



**FAIRNESS** COMMISSIONER

COMMISSAIRE À L'ÉQUITÉ

**OFFICE OF THE FAIRNESS COMMISSIONER**

595 Bay Street, Suite 1201, Toronto ON M7A 2B4

## **Fair Registration Practices Report 2020**

The Fair Registration Practices Report was created as required in the:

- Fair Access to Regulated Professions and Compulsory Trades Act, 2006 (FARPACTA) s.20 and 23(1), for the regulated professions named in Schedule 1 of FARPACTA
- Health Professions Procedural Code set out in Schedule 2 of the Health Professions Act, 1991 (RHPA) s. 22.7(1) and 22.9(1), for health colleges

Guidelines for this report are available to download as a .pdf on the OFC website.

<https://www.fairnesscommissioner.com/en/Publications/Pages/Guidelines.aspx>

Organization: Ontario Professional Foresters Association

Name of the regulated profession: Ontario Professional Foresters Association

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## Qualitative Information

The following qualitative information is collected for the purpose of highlighting a regulator's enhancements to improve fair access year over year, including actions that result from recommendations made in the OFC's Assessment of Registration Practices.

For each of the categories below, where applicable, please describe any improvements/changes implemented in the last year by your organization or a third-party for the purpose of changing fair access.

Please also describe the impact of these improvements/changes on applicants. If you have been working on improvements/changes over the last year that have not yet been implemented, describe your progress and the expected impact the improvements/changes will have on applicants and your organization.

Provide as much detail as possible. This can include the rationale for the improvements/changes, relevant findings from preliminary work leading up to the improvements/changes, methodology, relevant dates and anything else you think is important.

Include as much supporting material as possible to support your description (e.g., relevant reports, policies, protocols, websites, other documents and anything else you think is important). This material can be provided in the form of hyperlinks to electronic sources.

**a. Requirements for registration, including acceptable alternatives**

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

1. Unofficial transcripts were accepted from institutions which were unable to provide official transcripts due to COVID-19, for the purpose of competency assessments. Official transcripts will be requested when available.
2. Work continued on the development of training resources for applicants to be able to meet the OPFA Indigenous Peoples, Lands & Resources Standard which all members and new applicants will be required to meet once all learning and testing resources are ready and implementation can commence. All members have been informed of the progress in the development of the learning resources. Forestry accredited university Deans and Directors as well as Registrars of other regulators of forest professionals have been continued to be informed annually since 2017 of OPFA's development and plans on the implementation of these standards.



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

1. The acceptance of unofficial transcripts for competency assessments allowed applicants to continue with the competency assessment process without delays.
2. There were no impacts to applicants regarding this in 2020.

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

1. The acceptance of unofficial transcripts for competency assessments allowed the organization to continue with the competency assessment process without delays.
2. The OPFA continued to prepare and keep members and others up-to-date on the development on the resources for the training for the OPFA Indigenous Peoples, Lands & Resources Standard. Questions that OPFA registrants and others had were answered so that they are aware of this requirement and to clarify any misunderstanding they may have.

**b. Assessment of qualifications**

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

1. Work continued on preparing for the implementation of the 2017 Certification Standards and the new online Credential Assessment Process (CAP) database system for implementation in 2021.

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

1. Applicants were kept informed of the upcoming changes, and of the deadlines to submit using the current system (April 2021). The impact of these changes to applicants will be seen in 2021

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

1. Database and manual reviews took significant staff time in 2020. There was increased communication with applicants in the fall and winter of 2020 regarding the upcoming changes. The impact of the new system and updated certification standards will be seen in 2021.

**c. Provision of timely decisions, responses, and reasons**

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

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

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

**d. Fees**

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



- ii) Describe the impact of the improvements/changes on applicants
- iii) Describe the impact of the improvements/changes on your organization

**e. Timelines**

- i) Describe any improvements/changes implemented in the last year
  1. The Registration Committee approved that when undergoing competency assessments, the date that the applicants materials were submitted and received by the assessors for the assessment to begin, is the date on which they are recorded as having met the competencies that they successfully demonstrate; rather than the date the applicant receives the results of the assessment. This includes if there is a delay to the assessment; for example, if there is a large amount of material submitted and a subcommittee needs to be formed to reach a decision.
- ii) Describe the impact of the improvements/changes on applicants
  1. As applicants must acquire a minimum of 6 months experience after they have demonstrated 80% of the competencies through their competency assessment, by using the date the materials were submitted for assessment, rather than the date the decision was reached, applicants do not suffer an additional delay to meeting their experience requirement. This allows them to move through the registration process quicker and more efficiently.
- iii) Describe the impact of the improvements/changes on your organization
  1. This allows staff to guide applicants through the registration process more quickly and efficiently.

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

- i) Describe any improvements/changes implemented in the last year
  1. The 2020 Annual General Meeting was held virtually (using Zoom webinar) for the first time due to the postponement of the 2020 Annual Conference and AGM because of COVID-19.
  2. Provisional Member Scopes of Practice: Provisional Members allowed to request a scope of practice when working as a Certified Tree Marker, Managed Forest Plan Approver, and a Bylaw Officer.
  3. Bylaw changes approved by Council in Dec 2019 were approved by the membership in April 2020
    - 3.1. Articles 11.5, 11.6: Mentored Experience. Bylaws changed to specify that at least 6 months of mentored experience must be obtained when the candidate has completed a minimum of 80% of the competencies required for their category of registration & accept eligible experience acquired within the last 5 years while not a Provisional Member.



3.2. Article 11.18: Qualifications for Life Membership. Accept membership in Ontario and other Canadian Jurisdictions to count towards qualification for life membership.

4. An Equity and Inclusion Task Team was formed to review policies, procedures and processes. Work in 2020 consisted of the drafting of a terms of reference, and brainstorming ideas to put into place in 2021.

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

1. Holding the AGM virtually enabled members to still attend, join in discussions and vote. Many members were able to attend who usually would not be able to attend an in-person meeting; attendance was approximately double that of the in-person AGMs.

2. The Provisional Members Scopes of Practice enabled applicants who were already working as Certified Tree Markers, Managed Forest Plan Approvers or Bylaw officers to apply for a scope of practice for these activities to continue doing so without causing public confusion.

3. Bylaw changes:

3.1. These bylaw changes made the process clearer and easier for applicants for Associate Membership, who are not required to demonstrate all of the competencies, only those required for their scope of practice. They also emphasized that experience for the experience requirement must have been within the last 5 years and that there are eligibility requirements.

3.2. This bylaw change allowed years spent as a practicing member in other jurisdictions to count towards the 25 year requirement for application for Life Membership. This removes barriers for some applicants and allows them to become Life Members.

4. There were no impacts on applicants regarding the Equity and Inclusion Task Team in 2020.

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

1. Holding the AGM virtually involved additional staff time to set up, learn the software and run the meeting. However, all functionality was able to be provided. It enabled the organization to adapt and continue with its AGM business despite the COVID-19 situation.

2. The Provisional Members Scopes of Practice enabled applicants who were already working as Certified Tree Markers, Managed Forest Plan Approvers or Bylaw officers to apply for a scope of practice to continue doing so without causing public confusion.

3. These bylaw changes clarified the processes for applicants and members, reducing confusion and enabling the registration process to become more efficient.

4. Staff were involved in the Equity and Inclusion Task Team and the drafting of the terms of reference. Potential impacts of the task team on the organization will be mainly from 2021 onwards.



**g. Resource for applicants**

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

**1. Provisional Member webinars:**

1.1. A webinar entitled “What is a Competency Assessment” explaining competency assessments for applicants who graduated from programs that are not accredited by the Canadian Forestry Accreditation Board (CFAB), including internationally trained individuals was held in August and is available for members on the OPFA website.

1.2. A webinar entitled “How I Became a Professional Forester” was held in August for all Provisional Members and is available for members on the OPFA website. This webinar featured guest speakers from various educational and experiential backgrounds who have been through the OPFA registration process. The speakers included R.P.F.s and Associate R.P.F.s who are graduates from programs accredited by the Canadian Forestry Accreditation Board (CFAB), graduates from programs not accredited by the CFAB, and internationally trained individuals. They answered questions from the Registration Manager and attendees to share their experiences and advice on becoming a registered professional forester in Ontario.

1.3. A webinar entitled “Creating Opportunities for Yourself” was held in August for all Provisional Members, and the recording is available for all members on the OPFA website. This webinar featured R.P.F.s from various backgrounds, including internationally trained members, as guest speakers to share their advice on how Provisional Members can create opportunities for themselves. The speakers answered questions from the Registration Manager and attendees about available resources and advice on how to respond to challenges applicants may face when beginning their career.

