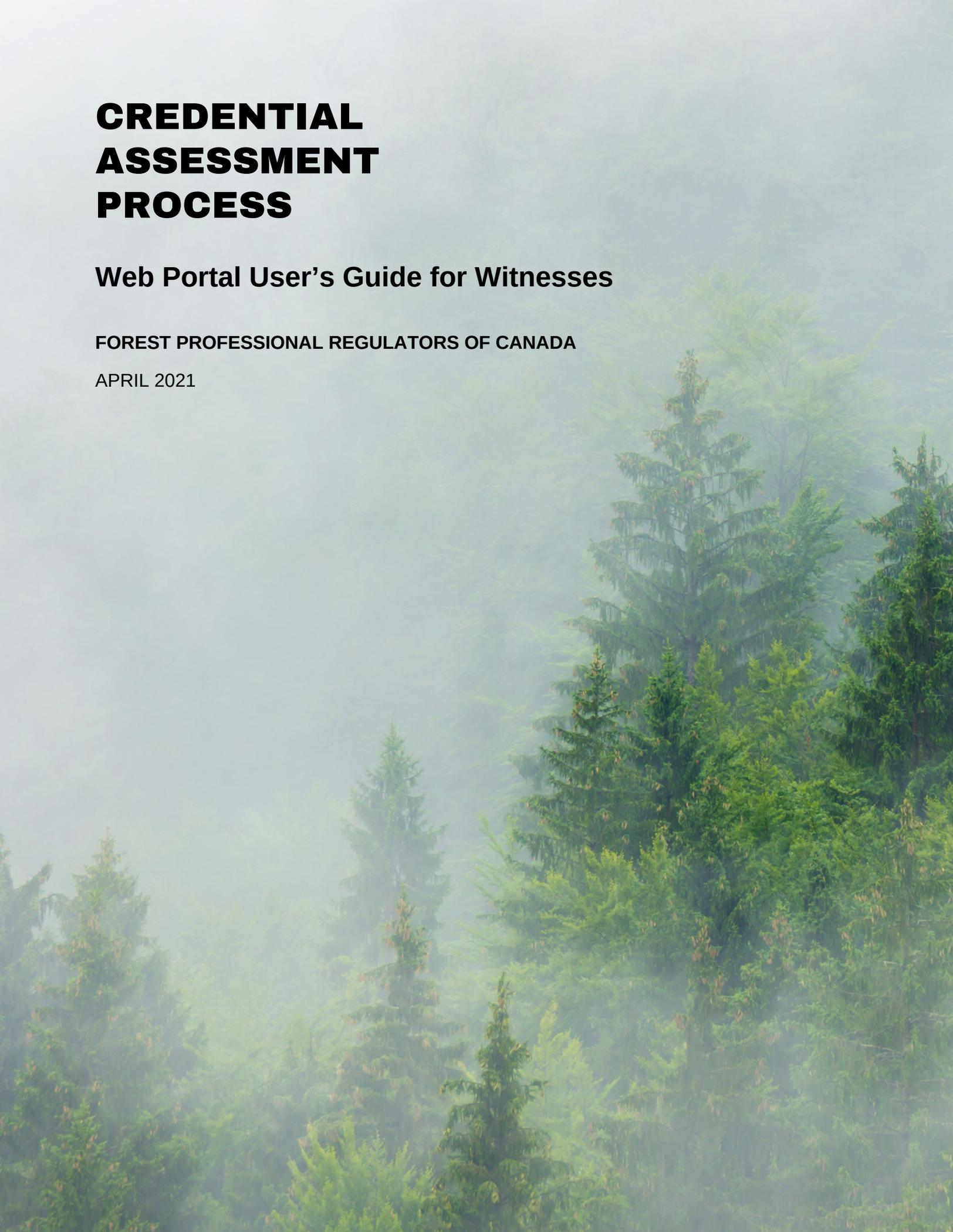


CREDENTIAL ASSESSMENT PROCESS

Web Portal User's Guide for Witnesses

FOREST PROFESSIONAL REGULATORS OF CANADA

APRIL 2021



PURPOSE

The purpose of the Credential Assessment Process (CAP) is to assess if prospective applicants wishing to enter the profession meet the required competency standards. Suitable applicants for the CAP are graduates of Canadian or international post-secondary programs that are not accredited by the Canadian Forestry Accreditation Board (CFAB). CAP assessments are used by regulatory bodies to support competency requirement of applicants for licensure.

