

Fair Registration Practices Report

Foresters (2019)

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 2019:

1. The Registration Manager was made a permanent full-time position.
2. Student Membership was extended to 6 months after graduation.
3. Who can be a mentor was clarified in the bylaws to specify they must be a Full, Associate, Inactive or Life Member of the OPFA, or other registered forestry professional in Canada, who must not be related to the candidate.
4. The requirement for Full or Associate Members to have been registered for a minimum of 2 years to be able to act as a sponsor for a Provisional Member was removed.
5. The eligibility requirements for character witnesses were changed. One of the two required character witness must be a practicing member of the OPFA in good standing, or a member of another regulated profession in Canada, and have known the candidate for at least 6 months. The second character witness can be a non-member who has known the applicant for at least 2 years. The character witness must not be related to the candidate.
6. It was clarified that applicants for Associate Membership must acquire at least 6 months of mentored forestry experience after they have demonstrated a minimum of 80% of the competencies required for the scope of practice (rather than 80% of the entire set of competencies)
7. Personal Practice Focus documents and Learning Plans were introduced at the beginning of the Provisional Membership mentored work experience period. These are required to be regularly updated and discussed with their mentor.
8. The Work History Form was introduced for Provisional Members.
9. Provisional Member Progress Reporting standardized in format and now required every February and August.
10. Some Associate Member Standard Scopes of Practice, (that is these scopes of practice use the same (standard) terms rather than allowing applicants for associate membership to write their own scope of practice) were developed for use by Provisional Members applying for Associate Membership. More are in development.

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

1. Having a full-time Registration Manager means that the growing number of Provisional Members have consistent guidance through the registration process, instructions and training materials can be regularly updated.

2. Student Membership previously expired upon date of graduation. A 6-month extension allows Student Members time to complete forms and apply for Provisional Membership if they choose to.
3. The clarification of the wording in the bylaws regarding mentors means that it is clearer to applicants exactly who can be a mentor, and that mentors cannot be related to them.
4. Finding a suitable sponsor is easier for applicants now that the 2-year requirement has been removed. Some Provisional Members had difficulty finding a sponsor who had been a practicing member for over 2 years that had direct knowledge of their work. Practicing Members in good standing have demonstrated their competence and are bound to the code of ethics, regardless of how long they have been registered.
5. Applicants find it easier to find suitable character witnesses with the reduction of the time that the character witnesses need to have known them. Internationally trained applicants often had difficulty getting character witnesses that met the previous 5-year requirement. The change to the bylaws also clarifies that character witnesses cannot be related to applicants.
6. The clarification of the wording of the bylaws relating to the requirement for 6 months of experience to be acquired after 80% of the competencies that are required for their scope of practice have been demonstrated makes the process clearer for the Associate Members to understand what is required of them.
7. Introducing the Personal Practice Focus and the Learning Plan at the beginning of the Provisional Membership period and providing instruction for their regular review with mentors means that Provisional Members have a more structured mentorship period, and are planning for their personal development and career goals.
8. The Work History Form provides Provisional Members with a structured way to record their mentored work experience period.
9. Requiring Provisional Members to complete their Progress Report Tables every February and August provides a standardised template for the applicants to provide the information. Reminders are sent prior to the completion dates, and the Registration Manager communicates with each Provisional Member regarding their specific requirements at least every 6 months. This provides a reminder to Provisional Members regarding their remaining requirements and encourages them to make progress.
10. Associate Member Standard Scopes of Practice provide applicants with a template for creating a suitable scope of practice. They speed up the registration process for applicants for Associate Membership.

