

# SPONSORSHIP FORM

Applicant's Name: \_\_\_\_\_ | \_\_\_\_\_ OPFA # \_\_\_\_\_  
 Last Name First Name

The purpose of the sponsorship process is to provide the Registrar and the Registration Committee with an assessment of whether an applicant has the knowledge, skills and experience required to become a practicing member of the Ontario Professional Foresters Association. Sponsors are also providing advice and guidance to those seeking membership in the Association and support to applicant throughout the entire application and registration process. All completed sponsorship forms are kept confidential. Please ensure that all answers in the boxes below are visible in their entirety. If necessary, please put the answers on the extra page provided.

The responsibilities of a sponsor are described in the Sponsorship Instructions document. Please confirm the following:

**I have read and understand the Sponsorship Instructions.**

**I am familiar with the OPFA Criteria for Relevant Experience.**

## 1. Personal Information

Sponsor's Name: \_\_\_\_\_ | \_\_\_\_\_ OPFA # \_\_\_\_\_  
 Last Name First Name (if applicable)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

## 2. Relationship to Applicant

I have known the applicant for a period of \_\_\_\_\_ years (or) \_\_\_\_\_ months.

My association/professional relationship with the applicant is/was as:

Employer Supervisor Co-worker Other (please explain) \_\_\_\_\_

**I have first-hand knowledge of the applicant's forestry experience to which I am attesting.**

**I am a sponsor for this applicant, and have been since (YYYY/MM): \_\_\_\_\_**

**I am also acting as a mentor and signed a Mentorship Agreement with the Provisional Member.**

## 3. Applicant's General Forestry Knowledge and Experience (continue at end of form if needed)

- a. Applicants must have shown the appropriate application of general forestry capabilities. Please describe the applicant's specific general level forestry experience with which you are familiar.

**b. In which of Ontario’s forest regions does the applicant have working knowledge necessary to carry out professional forestry activities (i.e. Boreal Forest, Great Lakes – St. Lawrence Forest, Carolinian Forest, and/or urban forests)?**

**c. Please describe how the applicant has shown progression towards the professional level during the Provisional Member forestry-related experience period.** Please reference aspects of professional forestry and associated demonstrable competencies where possible.

**d. As part of the experience requirement, the applicant must have worked at a professional level. Please cite two (2) examples of the applicant’s work that you are familiar with, that illustrate how the applicant has operated at a professional level.**

Please refer to the definition of professional forestry and examples of aspects of professional forestry that are included in the *Professional Foresters Act 2000*, Section 3 (1).

- e. Please list five examples of professional forestry experience, as included in the Criteria for Relevant Experience, that you have witnessed being performed satisfactorily by the applicant.

- f. Do you have any reservations about the applicant's ability to conduct professional forestry activities, within their area(s) of competence, if licenced as an OPFA member? If so, please explain.

- g. Do you recommend any Term, Condition or Limitation be added to the applicant's licence, if approved, other than the Scope of Practice for Associate Members?

**4. Scope of Practice** (this question to be answered for Associate Member Applicants only)

I have reviewed the applicant's requested Scope of Practice, including the geographic area.

- a. Please list those specific aspects of professional forestry that the applicant is requesting in their Scope of Practice, of which you have direct knowledge. Comment briefly on the applicant's level of competency in each of those aspects of professional forestry.

- b. Do you agree that the applicant is competent to conduct the requested Scope of Practice in the specified geographic area? Do you recommend any changes to the Scope of Practice?

## 5. General Professionalism and Ethics

- a. Describe 2 examples of the applicant's general professionalism or ethical behaviour that you have witnessed.

- b. Do you recommend the applicant for active membership in the Ontario Professional Foresters Association, and why?

## 6. Certification

I certify that I have read and understand the responsibilities of a sponsor.

I recognize that under the *Professional Foresters Act 2000* a person commits an offence if he/she applies for membership by a false or fraudulent representation and that a person commits an offence who knowingly assists another person to apply for membership by false or fraudulent representation. I therefore certify that the information provided in this form and on any attached document(s) is correct, complete and provides full disclosure.

**Signature of Sponsor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** This information is collected by the OPFA under the authority of the *Professional Foresters Act 2000* and will be used to assess the corresponding application for membership.

**Completed forms are to be emailed to [registration.coordinator@opfa.ca](mailto:registration.coordinator@opfa.ca)** or faxed to the OPFA office at (905) 877-6766, or mailed to the Ontario Professional Foresters Association, 201-5 Wesleyan Street, Georgetown, Ontario, L7G 2E2.

Questions? Please contact the Registration Coordinator by phone: (905) 877-3679 or by email at: [registration.coordinator@opfa.ca](mailto:registration.coordinator@opfa.ca). Inquiries may also be mailed to the OPFA office at the above address.

## 7. OPFA Professionalism and Ethics

This section is not completed by sponsors who are not OPFA members.

I have reviewed and discussed the following with the applicant, and the applicant understands:

(please tick all applicable boxes):

### Components and Meaning of the OPFA Code of Conduct

**Fidelity:** Professional Foresters work in the interest of and with fidelity to citizens, employers or clients and fellow professional foresters. Professional Foresters provide services that are specifically related to employer or client objectives and requirements.

**Integrity:** Professional Foresters fully disclose any direct or indirect pecuniary interests and are obligated to take active measures to prevent the perception of any conflict of interest.

**Credibility:** Professional Foresters undertake work that they are competent to perform by virtue of their training and experience and, where advisable, retain and cooperate with other professional foresters and specialists. Further, Professional Foresters endorse only those plans, reports, maps and specifications that they produce or directly supervise.

**Confidentiality:** Professional Foresters hold as confidential, information concerning the business affairs, technical methods, processes or practices of employers or clients, to be disclosed only upon employer or client consent or compelling legal requirements.

**Diligence:** Professional Foresters disclose the consequences of any action that may be harmful to interests of stakeholders.

**Respect:** Professional Foresters maintain the honour and integrity of the profession and act at all times with responsibility and dignity. Further, Professional Foresters are respectful of one another, conducting themselves with courtesy and good faith toward other professional foresters, celebrating each other's accomplishments.

**Commitment to Learning:** Professional Foresters dedicate themselves to continuous improvement of their forestry to learning science skills and use their knowledge and skills to aid public awareness of forestry in Ontario.

### Definitions of Professional Misconduct

The *Professional Foresters Act 2000* includes, as part of the regulation, definitions of professional misconduct that pertain to members of the Ontario Professional Foresters Association. Some of the major components include maintenance of records, completeness and accuracy of information, failing to cooperate, and conflict of interest. Sponsors must review the regulation with the applicant and be confident that the applicant understands the definitions and implications thereof.

### Requirements of the Competency Support Program

The sponsor must ensure that the applicant is familiar with the mandatory Continuing Education program requirements as determined by the Association and be confident that the applicant is familiar with the requirements and the major components of the program.

### Practice Guidance Documents

The sponsor must ensure that the applicant has read and understood the appropriate Practice Guidance documents that are applicable to their scope of practice.

I hereby certify that I have discussed the above stated components with the applicant.

Sponsor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If necessary, please continue the answer to any question on this page. Be sure to include the question number that you are answering: