

# Fair Registration Practices Report

## Foresters (2018)

The answers seen below were submitted to the OFC by the regulated professions.

This Fair Registration Practices Report was produced as required by:

- the Fair Access to Regulated Professions and Compulsory Trades Act (FARPACTA) s. 20 and 23(1), for regulated professions named in Schedule 1 of FARPACTA
- 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.

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## 1. Qualitative Information

### a) Requirements for registration, including acceptable alternatives

#### i. Describe any improvements / changes implemented in the last year.

The following changes were implemented in 2018:

1. A Registration Manager was hired.
2. Reduce requiring two members to sponsor a candidate and allow one of the two sponsors to be a work supervisor.
3. Character Witness forms can now be completed by two people that have known the candidate for at least 5 years.
4. Allow the Registration Committee to consider if the Local Knowledge Assessment is necessary for a candidate seeking Associate Membership that has a limited scope of practice.
5. Bridge Training modules for all professional forestry standards including Local Knowledge Assessment (Ontario Forest Legislation and Policy) are now available and being used.
6. New website and association management software installed.

#### ii. Describe the impact of the improvements / changes on applicants.

1. A Registration Manager was hired to assist the growing number of Provisional Members through the registration process.
2. Reduce requiring two members to sponsor a candidate and allow one of the two sponsors to be a work supervisor as many new employers are now hiring members. These new employers often do not have other professional foresters on staff to mentor new members. Also new residents to Ontario and foreign trained candidates have had problems obtaining sponsors that had to be members.
3. Character Witness forms can now be completed by two people that have known the candidate for at least 5 years. Reason: new residents to Ontario and foreign trained candidates have had difficulty obtaining two members to sign off on this requirement.
4. Allow the Registration Committee to consider if the Local Knowledge Assessment is necessary for a candidate seeking Associate Membership that is membership that has a limited scope of practice. This allows Registration Committee to ensure that the competencies needed match the requirements of a member's limited scope of practice, and that applicants do not have to take unnecessary courses.
5. Bridge Training modules for all professional forestry standards including Local Knowledge Assessment (Ontario Forest Legislation and Policy) are now available and being used. In 2018 fifty three different candidates registered for 153 training modules. Applicants are able to increase their knowledge to meet the professional competencies via online study, which does not require resources to be used for travel or time off work.
6. New software: members are better able to manage their individual profiles and keep track of their requirements.

**iii. Describe the impact of the improvements / changes on your organization.**

1. A Registration Manager was hired: provides more resources to follow through with Provisional Members.
2. Reduce requiring two members to sponsor a candidate and allow one of the two sponsors to be a work supervisor: creates similar requirements to another regulator of professional foresters in Canada.
3. Character Witness forms can now be completed by two people that have known the candidate for at least 5 years: more likely to know the candidate's character.
4. Allow the Registration Committee to consider if the Local Knowledge Assessment is necessary for a candidate seeking Associate Membership that is membership that has a limited scope of practice: Ensures competencies match the scope of the candidate.
5. Bridge Training modules for all professional forestry standards: an easily accessed resource for members to obtain training in their competency gaps. Provides a standardised way for the Association to guide applicants towards meeting the required competencies.
6. New software: Automates some membership maintenance functions. Provides the OPFA with just in time data on payments and reporting by members

**b) Assessment of qualifications****i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**c) Provision of timely decisions, responses, and reasons****i. Describe any improvements / changes implemented in the last year.**

1. All Provisional Members have access to their individual web-based folders that contains their requirements for Full or Associate Membership.
2. New association management software
3. Registration Manager available to answer questions and provide follow up as and when needed.

**ii. Describe the impact of the improvements / changes on applicants.**

1. Provisional Members can access and report on their specific requirements to attain Full or Associate Membership.
2. New software allows members get timely reminders.
3. Applicants have extra guidance and quick responses in terms to meeting their registration requirements, especially to meet the Credential Assessment Process deadlines.

