration. Exams may be written at a time and place of the applicant's choosing.

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

*** SAME AS LAST YEAR ***

Each exam is set and marked by one of the persons setting exams in accredited university programs.

iii. State how often exam questions are updated and the process for doing so.

As needed. In 2010 review of all exams and related reading lists was initiated. This was completed in 2013 and will be conducted again on an on-going basis as needed by subject.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Approval of a by-law change occurred removing the "in Ontario" reference in the work experience requirement, however this change is not yet confirmed by the membership for implementation (expected April 2014).

Third-Party Organizations (9 / 13)

a) List any third-party organizations (such as language testers, credential assessors or examiners) relied upon by your organization to make assessment decisions.

No language testers are required or used.

Members of the Alliance of Credential Evaluation Services of Canada (ACESC) are used to determine degree equivalence (not program content).

b) Explain what measures your organization takes to ensure that any third-party organization that it relies upon to make an assessment:

i. provides information about assessment practices to applicants

Members of the Alliance of Credential Evaluation Services of Canada (ACESC) undergo a rigorous self-evaluation process including a review of assessment procedures, experience, file management, personnel qualifications, documentation methods, and reference material base. ACESC members must comply with ACESC membership terms and established quality standards, and must agree to maintain those standards.

The Canadian Federation of Professional Forester Associations (CFPFA), of which the OPFA is a member, relies on ACESC membership to ensure that evaluation services provide quality services in accordance with industry standards.

ii. utilizes current and accurate information about qualifications from outside Canada

ACESC as above.

iii. provides timely decisions, responses and reasons to applicants

ACESC as above

iv. provides training to individuals assessing qualifications

ACESC as above.

v. provides access to records related to the assessment to applicants

ACESC as above.

vi. accommodates applicants with special needs, such as visual impairment

ACESC as above.

c) If your organization relies on a third party to conduct credential assessments:

i. Explain how the third party determines the level (e.g., baccalaureate, master's, Ph.D.) of the credential presented for assessment.

*** SAME AS LAST YEAR ***

A developed database of national programs, schools and degrees:research as needed.

ii. Describe the criteria that are applied to determine equivalency.

*** SAME AS LAST YEAR ***

N/A

iii. Explain how work experience is taken into account.

*** SAME AS LAST YEAR ***

N/A

d) If your organization relies on a third party to conduct competency assessments:

i. Describe the methodology used to evaluate competency.

*** SAME AS LAST YEAR ***

N/A

ii. Explain how the methodology used to evaluate competency is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

N/A

iii. Explain how work experience is used in the assessment of competency.

*** SAME AS LAST YEAR ***

N/A

e) If your organization relies on a third party to conduct prior learning assessments:

i. Describe the methodology used to evaluate prior learning.

*** SAME AS LAST YEAR ***

N/A

ii. Explain how the methodology used to evaluate prior learning is validated, and how often it is validated.

*** SAME AS LAST YEAR ***

N/A

iii. Explain how work experience is used in the assessment of prior learning.

*** SAME AS LAST YEAR ***

N/A

f) If your organization relies on a third party to administer examinations:

i. Describe the exam format, scoring method and number of rewrites permitted.

*** SAME AS LAST YEAR ***

N/A

ii. Describe how the exam is tested for validity and reliability. If results are below desired levels, describe how you correct the deficiencies.

*** SAME AS LAST YEAR ***

N/A

iii. State how often exam questions are updated and the process for doing so.

OPFA examiners are post-secondary professors of the specific subject matter and re-write exams as needed.

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The CFPFA approved use of any ACESC member for academic equivalency assessments, rather than listing a limited number of examples of evaluation services in Canada (being revised in Applicant's Manual).

Training (10 / 13)

a) Describe the training that your organization provides to:

i. individuals who assess qualifications

All except publicly appointed Councilors are trained in the profession. Registration Committee members (who assess applicants) are offered the ORAC (Ontario Regulators for Access Consortium) workshop - Fair Registration Practices "Managing Cultural Difference" (cultural sensitivity), and Steinecke registration practices workshops as available. A summary of these training subjects is covered in an annual face-to-face training meeting.

The Registration Committee maintains and reviews at least annually, a record of precedent decisions for reference to maintain fairness and consistency between applicants. The committee also annually reviews membership requirements, bylaws and any applicable policies. Additional training may occur on regular meeting agendas depending on the subject.

Staff do not assess applicants but have received training in the above items.

ii. individuals who make registration decisions

As above.

iii. individuals who make internal review or appeal decisions

As above.

Reconsideration (internal review) under the OPF Act are is done by the Registration Committee.

The Registration Appeal Committee was briefed on their role and responsibility prior to the Registration Decision Appeal in 2013. In addition, discussion and action was taken related to ensuring no appeal committee had a conflict of interest (was involved in the original application consideration or reconsideration) as per our Council approved by-law (2013).

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

Council approved a by-law change in 2013 to ensure no conflict of interest exists between Registration

Appeal Committee members and any members of the Registration Committee that originally considered or reconsidered an application.

Agreements on the Recognition of Qualifications (11 / 13)

Examples of agreements on the recognition of professional qualifications include mutual recognition, reciprocity and labour mobility agreements. Such agreements may be national or international, between regulatory bodies, associations or jurisdictions.

a) List any agreements on the recognition of qualifications that were in place during the reporting period.