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

1. Having a full-time Registration Manager provides more resources to follow through with Provisional Members.
2. Extending the Student Membership for 6 months after graduation allows Student Members time to complete forms and apply for Provisional Membership if they choose to, without having to leave and re-join the association. This makes administration more efficient.
3. The clarification of the wording in the bylaws regarding mentors means that it is clearer to applicants exactly who can be a mentor, and that mentors cannot be related to them which reduces the opportunity for bias and/or conflict of interest. This means staff have an easier time moving Provisional Members through this part of the registration process.
4. Applicants and sponsors find it easier to understand who is eligible to be a sponsor now that the 2-year requirement has been removed. This means staff have an easier time moving Provisional Members through this part of the registration process.
5. The clarification of the wording in the bylaws regarding character witnesses means that it is clearer to applicants exactly who can be a character witness, and that character witness cannot be related to them which reduces the opportunity for bias and/or conflict of interest. This means staff have an easier time moving Provisional Members through this part of the registration process.
6. The clarification of the wording of the bylaws relating to the requirement for 6 months of experience to be acquired after 80% of the competencies that are required for their scope of practice have been demonstrated makes the process clearer for the Associate Members to understand what is required of them. This means staff have an easier time moving Provisional Members through this part of the registration process.
7. Introducing the Personal Practice Focus and the Learning Plan at the beginning of the Provisional Membership period and providing instruction for their regular review with mentors means that Provisional Members have a more structured mentorship period. Mentors had requested more guidance on how to structure the mentorship period during a survey and the association was able to deliver on this request.

8. The introduction of the Provisional Member Work History Form provides Provisional Members with a structured way to record their mentored work experience period. This form is provided to the sponsors to review at the end of the work experience period. Sponsors had requested that Provisional Members provide them with a more detailed account of their experience and the association was able to deliver on this request. The Work History Form also enables the Registration Committee to have more detailed information on their mentored work experience period when approving the experience requirement, and for the association to have a written record of this experience that has been confirmed by work supervisors.
9. Requiring Provisional Members to complete their Progress Report Tables every February and August provides a standardised template for the applicants to provide the information and ensures that the information received is what is needed by the association. It encourages communication between Provisional Members and staff, and ensures that Provisional Members are up to date on the requirements they need to meet. The Progress Report Tables allow staff to have a record of who is engaging and making progress on their registration, and who may not be.
10. Associate Member Standard Scopes of Practice provide applicants with a template for creating a suitable scope of practice. They speed up the registration process for applicants for Associate Membership. They also standardise the wording used in Associate Member scopes of practice, which enables the Registration Committee, the staff, the members, the public and the employer to more clearly understand what an Associate Member does. This also makes it easier for the association to enforce the scopes of practice.

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. Registration Manager was made a full-time permanent position.
2. Council Minutes posted on the OPFA website for members to view.

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

1. Registration Manager was made a full-time permanent position. This means applicants receive quicker responses to enquiries and Provisional Members have increased interactions with staff.
2. Council Minutes posted on the OPFA website for members to view. This means interested members can see what is being discussed by Council and stay informed with current issues/upcoming changes and some of the reasoning behind them.

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

1. Registration Manager was made a full-time permanent position. This means applicants receive quicker responses to enquiries and Provisional Members have increased interactions with staff. Having a full-time Registration Manager means that the growing number of Provisional Members have consistent guidance through the registration process, instructions and training materials can be regularly updated.

2. Council Minutes posted on the OPFA website for members to view. This means interested members can see what is being discussed by Council and stay informed with current issues/upcoming changes and some of the reasoning behind them. It helps the association be transparent and improve member understanding of what Council does and the issues faced by the association.

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

e) Timelines

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

1. Student Membership was extended to last 6 months after graduation.
2. Provisional Member Progress Reporting now required every February and August. Previously it was every 6 months after the applicant was approved for Provisional Membership.

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

1. Student Membership previously expired upon date of graduation. A 6-month extension allows Student Members time to complete forms and apply for Provisional Membership if they choose to.
2. Requiring Provisional Members to complete their Progress Report Tables every February and August provides a standardised template for the applicants to provide the information. Reminders are sent prior to the completion dates, and the Registration Manager communicate with each Provisional Member regarding their specific requirements at least every 6 months. This provides a reminder to Provisional Members regarding their remaining requirements and encourages them to make progress.

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

1. Extending the Student Membership for 6 months after graduation allows Student Members time to complete forms and apply for Provisional Membership if they choose to, without having to leave and re-join the association. This makes administration more efficient.
2. Requiring Provisional Members to complete their Progress Report Tables every February and August provides a standardised template for the applicants to provide the information and ensures that the information received is what is needed by the association. It encourages communication between Provisional Members and staff and ensures that Provisional Members are up to date on the requirements they need to meet. The Progress Report Tables allow staff to have a record of who is engaging and making progress on their registration, and who may not be.

f) Policies, procedures and/or processes, including by-laws

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

1. The bylaws were changed to extend Student Membership to last 6 months after graduation.

2. Who can be a mentor was clarified in the bylaws to specify they must be a Full, Associate, Inactive or Life Member of the OPFA, or other registered forestry professional in Canada, who must not be related to the candidate.
3. The requirement for Full or Associate Members to have been registered for a minimum of 2 years to be able to act as a sponsor for a Provisional Member was removed.
4. The eligibility requirements for character witnesses were changed in the bylaws. One of the two required character witness must be a practicing member of the OPFA in good standing, or a member of another regulated profession in Canada, and have known the candidate for at least 6 months. The second character witness can be a non-member who has known the applicant for at least 2 years. The character witness must not be related to the candidate.
5. It was clarified in the wording of the bylaws that applicants for Associate Membership must acquire at least 6 months of mentored forestry experience after they have demonstrated a minimum of 80% of the competencies required for the scope of practice (rather than 80% of the entire set of competencies).

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

1. Student Membership previously expired upon date of graduation. A 6-month extension allows Student Members time to complete forms and apply for Provisional Membership if they choose to.
2. The clarification of the wording in the bylaws regarding mentors means that it is clearer to applicants exactly who can be a mentor, and that mentors cannot be related to them.
3. Finding a suitable sponsor is easier for applicants now that the 2-year requirement has been removed. Some Provisional Members had difficulty finding a sponsor who had been a practicing member for over 2 years that had direct knowledge of their work. Practicing Members in good standing have demonstrated their competence and are bound to the code of ethics, regardless of how long they have been registered.
4. Applicants find it easier to find suitable character witnesses with the reduction of the time that the character witnesses need to have known them. Internationally trained applicants often had difficulty getting character witnesses that met the previous 5-year requirement. The change to the bylaws also clarifies that character witnesses cannot be related to applicants.
5. The clarification of the wording of the bylaws relating to the requirement for 6 months of experience to be acquired after 80% of the competencies that are required for their scope of practice have been demonstrated makes the process clearer for the Associate Members to understand what is required of them.

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

1. Extending the Student Membership for 6 months after graduation allows Student Members time to complete forms and apply for Provisional Membership if they choose to, without having to leave and re-join the association. This makes administration more efficient.
2. The clarification of the wording in the bylaws regarding mentors means that it is clearer to applicants exactly who can be a mentor, and that mentors cannot be related to them which reduces the opportunity for bias and/or conflict of interest. This means staff have an easier time moving Provisional Members through this part of the registration process.
3. Applicants and sponsors find it easier to understand who is eligible to be a sponsor now that the 2-year requirement has been removed. This means staff have an easier time moving Provisional Members through this part of the registration process.
4. The clarification of the wording in the bylaws regarding character witnesses means that it is clearer to applicants exactly who can be a character witness, and that character witness cannot be related to them which reduces the opportunity for bias and/or conflict of interest. This means staff have an easier time moving Provisional Members through this part of the registration process.
5. The clarification of the wording of the bylaws relating to the requirement for 6 months of experience to be acquired after 80% of the competencies that are required for their scope of practice have been demonstrated makes the process clearer for the Associate Members to understand what is required of them. This means staff have an easier time moving Provisional Members through this part of the registration process.

g) Resources for applicants

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

- 1) An E-lecture regarding OPFA enforcement activity and OPFA updates was held. 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) All documents related to the Credential Assessment Process on the website were updated and improved.
- 3) An Associate Membership Application Process guide was developed and posted on the website.
- 4) The Provisional Membership Application Form was updated to remove the requirement for title and add a section for the applicant to identify whether they are aiming for Full Membership, Associate Membership or are undecided.
- 5) A Provisional Member guide to developing a Personal Practice Focus and a Learning Plan was created and posted on the website.
- 6) A fee/staffing/budget comparison with other Ontario regulators was made available on the website.
- 7) A flowchart explaining the complaints process was added to the website.
- 8) A document listing the recent and upcoming changes to the registration process was added to the website.