**iii. Describe the impact of the improvements / changes on your organization.**

1. Reduced claims that the candidate was not aware of their requirements. It also increased Provisional Member interactions with OPFA staff.
2. New software automates some functions and allows the OPFA to have just in time membership statistics.
3. Increased the ability of staff to respond to and follow up with applicants quickly.

**d) Fees****i. Describe any improvements / changes implemented in the last year.**

Revised the website and association management software so that members are able to receive automatic messages on fee payments and instant confirmation when fees are paid.

**ii. Describe the impact of the improvements / changes on applicants.**

More use of the internet to pay and report annual membership renewal actions.

**iii. Describe the impact of the improvements / changes on your organization.**

Easier to manage annual membership renewal  
More data available for decision making

**e) Timelines****i. Describe any improvements / changes implemented in the last year.**

Bylaw changed to identify that mentored experience while not a Provisional member as well as the time spent in a Master and/or PhD in forestry program, can be considered as a credit towards the required 18 months. To explain that at least 6 months experience must be acquired after 80% of the required competencies have been demonstrated

**ii. Describe the impact of the improvements / changes on applicants.**

Provides clarity to applicants

**iii. Describe the impact of the improvements / changes on your organization.**

Ensures clear instructions can be given to the applicant

**f) Policies, procedures and/or processes, including by-laws****i. Describe any improvements / changes implemented in the last year.**

1. Reduce requiring two members to sponsor a candidate and allow one of the two sponsors to be a work supervisor.
2. Character Witness forms can now be completed by two people that have known the candidate for at least 5 years.
3. Allow the Registration Committee to consider if the Local Knowledge Assessment is necessary for a candidate seeking Associate Membership that has a limited scope of practice.

**ii. Describe the impact of the improvements / changes on applicants.**

1. Reduce requiring two members to sponsor a candidate and allow one of the two sponsors to be a work supervisor as many new employers are now hiring members. These new employers do not have other professional foresters on staff to mentor new members. Also new residents to Ontario and foreign trained candidates have had problems obtaining mentors that had to be members.
2. Character Witness forms can now be completed by two people that have known the candidate for at least 5 years. Reason: new residents to Ontario and foreign trained candidates have had difficulty obtaining two members to sign off on this requirement.
3. Allow the Registration Committee to consider if the Local Knowledge Assessment is necessary for a candidate seeking Associate Membership that has a limited scope of practice. This allows Registration Committee to ensure that the competencies needed match the requirements of a member's limited scope of practice, and that applicants do not have to take unnecessary courses.

**iii. Describe the impact of the improvements / changes on your organization.**

1. Reduce requiring two members to sponsor a candidate and allow one of the two sponsors to be a work supervisor: creates similar requirements to another regulator of professional foresters in Canada.
2. Character Witness forms can now be completed by two people that have known the candidate for at least 5 years: more likely to know the candidate's character.
3. Allow the Registration Committee to consider if the Local Knowledge Assessment is necessary for a candidate seeking Associate Membership that has a limited scope of practice: Ensures competencies match the scope of the candidate.

**g) Resources for applicants**

**i. Describe any improvements / changes implemented in the last year.**

- 1) E-lectures held for all Student and Provisional members so that they could find out more about the OPFA's registration processes, especially the Credential Assessment Process. Participants were able to ask questions and receive answers. The e-lecture and the discussion that followed has been posted on the OPFA's website so that applicants have access to this resource.
- 2) In person workshop held for Provisional Members so they could find out more about the OPFA's registration processes, especially the Credential Assessment Process.
- 3) In-class presentations to inform students about professional forestry and membership processes were made to both Canadian universities that have accredited forestry programs.
- 4) All Bridge Training for Professional Foresters training modules are now available to all applicants.

**ii. Describe the impact of the improvements / changes on applicants.**

Positive feedback has been received from attendees of the workshop, the lectures and bridge training modules. The majority of the forestry students signed up for membership after the in-class presentations.

A second evaluation by candidates of the bridge training modules has been completed. The results of the evaluation have been shared with the providers of the training modules so that they can improve the service they provide. The applicants rated the accessibility and quality of the information as valuable.