2. A 3-part webinar series entitled “What does it mean to Be a Regulated Professional in Ontario” was held for all members in September as there is a low understanding of what it means to people working in natural resources unlike engineering, finance and health to be a regulated professional This series included:

2.1. “Professional Foresters Across Canada; Similarities, Differences and Lessons learned”. This webinar featured guest speakers Fred Pinto, R.P.F., OPFA Executive Director & Registrar, Carla Rhyant, the Executive Director for the Association of Alberta Forest Management Professionals, and Casey Macauley, R.P.F., the Registrar for the Association of BC Forest Professionals. Topics included what it means to be a professional forester in Canada, how professional forestry is regulated in other provinces, and how the regulatory bodies across Canada, including the OPFA, work together on a national scale.

2.2. “Things You Should Know: Your Legal Obligations as a Regulated Professional in Ontario”. This webinar featured guest speaker Richard Steineke, partner in the legal firm Steinecke, Maciura LeBlanc. It covered the legal aspects of being a



regulated professional in Ontario, suggestions on how members can improve their practice as a professional forester, and the role lawyers play in the OPFA enforcement process.

- 2.3. “Regulating Professions in Ontario; Common Processes, Changes and Challenges”. This webinar featured guest speakers Brian Maloney, Executive Director of the Association of Ontario Land Surveyors, Chantal Bélisle, Deputy Registrar of the Ontario College of Teachers, and Mara Berger, Associate Registrar of the Human Resources Professionals Association. It explains that the OPFA is part of the Ontario Regulators for Access Consortium, and regularly meets and interacts with other regulatory bodies across Ontario to share information, resources, and lessons learned. The webinar provided an insight to members into how Ontario regulators take on the task of regulating a profession.
  3. Application Forms and Instructional Guidance Documents continued to be maintained and updated with improvements.
    - 3.1. Updated forms included: Provisional Membership Application Form, Full Membership Application Form, Associate Membership Application Form, Student Membership Application Form, Associate Membership Proposed Scope of Practice Development Form.
    - 3.2. Updated instructional documents included: The Associate Membership Application Process, Associate Membership Competency Assessment Instructions (provided individually), Associate Membership Competency Witness Information Package (provided individually).
  4. Associate Member Standard Limited Scopes of Practice finalized and made available to members on the OPFA website. They include: Standard Limited Scope 1 (Afforestation), Standard Limited Scope 2 (Woodlot), Standard Limited Scope 3 (Bylaw), and Standard Limited Scope 4 (Urban forestry).
  5. Credential Assessment Process (CAP) Manuals rewritten: These manuals were reviewed and rewritten in 2020 to align them with the new 2017 Certification Standards which are being implemented in April 2021.
  6. Pre-screening tool: The Forest Professional Regulators of Canada (FPRC) of which the OPFA is a member, worked in 2020 to develop a pre-screening tool to allow applicants to easily review the competencies required to become a professional forester. This tool was for implementation in April 2021.
  7. 2021 Virtual Annual Conference and AGM: The Annual Conference Working Group worked together with OPFA staff to adapt the postponed 2020 conference into a virtual conference and AGM for the membership in 2021. Work on this took place in the fall and winter of 2020.
- ii. Describe the impact of the improvements/changes on applicants
1. Provisional Member Webinars:
    - 1.1. “What is a Competency Assessment”: This webinar provided an introduction to the competency assessment processes; both the Credential Assessment Process



and the competency assessments for applicants for Associate Membership with a limited scope of practice. Applicants were able to communicate with the Registration Manager, learn where to find all the documents that are required and gain advice on how to create a good portfolio for assessment.