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

- 1) The e-lecture and opportunity to ask questions increased member understanding of the OPFA's enforcement role and process, as well as informed members of OPFA updates.
- 2) Improved documents relating to the Credential Assessment Process increased applicant understanding of the process and requirements.
- 3) The Associate Membership Application Process guide increased applicant understanding of the process and requirements.
- 4) The changes to the Provisional Membership Application Form removed the need for applicants to enter unnecessary personal information. Additionally, by allowing applicants to identify whether they are aiming for Full Membership, Associate Membership or are undecided, applicants receive relevant information that is tailored to their application needs. This makes the registration process efficient for the applicant.
- 5) The Provisional Member guide to developing a Personal Practice Focus and a Learning Plan increased applicant understanding of the process and requirements, as well as provided examples of how to complete the documents.
- 6) The fee/staffing/budget comparison with other Ontario regulators allowed applicants and members to better understand how the fees of the OPFA compare to other regulatory bodies.
- 7) The flowchart explaining the complaints process increased the understanding of applicants and members regarding how the complaints process works.
- 8) The document listing the recent and upcoming changes to the registration process was added to the website allows applicants to keep up to date with any changes that may affect them, and be aware of future changes that will be implemented.

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

- 1) The e-lecture and opportunity to ask questions increased member understanding of the OPFA's enforcement role and process, as well as informed members of OPFA updates. This helped raise awareness and answer questions.
- 2) Improved documents relating to the Credential Assessment Process increased applicant understanding of the process and requirements, meaning staff had reduced enquiries and the registration process became more

efficient.

3) The Associate Membership Application Process guide increased applicant understanding of the process and requirements meaning staff had reduced enquiries and the registration process became more efficient.

4) The changes to the Provisional Membership Application Form in terms of allowing applicants to identify whether they are aiming for Full Membership, Associate Membership or are undecided, meant that staff can provide relevant information that is tailored to the applicant's needs. This makes the registration process more efficient.

5) The Provisional Member guide to developing a Personal Practice Focus and a Learning Plan increased applicant understanding of the process and requirements, as well as provided examples of how to complete the documents. This meant staff had reduced enquiries and the registration process became more efficient.

6) The fee/staffing/budget comparison with other Ontario regulators allowed applicants and members to better understand how the fees of the OPFA compare to other regulatory bodies. This helped address some of the questions received during the 2018 membership survey.

7) The flowchart explaining the complaints process increased the understanding of applicants and members regarding how the complaints process works. This increased awareness among the membership and the public of what the OPFA does in terms of enforcement.

8) The document listing the recent and upcoming changes to the registration process allows the OPFA to keep applicants and members up to date with any changes that may affect them, and be aware of future changes that will be implemented.

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.

1. Provisional Member Progress Report Tables are tailored to the Provisional Member to list their specific requirements and are accessible in a Google Drive folder, with only the Provisional member and registration staff having access.

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

1. Provisional Member Progress Report Tables provide a template for applicants to easily access a list of their remaining requirements, provide updates and comments at any time. They are required to be completed in February and in August, but the applicant can access them and do so at any other time throughout the year. It has improved engagement with applicants.

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

1. Provisional Member Progress Report Tables on Google Drive ensures that the information received is what is needed by the association. It encourages communication between Provisional Members and staff

and ensures that Provisional Members are up to date on the requirements they need to meet. The Progress Report Tables allow registration staff to have a record of who is engaging and making progress on their registration, and who may not be.

j) Training and resources for registration staff, Council, and committee members

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

- 1) A Council orientation training session was held for current and new Councillors.
- 2) The Registration Committee and staff participated in online unconscious bias training with a follow up face-to-face discussion session.
- 3) Staff participated in several e-lectures regarding regulation of professions in Canada.
- 4) Staff independently participated in online software training and conflict resolution.
- 5) Various documents and articles relating to current issues facing regulatory bodies, and changes to related legislation across Canada were uploaded to a Shared Drive for Council and the Complaints Committee to review and discuss.
- 6) 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 staff in June 2019 where they discussed OPFA's registration process.

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

- 1) The Council orientation training session provided an introduction for the new members of Council on what the OPFA Council does and how they operate, as well as going over the mandate of the OPFA. It is an opportunity for Council to identify the skills that they have and how they may best use them within the organisation.
- 2) The unconscious bias training and follow up face-to-face discussion session allowed the Registration Committee and staff to learn about unconscious bias and be able to recognise it so that it should not affect their decisions or responses.
- 3) The e-lectures regarding regulation in Canada improved staff awareness of current issues and how other regulators deal with aspects of regulation.
- 4) Online software training and conflict resolution training for staff allowed them to build on their skills to improve the effectiveness of the association.
- 5) The Shared Drive for Council and the Complaints Committee for documents and articles relating to current issues facing regulatory bodies, and changes to related legislation across Canada allowed for education and discussion and increased awareness of the current situation. This means Council and the Complaints Committee can better make decisions.