*** SAME AS LAST YEAR ***

All professional forestry bodies in Canada have signed a Mutual Recognition Agreement.

b) Explain the impact of these agreements on the registration process or on applicants for registration.

Transfer between provinces for Registered Professional Foresters in good standing is streamlined. Significant work is required to ensure consistency between jurisdictions (achieved through CFPFA membership and participation).

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

No changes in this regard.

Data Collection (12 / 13)

Languages in which application information materials are available

a) Indicate the languages in which application information materials were available in the reporting year.

Language	Yes/No

English	Yes
French	No
Other (please specify)	

Paid staff employed by your organization

b) In the table below, enter the number of paid staff employed by your organization in the categories shown, on December 31 of the reporting year.

When providing information for each of the categories in this section, you may want to use decimals if you count your staff using half units. For example, 1 full-time employee and 1 part-time employee might be equivalent to 1.5 employees.

You can enter decimals to the tenths position only. For example, you can enter 1.5 or 7.5 but not 1.55 or 7.52.

Category	Staff
Total staff employed by the regulatory body	3.5
Staff involved in appeals process	0
Staff involved in registration process	1.2

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants[1] were originally trained in the profession (**excluding** Canada), along with the number of applicants from each of these source countries.

Enter the country names in descending order. (That is, enter the source country for the greatest number of your applicants in the top row, the source country for the second greatest number in the second row, etc.)

Use the dropdown menu provided in each row to select the country.

Note that only one country can be reported in each row. If two or more countries are tied, enter the information for these tied countries in separate rows.

Country of training (Canada excluded)	Number of applicants in the reporting year
Romania	2
Albania	1
Germany	1

Netherlands	1
U.K.	1
Philippines	1
U.S.	1
n/a	
n/a	
n/a	

[1]Persons who have applied to start the process for entry to the profession.
Select "n/a" from the drop-down list if you do not track this information. Enter "0" in a "Number of applicants" field if you track the information, but the correct value is zero.

Jurisdiction where members were initially trained

d) Indicate where your members[2] were initially trained in the profession (use only whole numbers; do not enter commas or decimals).

The numbers to be reported in the **Members** row are the numbers on December 31st of the reporting year. For example, if you are reporting registration practices for the calendar year 2009, you should report the numbers of members in the different categories on December 31st of 2009.

	Jurisdiction where members were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Members on December 31st of the reporting year	537	125	4	11	1	**678**

[2] Persons who are currently able to use the protected title or professional designation of the profession.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

Applications your organization processed in the past year

e) State the number of applications your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1st to December 31st of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	15	5				**20**
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	21	7		3		**31**
Inactive applicants (applicants who had no contact with your organization in the reporting year)	6	2		5		**13**
Applicants who met all requirements and were authorized to become members but did not become members						**0**
Applicants who became FULLY registered members		3				**3**
Applicants who were authorized to receive an alternative class of licence[3] but were not issued a licence						**0**
Applicants who were issued an alternative class of licence[3]						**0**

[3] An alternative class of licence enables its holder to practise with limitations, but additional registration requirements must be met in order for the member to be fully licenced. Please list and describe below the alternative classes of licence that your organization grants, such as student,

intern, associate, provisional or temporary.

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

[   ]

	Class of licence	**Description**
a)	Full	Able to practice any aspect of professional forestry in Ontario in which they are competent.
b)	Non-Resident	Practicing, but not in Ontario.
c)	Associate	Able to practice forestry in Ontario within a specific individual scope of practice.
d)	Other	There are other categories of membership, however, they are not entitled to practice.
e)		
f)		
g)		

h)		
i)		
j)		

Reviews and appeals your organization processed in the past year

f) State the number of reviews and appeals your organization processed in the reporting year (use only whole numbers; do not enter commas or decimals).

from January 1st to December 31st of the reporting year	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected title or professional designation in Ontario)					
	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applications that were subject to an internal review or that were referred to a statutory committee of your governing council, such as a Registration Committee		1				1
Applicants who initiated an appeal of a registration decision		1				1
Appeals heard		1				1
Registration decisions changed following an appeal		1				1

Enter "n/a" if you do not track this information. Enter "0" if you track the information, but the correct value is zero.

Additional comments:

The decision to accept as a member was not changed. Applicant was still accepted as a member, however, the number of months experience required while a Provisional Member was reduced as a result of the appeal (additional credit was given for experience prior to application).

Please identify and explain the changes in your registration practices relevant to this section that occurred during the reporting year.

The precedent resulting from the Registration Decision Appeal was implemented immediately and consistently to all applicants with similar situations. The precedent was also posted on the OPFA website, and communicated to applicants, to ensure transparency, and fairness to all applicants.

Certification (13 / 13)

I hereby certify that:

  i. I have reviewed the information submitted in this Fair Registration Practices Report (the"Report").
  ii. To the best of my knowledge:
- all information required to be provided in the Report is included; and
- the information contained in the Report is accurate.

Name of individual with authority to sign on behalf of the organization: Susan Jarvis

Title: Registrar

Date: February 28, 2014