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## FULL REGISTRATION THROUGH THE CREDENTIAL ASSESSMENT PROCESS (CAP)

You must be a Registered Professional Forester (R.P.F.) or Associate member, with a prescribed scope of practice, in order to practice professional forestry in Ontario. Foreign-trained applicants and graduates from non-accredited Canadian forestry programs may be considered for Full membership, or alternatively, for Associate membership (working within a prescribed scope of practice), through the Credential Assessment Process (CAP) of the CFPFA (Canadian Federation of Professional Forestry Associations). Through the CAP your current education, training, and experience are assessed to determine if you have the necessary competencies to qualify for membership in the Ontario Professional Foresters Association (OPFA).

The national Credential Assessment Process convenes assessment panels four times each year. The deadlines for submitting portfolio material to the OPFA for review and assembly are:

- December 1 -for January 1 assessment
- March 1 -for April 1 assessment
- June 1 - for July 1 assessment
- September - for October 1 assessment

## Registration Steps for Foreign-Trained Applicants and Graduates from forestry Canadian Programs not accredited by the CFAB (Canadian Forestry Accreditation Board) through the Credential Assessment Process

### Step 1 – Apply for Provisional Membership

By submitting:

1. A [Provisional Membership](#) application form;
2. A Resume or Curriculum Vitae (CV) with each line numbered; and
3. The \$100 Application Fee-you can make your payment by mailing a cheque, money order or Visa or MasterCard credit card information or by phoning the 905-877-3679 to pay by credit card.

### Step 2 – Submit a Mentoring Agreement Begin the Work Experience Requirement

You will receive written confirmation of your approval as a Provisional Member of the OPFA and a list of the remaining steps towards reaching Full Membership. One requirement is at least one completed [Mentoring Agreement](#), usually submitted within 30 days of approval as a Provisional Member. Please refer to the Mentoring Agreement form for instructions on who can be a Mentor.

**18 months of progressive, professional forestry experience (after graduation and within the last 5 years) under the supervision or mentorship of an OPFA member or licensed forestry professional in another Canadian jurisdiction, is required after you are approved as a Provisional member.** You must complete at least 6 months of this experience after it has been determined that you have met 80% of the professional forester competencies.

You may, at any time, request that the Registration Committee review your prior experience to determine if you qualify for a credit towards the required 18 months experience. You can do this by submitting a resumé listing the name(s), and contact information of the registered member(s) in Ontario or another Canadian province, who mentored you and the timeframes of their mentorship. The [Criteria for Relevant Experience](#) will provide you with more information. A credit may also be granted for graduate degrees in forestry calculated as 1/3 of the length of the program to a maximum of 6 months.

Please note that you can begin filling your 18-month work experience requirement whilst also working on completing the remaining steps to Full Membership. A minimum of 6 months of this experience must be completed after 80% of the competencies have been met.

### **Step 3 – Complete Your Application Portfolio & Undergo the Credential Assessment Process (CAP)**

A full description of the CAP and its requirements can be viewed at the [CFPFA website](#). Details on the process and how to enter it, including examples of completed forms, can be found in the [Applicant's Manual](#). An [Applicant Orientation Video](#) ( 5 mins. in length) is also available to explain the process.

### **Step 4 – Meet the Competency Requirements**

The competency assessment report is sent to the Registrar by the CAP assessment panel. The report will identify if you have any gaps in competencies. The Registrar will share this information with you and the OPFA Registration Committee. The Registration Committee will then determine how the gaps must be filled. You may be required to complete some on the online [Bridge Training Program for Foresters](#) courses.

If gaps in the core competencies identified in the CAP cannot be filled, Associate Membership in the OPFA may be an alternative to Full membership. Associate members must practice within a limited scope of professional forestry practice in a specific geographical area.

### **Step 5 – Meet the Work Experience Requirement**

Complete the 18-month relevant, and progressive work experience requirement. A minimum of 6 months of this experience must be completed after 80% of the competencies have been met.

## **Step 6 – Obtain Sponsors**

Sponsorships are needed at the end of the 18-month work experience period. Sponsorship forms must be provided by two (2) sponsors who have been members in good standing of the OPFA for at least 2 years who have direct knowledge of your work, one of which must be a Full member. Completed sponsorship forms should be forwarded to the OPFA office directly from the sponsors. The [Sponsorship Form](#) and [Sponsorship Instructions](#) are available on our website.

## **Step 7 – Complete the Ontario Forest Policy & Legislative Framework**

Unless you have taken an accredited forestry program at an Ontario university within the past five years, you will be required to complete the on-line [Ontario Forest Policy & Legislative Framework](#) which is offered through Lakehead University. Please note that you can take this earlier in the process if preferred.

## **Step 8 – Complete a Personal Practice Focus (PPF) and a Learning Plan (LP)**

The Personal Practice Focus and the Learning Plan are the documents that guide your competency goals and continuing education while you are a member. See the [Practice Guidance-Competency Support](#) for further details. You need only report that these documents are completed and retained in your files, you do not need to submit the documents themselves.

If you have any further questions, just let us know. We can be reached at [registration.coordinator@opfa.ca](mailto:registration.coordinator@opfa.ca)

Summary: Full Registration through the Credential Assessment Process (CAP)