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

As described above, 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 2019.

k) Mutual recognition agreements

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

- 1) Graduates from the University of Toronto Master of Forest Conservation for the years 2011-2014 (prior to the program's accreditation by the Canadian Forestry Accreditation Board in 2015) who also have a BSc were

granted some pre-approved competencies based on which courses they took. These courses were reviewed during the accreditation process and assigned competencies. These graduates are no longer required to undergo the Credential Assessment Process, and instead are required to submit information for the Registration Committee to assess; relating only to those competencies that were not assessed as being adequately covered in the courses that they took. This decision was made in conjunction with all the forestry regulators across Canada.

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

1. As many of these applicants had covered the majority of the competencies in their courses but narrowly missed out on the accreditation, removing the requirement for them to complete the Credential Assessment Process made the registration process more viable and less time consuming and expensive for them. This increased the application numbers from graduates for these years.

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

1. As many of these applicants had covered the majority of the competencies in their courses but narrowly missed out on the accreditation, removing the requirement for them to complete the Credential Assessment Process made the registration process more efficient. This increased the application numbers from graduates for these years and allowed the association to gain some valuable and competent members who had previously been too daunted by the process to apply.

I) Other (include as many items as applicable)

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

The OPFA has created an additional standard which describes competencies related to Indigenous jurisdiction in Canada. Competency in this standard will be required by all current practising members and future practising members. This initiative has been described to all universities with accredited forestry programs and to all forest professional regulators in Canada. The learning and testing resources to implement this standard are being worked on.

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

1. It will raise awareness and improve the understanding of Indigenous jurisdiction in Canada among professional foresters, and as such improve their ability to understand, communicate and work with Ontario's Indigenous Peoples. It will also increase the training that current practising members and future members will need to complete.

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

1. Increases the training workload for individual members. It increases the need by the OPFA to communicate the changes and reasoning behind them to current members. It also allows the OPFA to improve the competency of its members and so better serve the public interest.

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
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English	Yes
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French	No
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Other (please specify)

Additional comments:

The professional standards document is available in English and French.

The 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
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Male	16
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Female	8
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None of the above	2
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Additional comments:

Includes only new applicants in 2019

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	571
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Female	133
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None of the above	1
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Additional comments:

Includes Associate, Full, Inactive, Life & Non-Resident Members.

d) Jurisdiction where applicants obtained their initial education

Indicate the number of applicants by the jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
22	2	0	France 1 Ghana 1 Total 2	0	26

¹ 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 only new applicants in 2019

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 education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
23	1	0	France 1 Nepal 1 Total 2	0	26

¹ 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 any applicant who became a practising member-Full & Associate.

f) Jurisdiction where members were initially trained

Indicate the total number of registered members by jurisdiction where they obtained their initial education¹ in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
560	117	7	Albania 1 Croatia 1 Germany 2 Romania 1 Poland 1 Serbia 1 U.K. 4 Iran 1 China 1 Ethiopia 1 Ghana 2 Taiwan, Province Of China 1 Pakistan 1 Total 18	3	705

¹ 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 practise.

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 st to December 31 st of the reporting year	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	22	2	0	2	0	26
Applicants actively pursuing licensing (applicants who had some contact with your organization in the reporting year)	92	4	0	10	0	106
Inactive applicants (applicants who had no contact with your organization in the reporting year)	51	4	0	12	0	67
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	23	1	0	2	0	26
Applicants who were authorized to receive an alternative class of licence ³ but were not issued a licence	0	0	0	0	0	0
Applicants who were issued an alternative class of licence ³	0	0	0	0	0	0

¹ 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.)	Description (a) Able to practise any aspect of professional forestry in which they are competent
b)	Associate (Associate R.P.F.)	Description (b)

		Able to practise professional forestry within a specified individual scope of practice.
c)	Non-Resident (R.P.F.)	Description (c) Not entitled to practice in Ontario unless they are granted a Temporary Membership
d)	Temporary (Temporary R.P.F.)	Description (d) 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 practise.

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 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

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	2
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:

2020/01/23

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