

Fair Registration Practices Report

Foresters (2014)

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 and Compulsory Trades Act (FARPACKTA) s. 20 and 23 (1), for regulated professions named in Schedule 1 of FARPACKTA
- 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 OPFA contact information, and communication occurs through emails and phone calls. We speak to most candidates, and to all candidates that have any difficulties or questions.

The website has information on registration requirements, processes for applying and estimated timelines for various stages of the registration process. Fillable forms are available for downloading from the website. The OPFA stopped using online forms in 2013/2014 as there were some problems with accessibility of these forms due to the website construction or limited internet bandwidth of some users. Also, we revised all registration forms in 2014, therefore it was logical to remove the old online forms from the website, at the same time as we launched the new suite of forms.

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. These applicants are candidates for provincial membership by undergoing the national Credential Assessment Process (CAP), a competency-based assessment. A Career Map was also developed which describes the application requirements for membership, with specific details relevant to internationally trained applicants. This Career Map was updated in 2014.

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 were continued in 2014 as any issues were 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 to all candidates that have any difficulties or questions.

The OPFA developed membership application process flowcharts in 2014 (an information tool) to outline and simply show the application processes required for our various membership categories. Flowcharts have been posted on the website and distributed to candidates. 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 the 35 required competencies for professional forestry. The national assessment process also has a checklist to assist applicants in ensuring all required materials are submitted (i.e. a complete portfolio).

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 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.

In 2014, the Registration Committee developed a guidance document to outline what constitutes relevant work experience to satisfy our 18 month experience requirement. This document is communicated to all potential applicants, as well as to new Provisional members still meeting this requirement, and has been posted on our website. The criteria for relevant experience outlines the demonstrate competencies for professional forestry in Ontario, rather than requiring that the experience be gained while in Ontario. The requirement that this experience be mentored by a professional forester is clearly documented and communicated to applicants. The document also outlines how an applicant may request consideration for relevant work experience gained prior to becoming a Provisional member (and potentially prior to coming to 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 change was approved and implemented in 2014 that removed the requirement for the work experience to occur while the applicant was in Ontario. This changed shifted the criteria for experience to demonstrate competencies required for professional forestry in Ontario, rather than stipulating the location of the experience.

The OPFA developed the criteria for relevant experience that outlines the demonstrate competencies for professional forestry in Ontario and relevance to one or more of Ontario forest regions, 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 or other professional forester licensed in another jurisdiction) 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 documentation or 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 national assessment website was fully functional in 2013, received some revisions in 2014, 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 developed membership application process flowcharts (an information tool) to outline and simply show the application processes required for our various membership categories. Flowcharts were posted on the website in 2014 and distributed to candidates. 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, with continuing refinements / corrections / additions in 2014, which, among other improvements, served to make the requirements and steps for registration more transparent, consistent and accessible to potential applicants. A chart of estimated timeframes for the steps in the registration processes was added in 2014.

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)". This has resulted in a greater number of evaluation services being used, and has eliminated the potential need for some applicants to have their academic qualifications evaluated a second time (i.e. evaluation reports from first service agency have been accepted, without the requirement that a difference agency be used).

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 to 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 and refined in 2014. The Registration Committee has discretion to accommodate true needs, and consistently 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. The OPFA often provides updates to applicants on the progress of their applications. The Registrar contacts all applicants undergoing the Credential Assessment Process (CAP) with the results of their assessments, and to specifically discuss options to fill any identified competency gaps.

In 2014, (in accordance with our By-law Article 11.9 (3)(c): "the member does not continue to effectively pursue Full or Associate membership to the satisfaction of the Registration Committee."), the OPFA Registration Committee formalized a process to have OPFA staff contact all Provisional members (those working on attaining registration requirements prior to licensure) at six month intervals. Provisional members are required to report what actions they have undertaken towards meeting membership requirements. Failure to report any actions acceptable to the Registration Committee after 12 months will result in cancellation of their certificate.

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 initiated a Bridge Training Program for Foresters project in 2014 (three year project). This program will facilitate the development of third party run training and assessment modules that applicants can utilize to fill 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, and refined in 2014.

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 the Applicant's Manual.

Estimated timelines for the steps in the registration process were added to the website in 2013, and refined in 2014.

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). This Fee Schedule was revised in 2014 to include a 50% registration application fee decrease for recent Student members who apply for membership within 6 months of graduation.

When the Bridge Training Program for Foresters 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. Alternate means of meeting registration requirements, documentation or communication will be considered where possible.

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. The small size of this regulator allows for personal accommodation when needed, where possible.

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

Included in above questions.

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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.

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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 OPFA website/email/phone and by links to the CAP process website) of timelines and costs associated with that assessment process. The timing of CAP assessment panels was revised in 2014 to initiate a change from 2 panels per year (6 month intervals) to 4 panels per year (3 month intervals) starting with Jan. 2015 assessment.

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. This ensures accuracy in decisions being communicated to applicants.

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 (usually within 60 days). 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.

Included in answers above.

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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 additional clarification added in 2014, 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.

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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, with additional refinements in 2014. 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 the 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. The OPFA Registrar is available to provide significant guidance to applicants through this CAP process.

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, with further refinements in 2014, 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.

Included in answers above.

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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, 2000, 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 for a decision 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. There were no reconsideration requests or registration appeals in 2014.

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

None in 2014.

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 as communicated on the OPFA website. Email, fax or hardcopy 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 Committee which has been named as our internal appeal body. This appeal committee does not have any members in common with the Registration Committee. Terms of References for both committees stipulate different memberships to avoid potential conflict of interest.