- 1.2. “How I Became a Professional Forester”: This webinar featured guest speakers from various educational and experiential backgrounds who have been through the OPFA registration process, who were able to share their experiences and advice on becoming a registered professional forester in Ontario. The speakers included R.P.F.s and Associate R.P.F.s who are graduates from programs accredited by the Canadian Forestry Accreditation Board (CFAB), graduates from programs not accredited by the CFAB, and internationally trained individuals. It provided applicants with the opportunity to talk with others who have been through the same processes and learn from their experience, as well as learn about some of the variety of careers that could be available to them.
- 1.3. “Creating Opportunities for Yourself”: This webinar featured R.P.F.s from various backgrounds as guest speakers who shared their advice on how applicants can create opportunities for themselves. This provided applicants with information on available resources that could help them with their learning or career search, networking tips, and advice on how to respond to challenges they may face when beginning their career.
2. “What does it mean to Be a Regulated Professional in Ontario” 3-part webinar series:
  - 2.1. “Professional Foresters Across Canada; Similarities, Differences and Lessons learned”: This webinar provided applicants with the opportunity to learn more about what it means to be a professional forester in Canada, how professional forestry is regulated in other provinces, and how the regulatory bodies across Canada, including the OPFA, work together on a national scale.
  - 2.2. “Things You Should Know: Your Legal Obligations as a Regulated Professional in Ontario”: This webinar educated applicants on the legal aspects of being a regulated professional in Ontario, provided suggestions on how to document their work when they become a professional forester, and aimed to improve understanding of the role lawyers play in the OPFA enforcement process.
  - 2.3. “Regulating Professions in Ontario; Common Processes, Changes and Challenges”: This webinar provided applicants with a better understanding on what it means to be a regulated professional. This helps prepare them so that they will be able to meet the requirements and understand the processes.
3. The continued updating of application forms and instructional guidance documents means that applicants have more user-friendly and efficient experience when going through the registration process.
4. Associate Member Standard Limited Scopes of Practice provide a template for applicants for Associate Membership with a limited scope to use when drafting their scope of practice and identifying the competencies required to provide the services included in the scope of practice. Some applicants were able to apply using the



Standard Limited Scopes as is, and some modified them or combined them to suit their own individual needs. Applicants benefited from having examples to guide them through this stage of the registration process.

5. Credential Assessment Process (CAP) Manuals rewritten: Updating these manuals ensure that applicants are given up to date and useful instructions for going through the CAP. This makes the process, and the changeover to the new system, less challenging and time consuming.
6. Pre-screening tool: When implemented (in April 2021) the pre-screening tool will allow applicants to easily estimate which of the competencies required to become a professional forester they can demonstrate and decide on which registration pathway is suitable for them.
7. 2021 Virtual Annual Conference and AGM: The virtual conference planning was taken on in 2020 to be able to provide continuing education and networking opportunities for members, applicants and interested members of the public in 2021, despite the challenges.

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

1. Provisional Member Webinars: This series of webinars allowed OPFA staff to connect with Provisional Members and use the experience of both staff and other professional foresters to improve understanding of the registration process and beginning a career in professional forestry. This benefits our organization as it helps applicants get through the registration process more efficiently, find positions to help them gain the experience required, and move into the workplace.
2. "What does it mean to Be a Regulated Professional in Ontario" 3-part webinar series: This webinar series offered a way to improve the understanding of the membership in regard to what it means to be part of a regulated profession. The aim was to improve understanding in order to reduce challenges such as late fee payment and ensure that members are conducting themselves in a professional manner and are adequately prepared should there be any enforcement issues.
3. The continued updating of the Application Forms and Instructional Guidance Documents allows for small improvements to be made to improve the effectiveness of these procedures.
4. Having the Associate Member Standard Limited Scopes of Practice available as templates for applicants for Associate Membership helps standardize the format and wording of the scopes of practice; this reduces inconsistencies and makes it easier for the Registration Committee to review them and makes the scopes of practice clearer for the public to understand. The Standard Limited Scopes of Practice improved the efficiency of the registration process by reducing staff time going back and forth with applicants about how to draft a scope of practice and the level of detail required.
5. Credential Assessment Process (CAP) Manuals rewritten: The updating of these manuals took considerable staff time, however it will be of benefit to the organization once the new CAP system is implemented in April 2021. This will enable applicants to



get through the process with clearer instructions, and will result in reduced staff time answering inquiries or explaining the process. It should result in improved CAP applications and a more efficient registration process for those who undergo the CAP.

6. Pre-screening tool: When implemented (in April 2021) the pre-screening tool will provide a user-friendly method of evaluating an applicant's strengths and weaknesses, and help staff direct them through the registration process in the most effective manner.
7. 2021 Virtual Annual Conference and AGM: The virtual conference planning took significant staff and volunteer time in 2020 and into 2021. The benefits will occur in 2021.