This users guide provides specific direction for witnesses who will attest to applicant competencies in the CAP web-based portal. The FPRC web portal is a comprehensive platform that allows:

- Applicants to upload evidence of academic and experiential learning to demonstrate conformance with national standards;
- Witnesses to endorse an applicant's competency;
- Assessors to review and assess an applicant against national standards; and,
- Provincial Registrars to manage all applications.

Witnesses are required to attest to an applicant's competency. This guide and associated information on the FPRC credential assessment website (<https://www.fprc-orfpc.ca/credential-assessments/>), together with on-going communications with the provincial regulatory body in the province applicants are seeking registration, are key to developing the application package.

GUIDANCE FOR COMPLETING THE DATABASE

Below are some important points to consider while completing your Witness Database:

- 1) Your first responsibility is to read the Demonstrable Competencies (DCs), the Competency Elements (CEs) and **Bloom's Taxonomy** from the Certification Standards in order to comprehend the level of competence that is required for each DC and CE.
- 2) You must be competent in the areas of forestry practice that you will be witnessing for an applicant. In addition, you can only endorse the areas of practice for which you have direct knowledge of the applicant's competency.
- 3) Your CV or resume must provide evidence that you are personally competent in the areas of forestry practice that you are endorsing on behalf of a CAP applicant.
- 4) Witnesses should not be in real or perceived conflict of interest (e.g. be spouses or family members of the candidate). Your witness attestation is an evidence-based assessment of the applicant's actual competence in aspects of the DCs and CEs in which you have personal knowledge. You should only attest to those capabilities for which you have seen the applicant perform, or for which you have critically reviewed a report prepared by the applicant.
- 5) Ask yourself, "would I accept a report on this (DC or CE) with little question", or, "would I send the Applicant out to do this (DC or CE) with little or no further direction". If yes, check or mark the appropriate fields, if no, leave the box empty (this will be recorded on the form shown below on page 5 of this guide).
- 6) If you are unsure of the applicant's competency in an area, or if it does not meet the performance level described by the associated **Blooms verb** (p.2), do not check the applicant as being competent.
- 7) You should note any areas of weakness that you have witnessed with regard to the applicant's competencies as part of your supporting statements in the comments section. Noting areas of weakness does not mean that the applicant is a poor performer, but that he/she requires some additional training/work experiences in order to become "competent" in the specific DC or CE.

8) You must supplement your endorsement with written statements (testimonials) describing how you have seen the applicant perform a specific DC or CE. For example:

“Standard 4 CE 4.1.1 (Tree and other plant identification (regional context), including keys) - I have worked in the field with Applicant X doing plant assessments and soil analyses. She is able to meet the CE for plant identification and tree species identification”, or

“Applicant X has done the field work and has written and prepared a report on forest management options for the District. I have reviewed this in my capacity as her supervisor and I am confident that she meets the criteria of Standard 8 CE 8A.2.3 (Forest values (ecological, social, and economic))”.

9) Witness endorsements are of great value for the CAP national assessors as they help confirm whether a competency has been adequately satisfied. This type of approach makes it very clear on "how" the competency was assessed, and "which" specific DCs and CE's are being addressed. It also makes it clear to the assessors that the Witnesses understand their role.

Ideal witnesses are registered professional foresters/ingénieurs forestiers or the equivalent forest professionals in other countries who are competent in the areas of practice they are attesting to. Professionals from allied professions may also be appropriate witnesses - for example, a competent registered civil engineer could be a good witness for forestry road and bridge design.

To help prepare ahead of your actual self-assessment, below is a table that can be used to identify the elements that your competency witness(es) will be willing to endorse and provide corresponding testimonials. This table is not required to be submitted or uploaded into the portal as part of your CAP portfolio.

In the table below, the witness will mark each competency element they are personally able to attest to the applicant's competency (only one of the Standards from 8A-E is required).

To download this table, click [here](#).

To view a summary of the standards/competency element descriptions, click [here](#).

