

New Full Member Applicants from Accredited Programs	Estimated Timeframe
<ul style="list-style-type: none"> • Receipt of applicant's initial inquiry • Application package and instructions sent 	1 week
<ul style="list-style-type: none"> • Provisional Member application package received from applicant. 	determined by applicant
<ul style="list-style-type: none"> • Application considered by Registration Committee at next scheduled meeting (held approximately every two months). 	1 week – 2 months
<ul style="list-style-type: none"> • Applicant informed of Registration Committee decision. 	2 - 3 weeks
<ul style="list-style-type: none"> • Applicant fulfills any outstanding membership requirements for Full Membership. • Applicant passes Ontario Forest Policy and Administration exam (if applicant not accredited in Ontario). 	determined by applicant
<ul style="list-style-type: none"> • Consideration by Registration Committee at next scheduled meeting. 	1 week – 2 months
<ul style="list-style-type: none"> • Applicant informed of Registration Committee decision. 	2 - 3 weeks
<ul style="list-style-type: none"> • Applicant approved for a certificate of registration as a Registered Professional Forester when all requirements have been met. • Membership package provided to new member when all requirements have been met. 	1 month

New Full Member Applicants from Canadian Non-Accredited Programs or Internationally Trained Applicants	Estimated Timeframe
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<ul style="list-style-type: none"> • Receipt of applicant's initial inquiry • Application package and instructions sent 	1 week
<ul style="list-style-type: none"> • Applicant submits complete application package to Registrar. • Deadlines for portfolio material to be submitted to the OPFA Registrar, prior to national Credential Assessment Process (CAP) are March 1, June 1, Sept. 1, and Dec. 1 annually (one month prior to start of national CAP assessment). Assessment occurs usually with 3 months following the deadline. 	determined by applicant
<ul style="list-style-type: none"> • Applicants are informed of the results of the assessment by the OPFA Registrar. 	3 - 4 weeks after assessment
<ul style="list-style-type: none"> • Applicant and Registrar develop Action Plan to fill identified gaps. • Action Plan reviewed by Registration Committee 	1 week – 2 months
<ul style="list-style-type: none"> • Applicant fills identified competency gaps and notifies Registrar. • Applicant passes Ontario Forest Policy and Administration exam (if applicant not accredited in Ontario). 	determined by applicant
<ul style="list-style-type: none"> • Consideration at next scheduled Registration Committee meeting 	1 week – 2 months
<ul style="list-style-type: none"> • Applicant notified of Registration Committee decision 	2 - 3 weeks
<ul style="list-style-type: none"> • Registration materials sent to applicant when all requirements have been met. 	1 month
Applicants not meeting all Full Member requirements may be considered for Associate Membership and may qualify for a limited scope of practice and limited geographic area in which to practise.	See New Associate Member Applicants

New Associate Member Applicants (after CAP assessment - see above)	Estimated Timeframe
<ul style="list-style-type: none"> • Receipt of applicant's initial inquiry • Application package and instructions sent, including requirements following the Credential Assessment Process results (above). 	1 week
<ul style="list-style-type: none"> • Applicant submits complete application package to Registrar. 	determined by applicant
<ul style="list-style-type: none"> • Application considered by Registration Committee at next scheduled meeting (held approximately every two months). 	1 week – 2 months
<ul style="list-style-type: none"> • Applicant notified of Registration Committee decision 	2 - 3 weeks
<ul style="list-style-type: none"> • Applicant fulfills any outstanding membership requirements for Associate Membership. • Applicant passes Ontario Forest Policy and Administration exam. 	determined by applicant
<ul style="list-style-type: none"> • Consideration by Registration Committee at next scheduled meeting. 	1 week – 2 months
<ul style="list-style-type: none"> • Applicant informed of Registration Committee decision. 	2 - 3 weeks
<ul style="list-style-type: none"> • Registration materials sent to applicant when all requirements have been met. 	1 month

Nationally Registered Professional Forester Applicants (Interprovincial Full Member Transfers)	Estimated Timeframe
<ul style="list-style-type: none"> • Receipt of applicant's initial inquiry. • Transfer request and registration instructions sent. 	1 week
<ul style="list-style-type: none"> • Receipt of applicant registration package and fee. 	

<ul style="list-style-type: none"> Confirmation of Good Standing from provincial professional forestry regulatory body. 	determined by applicant
<ul style="list-style-type: none"> Consideration at next scheduled Registration Committee meeting. 	1 week – 2 months
<ul style="list-style-type: none"> Applicant notified of Registration Committee decision 	2-3 weeks
<ul style="list-style-type: none"> Registration materials sent to applicant when all requirements have been met. 	1 month
<ul style="list-style-type: none"> (Transferred) Member passes Ontario Forest Policy and Administration exam. 	within 6 months of approval of transfer

New Student Member Applicants	Estimated Timeframe
<ul style="list-style-type: none"> Receipt of applicant's completed student application form Consideration at next scheduled Registration Committee meeting. 	1 week – 2 months
<ul style="list-style-type: none"> Applicant notified of Registration Committee decision 	2-3 weeks
<ul style="list-style-type: none"> Registration materials sent to applicants approved as Student members 	1 month