**h. Review or appeal processes**

- i) Describe any improvements/changes implemented in the last year
- ii) Describe the impact of the improvements/changes on applicants
- iii) Describe the impact of the improvements/changes on your organization

**i. Access to applicants' records**

- i) Describe any improvement/changes implemented in the last year
- ii) Describe the impact of the improvements/changes on applicants
- iii) Describe the impact of the improvements/changes on your organization

**j. Training and resources for registration staff, Council, and committee members**

- i) Describe any improvements/changes implemented in the last year
1. Governance, Complaints & Discipline Training: A 4-part webinar training series delivered by Steineke, Maciura LeBlanc Barristers and Solicitors, which included a workshop, was held for Council, Complaints & Discipline Committee Members and staff. However, these sessions were recorded and made available to all members and committee members for viewing also.
2. Strategic Planning: Strategic planning sessions were held for Council and staff facilitated by a professional, to revise the strategic plan. This began in 2020 and has continued into 2021. Collaborative sessions have been held virtually.
3. Registration Manager Conflict Management Specialization training: The Registration Manager has been working on completing a 4 course training series which covers effective communication, active listening, and how to deal with potential causes of conflict such as intercultural conflict, interpersonal conflict and others. This training is continuing into 2021.
4. Assessor Training: Training courses were begun to be developed in 2020 by the Forest Professional Regulators of Canada (FPRC), of which the OPFA is a member. These training courses are aimed for the assessors for the Credential Assessment Process, to ensure that the method of assessment is standardized, effective and fair for applicants.



The training is being recorded and will also be used to train the OPFA Registration Manager and OPFA Registration Committee members. This training is still in development and is scheduled to be delivered in May 2021.

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

1. Governance, Complaints & Discipline Training: This training was made available to all members, so applicants are able to gain a better understanding of the OPFA enforcement process if they choose to. It also ensured that Council and the Complaints & Discipline Committees are up to date on their information and understand the processes; which enables them to best serve the membership.
2. Strategic Planning: The revision of the strategic plan will impact applicants when it begins to be implemented in 2021. The membership have continued to be updated that the strategic planning is taking place; which ensures that applicants know the OPFA is committed to long term planning and improvements.
3. Registration Manager Conflict Management Specialization training: This training is useful in enabling staff to use active listening skills and effective communication methods when interacting with applicants. It also helps improve intercultural awareness to avoid potential conflict that could arise from cultural differences.
4. Assessor Training: Ensuring that all individuals involved in the assessment of applicant's credentials are well trained benefits the applicants themselves. It will improve the standardization, efficiency and fairness of this process.

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

1. Governance, Complaints & Discipline Training: This training has improved the understanding of Council, the Complaints & Discipline Committees and staff of how the enforcement process functions. As there are both new members of Council and both the Complaints & Discipline Committees, it has served to ensure that they can function effectively.
2. Strategic Planning: This collaborative exercise has been excellent in bringing together Council and staff to work together and discover shared values and goals. Hiring a professional facilitator has enabled the process to become a learning experience for all, with a robust and professional output. It has strengthened Council and ensured that everyone is on the same page and working towards the same goals of improving the organization.
3. Registration Manager Conflict Management Specialization training: This helps improve effective communication with other staff, applicants, Council and committee members. It improves problem solving skills and increases the ability of the organization to run smoothly.
4. Assessor Training: Ensuring that all individuals involved in the assessment of applicant's credentials are well trained benefits the OPFA as it will improve the standardization, efficiency and fairness of the registration process for those who have not graduated from a Canadian Forestry Accreditation Board accredited program.



**k. Mutual recognition agreements**

- i) Describe any improvements/changes implemented in the last year
- ii) Describe the impact of the improvements/changes on applicants
- iii) Describe the impact of the improvements/changes on your organization

**l. Describing any improvements/changes implemented in the last year**

- i) Describe any improvements/changes implemented in the last year
  1. Email notifications were sent out and a webinar held in the fall/winter of 2020 to inform Provisional Members of the upcoming implementation of the 2017 Certification Standards and the new online CAP database system. The information and webinar describing how the changes would affect applicants was made available on the OPFA website for both members and applicants who had not yet become members.
  2. The OPFA newsroom section was updated to inform both members and the public of the most important changes and announcements.
  3. The Changes To Registration Processes available on the OPFA website continues to be updated.
- ii) Describe the impact of the improvements/changes on applicants
  1. Applicants were notified and given time to prepare for the changes to the Certification Standards and the CAP process and submit for assessment under the current system if they prefer.
  2. Applicants were able to review the OPFA website newsroom section continued to get information about the most important changes, announcements and events.
  3. Applicants can check the Changes To Registration Processes document available on the OPFA website for a list of recent important changes.
- iii) Describe the impact of the improvements/changes on your organization
  1. Informing all Provisional Members by email and following up with a webinar to provide further details and answer questions enabled us to facilitate the upcoming changes to the Certification Standards and the CAP process and prepare our applicants. There have been few concerns or questions after the webinar was provided.
  2. Staff were able to provide up-to-date information on important changes, announcements or events on the website.
  3. This document keeps a record of important changes to the registration process and allows a way of summarizing them for applicants.
- m. Describe any registration-related improvements/changes to your enabling legislation and/or regulations in the last year
  1. The OPFA began a review of the Professional Foresters Act, 2000 and its Regulation, O.Reg. 145/01 in collaboration with the Ministry of Natural Resources and Forestry in



2020. The OPFA reached out to its members, stakeholders, other environmental groups, professions and occupations, and indigenous organizations for feedback and collected the response for inclusion in the review. The OPFA intends to make recommendations to the Ontario Government regarding proposed changes to the Act in 2021.