In accordance with a by-law revision approved in 2013 to avoid a conflict of interest during consideration of an Appeal, hypothetically, if there was a member of the Registration Committee that was (or had been) also a member of the Registration Appeals Committee, the member would be required 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 8 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 currently has 4 members, 3 of which are OPFA members (members of the profession) and 1 is a publicly appointed Councillor. 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.

Included in answers above.

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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 used to communicate reconsideration and appeal processes. OPFA staff also advises applicants on options for appeal. The 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.

None.

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. A four-year, science-based degree, or equivalent;
2. demonstration of core competencies by either:
 - a) meeting the 2008 Certification Standards (by either graduating from a university program accredited by the Canadian Forestry Accreditation Board (CFAB), by successfully demonstrating competencies through the national professional forestry Credential Assessment Process); or
 - b) successfully passing exams in all 16 core subjects in the earlier standards through a relevant university program, or through the Association's challenge examinations.
3. successful completion of 18 months progressive, relevant post-graduation, experience which shall be obtained while holding a Provisional Member category of registration;
4. adequate sponsorships from two members of the OPFA, familiar with the candidate's work;
5. adequate character witness reports in the required form from two members, in good standing;
6. demonstrate commitment to professionalism and ethics; and
7. successful completion of the local knowledge assessment.

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

1. demonstration of attainment of 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 of the requirements for Full membership (requires assessment of competencies through the national Credential Assessment Process);
3. successful completion of 18 months of progressive, relevant, post-graduation, experience which shall be obtained while holding a Provisional Member category of registration.
4. adequate sponsorship reports in the required form from four persons (including a minimum of two members of the OPFA) familiar with the candidate's work;
5. adequate character witness reports in the required form from two members, in good standing;

6. demonstrate commitment to professionalism and ethics.
7. successful completion of the local knowledge assessment.

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 with implementation in 2012, an assessment of professional forestry competencies has been offered 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 their experience and indicates mentor(s) during the work experience period (s). Description of experience is reviewed by the Registration Committee; sponsors describe examples they have observed.

Criteria document for experience was developed in 2014 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.

By-laws were revised in 2014 to remove the requirement that work experience be attained in Ontario.

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 academics and experience is required (competency-based CAP process), in which case up to 4 months additional may be required (or longer if competency gaps are identified).

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.

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 the OPFA.

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

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

iii. Explain how work experience is taken into account.

A minimum of 18 months progressive, relevant, post-graduation experience which shall be obtained while holding a Provisional Member certificate of registration.

Council approved a by-law change in Dec. 2013 to remove the "in Ontario" requirement. The by-law change was confirmed by the membership and implemented in April 2014. The Registration Committee developed a guiding document for Criteria for Relevant Work Experience which was implemented summer 2014. It focuses on relevant competencies and demonstrable application of knowledge applicable to professional forestry in Ontario.

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 nationally in January 2012. A complete Applicant's Manual was available in 2011. It has received minor revisions since.

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

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. Competency witnesses are required to attest to the applicant's competencies in the CAP process, for those competencies that the applicant does not already have evidence of 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.

N/A

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

N/A

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

N/A

I) 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, and 2 are open book. 1 subject is project based. 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, with an invigilator selected by the applicant, but approved by the OPFA.

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

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. Some revisions to reading lists and exams occurred in 2014.

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

As included in answers above. Requirement for experience to be obtained in Ontario was removed in 2014. Registration forms and practices were revised in 2014 to improve consistency between membership categories and to improve transparency and fairness for applicants.

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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.

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

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

N/A

iii. Explain how work experience is taken into account.

N/A

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

i. Describe the methodology used to evaluate competency.

N/A

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

N/A

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

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.

N/A

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

N/A

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

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.

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.

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.

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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, by-laws 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 Professional Foresters Act, 2000, is done by the Registration Committee.

The Registration Appeal Committee was briefed on their role and responsibility prior to any appeal discussions. 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) and committee Terms of References.

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

none.

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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.

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.

None.

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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
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Total staff employed by the regulatory body	3
Staff involved in appeals process	0
Staff involved in registration process	1.5

Countries where internationally educated applicants were initially trained

c) In the following table, enter the top source countries where your applicants¹ 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
Ethiopia	1
Honduras	1
Nepal	1
Nigeria	1
Netherlands	1
U.K.	1
Iran	1

¹Persons 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 members² 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	514	134	3	8	1	660

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:

Includes Full and Non-resident members who are entitled to use the designation, R.P.F. , however, Non-resident members are not entitled to practice in Ontario. Also includes Life and Inactive members who are entitled to use the designation R.P.F.(Ret.).

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).

	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
from January 1st to December 31st of the reporting year						
New applications received	34	8	1	4	0	47

Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	48	13	1	8	0	70
Inactive applicants (applicants who had no contact with your organization in the reporting year)	9	0	1	5	0	15
Applicants who met all requirements and were authorized to become members but did not become members	0	0	0	0	0	0
Applicants who became FULLY registered members	10	4	0	1	0	15
Applicants who were authorized to receive an alternative class of licence³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence³	1	0	0	0	0	1

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:

Alternative class of license is Associate Membership, which includes a limited Scope of Practice in a defined geographic area.

	Class of licence	Description

a)		<input type="text"/>
b)		<input type="text"/>
c)		<input type="text"/>
d)		<input type="text"/>
e)		<input type="text"/>
f)		<input type="text"/>
g)		<input type="text"/>
h)		<input type="text"/>
i)		<input type="text"/>
j)		<input type="text"/>

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).

	Jurisdiction where applicants were initially trained in the profession (before they were granted use of the protected
--	--

	title or professional designation in Ontario)					
from January 1 st to December 31 st of the reporting year	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	0	0	0	0	0	0
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals heard	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

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:

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

None.

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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 27, 2015

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