**iii. Describe the impact of the improvements / changes on your organization.**

It increased applicant inquires. This has resulted in greater engagement of applicants and OPFA staff, with applicants progressing further in the registration process

**h) Review or appeal processes****i. Describe any improvements / changes implemented in the last year.**

No changes this year

**ii. Describe the impact of the improvements / changes on applicants.**

No changes this year

**iii. Describe the impact of the improvements / changes on your organization.**

No changes this year

**i) Access to applicant records****i. Describe any improvements / changes implemented in the last year.**

Applicants each given an individual virtual folder with the requirements they need to meet to become a practicing member. Applicants can then update and report their progress on meeting the specified conditions.

**ii. Describe the impact of the improvements / changes on applicants.**

Applicants are now more aware of their requirements. It is resulting in more activity by applicants

**iii. Describe the impact of the improvements / changes on your organization.**

Better able to inform applicants and help them move forward towards a practicing membership class.

**j) Training and resources for registration staff, Council, and committee members****i. Describe any improvements / changes implemented in the last year.**

Annual training for the Registration Committee members and registration staff was conducted in May 2018. The session was attended by phone by a representative of the FCO and a couple of members of OPFA's Executive committee.

The Registrar discussed with OPFA Council several registration-related information items throughout the year, to improve Council understanding of the OPFA registration processes, and FARPACTA fair access principles of Transparency, Objectivity, Impartiality and Fairness.

The Registrar met with the OFC and his staff where they discussed OPFA's registration process.

**ii. Describe the impact of the improvements / changes on applicants.**

The training and discussion of membership requirements and registration processes resulted in continued improvement in consistency of registration-related decisions by the Registration Committee, and clear, consistent communication by staff to applicants in 2018.

**iii. Describe the impact of the improvements / changes on your organization.**

OPFA Council understanding of membership requirements, rationale for these requirements, and the legislative context in which OPFA must operate as a provincial regulator was enhanced in 2018.

**k) Mutual recognition agreements**

**i. Describe any improvements / changes implemented in the last year.**

The Canadian Federation of Professional Foresters Associations (CFPFA), of which OPFA is a regulatory member, discussed the use of Ontario Bridge Training modules as a recognized means for the demonstration of core competencies required for registration as a professional forester. An evaluation of trainees was conducted and results shared with all Canadian forest professional regulators.

**ii. Describe the impact of the improvements / changes on applicants.**

The continued recognition of acceptable evidence of competency (Item K i above) enabled a reduction in the workload for applicants. The required documentation for applicants for the Credential Assessment Process has been streamlined.

**iii. Describe the impact of the improvements / changes on your organization.**

Helps forest regulators including the OPFA to provide information to applicants about specific acceptable training that fulfils competency requirements.

**l) Other (include as many items as applicable)**

**i. Describe any improvements / changes implemented in the last year.**

1)The OPFA is working to describe competencies related to Indigenous jurisdiction in Canada required by all members. This initiative has been described to all accredited forestry programs and to all forest professional regulators in Canada.

2) Recommended that Provisional Members maintain a work history summary that is signed off by their workplace supervisor. This provides evidence that the Provisional Members' sponsors can use to more efficiently complete their sponsorship forms.

**ii. Describe the impact of the improvements / changes on applicants.**

1) It will increase the training that members and future members will need to complete.

2) It makes it easier for applicants to obtain sponsors as sponsors had complained that the information they had to provide took a lot of their time, particularly for applicants from non-accredited forestry programs.

**iii. Describe the impact of the improvements / changes on your organization.**

1. Increases the workload and need to engage current members so that they understand the need for this addition to their competencies. A lot more work needs to be done to implement the additional standards.
2. It makes it easier to get members to agree to sponsor applicants and that sponsorship forms are completed effectively.

**Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year**

No changes this year

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## 2. Quantitative Information

**a) Languages**

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

Language	Yes/No
English	Yes
French	No

**Other (please specify)**

**Additional comments:**

The professional standards document is available in English and French

Competency witness feedback form and instructions for competency witnesses are available in English and French

**b) Gender of applicants**

Indicate the number of applicants in each category as applicable.

Gender	Number of Applicants
Male	25
Female	24
None of the above	2

**Additional comments:**

**c) Gender of members**

Indicate the number of members in each category as applicable. Select the option that best corresponds to the terminology used by your organization.

Gender	Number of Members
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Male 578  
 Female 127  
 None of the above 1

Additional comments:

**d) Jurisdiction where applicants obtained their initial education**

Indicate the number of applicants by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
37	6	0	U.K. 1 China 6 Kenya 1 Total 8	0	51

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

**e) Jurisdiction where applicants who became registered members obtained their initial education**

Indicate the number of applicants who became registered members in the reporting year by the jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
18	5	1	Ghana 2 Pakistan 1 Taiwan, Province Of China 1 Total 4	0	28

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

Additional comments:

**f) Jurisdiction where members were initially trained**

Indicate the total number of registered members by jurisdiction where they obtained their initial education<sup>1</sup> in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
540	138	4	Albania 1 Croatia 1 Germany 2 Romania 1 Poland 1 Nepal 2 Serbia 1 U.K. 3 Iran 1 Slovakia 1 China 1 Ethiopia 1 Ghana 2 Taiwan, Province Of China 1 Pakistan 1 Total 20	4	706

<sup>1</sup> Recognizing that applicants may receive their education in multiple jurisdictions, for the purpose of this question, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

**Additional comments:**

Includes Full, Associate, Inactive, Non-Resident and Life Members. Not all categories are licensed to practice.

**g) Applications processed**

Indicate the number of applications your organization processed in 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)

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
<b>New applications received</b>	37	6	0	8	0	<b>51</b>
<b>Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)</b>	52	9	1	12	0	<b>74</b>
<b>Inactive applicants (applicants who had no contact with your organization in the reporting year)</b>	62	3	1	14	0	<b>80</b>
<b>Applicants who met all requirements and were authorized to become members but did not become members</b>	0	0	0	0	0	<b>0</b>
<b>Applicants who became FULLY registered members</b>	17	5	1	4	0	<b>27</b>
<b>Applicants who were authorized to receive an alternative class of licence<sup>3</sup> but were not issued a licence</b>	0	0	0	0	0	<b>0</b>



from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants who were issued an alternative class of licence <sup>3</sup>	1	0	0	0	0	1

<sup>1</sup> An alternative class of licence enables its holder to practice with limitations, but additional requirements must be met in order for the member to be fully licensed.

**Additional comments:**

#### h) Classes of certificate/license

Indicate and provide a description of the classes of certificate/license offered by your organization.

You must specify and describe at least one class of certificate/license (on line a) in order for this step to be complete.

#	Certification	Description
a)	Full (R.P.F.)	<b>Description (a)</b>
		Able to practice any aspect of professional forestry in which they are competent.
b)	Associate (Associate R.P.F.)	<b>Description (b)</b>
		Able to practice professional forestry within a specified individual scope of practice.
c)	Non-Resident (R.P.F.)	<b>Description (c)</b>
		Not entitled to practice in Ontario unless they are granted a Temporary Membership.
d)	Temporary (Temporary R.P.F.)	<b>Description (d)</b>
		Able to temporarily practice professional forestry in Ontario within an approved timeline.

**Additional comments:**

There are other categories of membership, however, they are not entitled to practice

#### i) Reviews and appeals processed

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 <sup>st</sup> to December 31 <sup>st</sup> 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

from January 1 <sup>st</sup> to December 31 <sup>st</sup> of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
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

Additional comments:

#### j) Paid staff

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, one full-time employee and one 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
Staff involved in appeals process	1
Staff involved in registration process	3

Additional comments:

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## 3. Submission

I hereby certify that:

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

Fred Pinto

**Title:**

Executive Director and Registrar

**Date:**

2019/02/20

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