Provide any additional information:

### Quantitative Information

The following quantitative information is collected for the purpose of observing statistical changes and trends related to application, licensure, appeals and staffing year over year.

#### a. Languages

Indicate the languages in which application materials and information about the application process are available.

Language	Yes/No
English	Yes
French	No

Other (please specify):

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 applications

Indicate the number of applicants in each category as applicable

Gender	Number of applicants
Male	21
Female	16
None of the above	0

Additional comments: The above summary is for new applicants (provisional and full) received in 2020



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
Male	566
Female	138
None of the above	3

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

For the following sections d,e & f, the OFC recognizes that the term initial education infers that applicants may receive their education in multiple jurisdictions.

For the purpose of these questions, include only the jurisdiction in which an entry-level degree, diploma or other certification required to practice the profession or trade was obtained.

d. Jurisdiction where applicants obtained their initial education

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

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
27	7	0	3 India-1 Sudan-1 Ghana-1	0	37

Additional comments: Only include new applicants in 2020

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 in the profession or trade.

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
26	1	0	2	0	29

Additional comments: Became practicing members-Full and Associate Members

f. Jurisdiction where members were initially trained

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

Ontario	Other Canadian Provinces	USA	Other International (list countries and # of applicants)	Unknown	Total
534	143	3	23 Uzbekistan-1 Croatia-1 Poland-1 Albania-1 China-2 Serbia-1 United Kingdom-4 Ethiopia-1 Ghana-2 Taiwan-1 Pakistan-1 Nepal-3	4	707



			Romania-1 Germany 1 Iran-1 Slovakia-1		
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g. Application processed

Indicate the number of applications your organization processed in the reporting year. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
New applications received	27	7	0	3	0	37
Applicant actively pursuing licensing. Those who had some contact with your organization in the reporting year	87	11	0	6	0	104
Inactive applicants. Those who had no contact with your organization in the reporting year.	54	4	0	16	0	74
Applicants who met all requirements and were authorized to become members <u>but did not</u> become members	0	0	0	0	0	0
Applicants who became <u>fully</u> registered members	23	2	0	1	0	26



Applicants who were authorized to receive an alternative licence 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	3

- 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/licence

Provide a description of the classes of certificate/license offered by your organization. You should have at least one class listed.

#	Certification	Description
1	Full (R.P.F.)	Able to practise any aspect of professional forestry in which they are competent
2	Associate (Associate R.P.F.)	Able to practise professional forestry within a specified individual scope of practice.
3	Non-Resident (R.P.F.)	Not entitled to practice in Ontario unless they are granted a Temporary Membership
	Temporary (Temporary R.P.F.)	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. Enter the data by jurisdiction where applicants were initially trained in the profession, i.e. before they were granted use of the protected title or professional designation in Ontario.

January 1, 2020 to December 31, 2020	Ontario	Other Canadian Provinces	USA	Other International	Unknown	Total
Applicants that were subject to an internal review or that were referred to a statutory committee of your governing council, such as Registration Committee	0	0	0	0	0	0
Applicants who initiated an appeal of a registration decision	0	0	0	0	0	0
Appeals hear	0	0	0	0	0	0
Registration decisions changed following an appeal	0	0	0	0	0	0

Additional comments:

### j. Paid Staff

Provide the number of paid staff employed by your organization in the categories shown, as of December 31, 2020.

You may use decimals if you need to count half units. For example, on full-time employee plus one part-time employee will be equivalent to 1.5 employees.

Category	Number of staff
Total number of staff employed by the regulatory body	4
Number of staff involved in the appeals process	1



Number of staff involved in the registration process	3
------------------------------------------------------	---

Additional comments:

Submission

A handwritten signature in black ink, appearing to read 'F.P.' followed by a stylized flourish.

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

**Fred Pinto, R.P.F.**

**Title: Executive Director and Registrar**

**Date: April 22, 2021**