APPLICANT NAME: _____ WITNESS NAME: _____

| COMPETENCY ELEMENT | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|--------------------|---|---|---|---|---|---|---|---|---|
| STANDARD 2 | | | | | | | | | |
| 2.1 | | | | | | | | | |
| 2.2 | | | | | | | | | |
| 2.3 | | | | | | | | | |
| STANDARD 3 | | | | | | | | | |
| 3.1 | | | | | | | | | |
| 3.2 | | | | | | | | | |
| STANDARD 4 | | | | | | | | | |
| 4.1 | | | | | | | | | |
| 4.2 | | | | | | | | | |
| 4.3 | | | | | | | | | |
| STANDARD 5 | | | | | | | | | |
| 5.1 | | | | | | | | | |
| 5.2 | | | | | | | | | |
| 5.3 | | | | | | | | | |
| STANDARD 6 | | | | | | | | | |
| 6.1 | | | | | | | | | |
| 6.2 | | | | | | | | | |
| 6.3 | | | | | | | | | |
| STANDARD 7 | | | | | | | | | |
| 7.1 | | | | | | | | | |
| 7.2 | | | | | | | | | |
| 7.3 | | | | | | | | | |
| STANDARD 8A | | | | | | | | | |
| 8A.1 | | | | | | | | | |
| 8A.2 | | | | | | | | | |
| 8A.3 | | | | | | | | | |
| STANDARD 8B | | | | | | | | | |
| 8B.1 | | | | | | | | | |
| 8B.2 | | | | | | | | | |
| 8B.3 | | | | | | | | | |
| STANDARD 8C | | | | | | | | | |
| 8C.1 | | | | | | | | | |
| 8C.2 | | | | | | | | | |
| 8C.3 | | | | | | | | | |
| STANDARD 8D | | | | | | | | | |
| 8D.1 | | | | | | | | | |
| 8D.2 | | | | | | | | | |
| 8D.3 | | | | | | | | | |
| 8D.4 | | | | | | | | | |
| STANDARD 8E | | | | | | | | | |
| 8E.1 | | | | | | | | | |
| 8E.2 | | | | | | | | | |
| 8E.3 | | | | | | | | | |
| 8E.4 | | | | | | | | | |

THE WEB PORTAL FOR WITNESSES

The CAP web portal is the platform used to support your witness endorsement. Your entire endorsement must be submitted in digital format.

If for any reason your access to the web portal is disabled, please notify the applicant.

All documents must be uploaded in PDF format.

Introduction: To start the Witness Credential Assessment Process, the first step is to log on to the FPRC link that you received via email.

Once you are logged on, click on 'Upload CV'.

Upload CV: Adding a Curriculum Vitae.



The screenshot displays the web portal interface for the Forest Professional Regulators of Canada. At the top, there is a red maple leaf logo and the text "FOREST PROFESSIONAL REGULATORS OF CANADA" and "Credential Assessment for Internationally-trained Applicants and Graduates of Non-accredited Programs". Below this, a navigation bar shows "You are logged as: First Witness" and a "Log Out" button. The main content area has two tabs: "Upload CV" (selected) and "Provide competency endorsement for Acer Macrophyllum". A green instruction box reads: "Please use the section below to upload your curriculum vitae and then proceed to competency endorsement. Make sure you save your entries prior to moving to the next competency element or assessment tree view panels". Underneath, the heading "Upload your curriculum vitae" is followed by a list of requirements: "Allowed file types: pdf" and "Allowed upload size: 10 MB". There is a file selection input field with a "Select" button and an "Upload selected file" button. A confirmation message at the bottom states: "You successfully uploaded: CV_FirstWitness".

Click on 'Select' to add your curriculum vitae. Click on 'Upload selected file'. If you wish to replace the file with a different document, simply re-upload with the new file and it will automatically replace the former file.

Click on 'Save' to make sure your information is uploaded to the web portal.

Click on the 'Provide competency endorsement for...' tab beside the Upload CV tab to begin the next step.

Provide Endorsement: Adding a witness endorsement for the applicant.

FOREST PROFESSIONAL REGULATORS OF CANADA
Credential Assessment for Internationally-trained Applicants and Graduates of Non-accredited Programs

You are logged as: **First Witness** Log Out

[Upload CV](#) [Provide competency endorsement for Acer Macrophyllum](#)

Submit Endorsment

Click on the arrows in front of each standard to expand or collapse the competency statements. Subsequently click on the arrow in front of the each competency statement to expand or collapse the associated competency elements. By clicking on a specific element the assessment window is opening and you are asked to fill and save the required information. Switching back to self-assessment tree view will highlight any reviewed competency element.

- ▶ **STANDARD 4: Trees and Stands**
- ▶ **STANDARD 8A: Forest Management (FORM)**

Competency endorsements are required for the applicant for a variety of standard elements.

Click on the arrows in front of each standard element to expand or collapse your statements. By clicking on a specific element, you will open an assessment window where you will be asked to fill out and save the required information.

Witness Testimonial: Provide a testimonial based on competency evidence.

FOREST PROFESSIONAL REGULATORS OF CANADA
Credential Assessment for Internationally-trained Applicants and Graduates of Non-accredited Programs

You are logged as: **First Witness** Log Out

[Upload CV](#) [Provide competency endorsement for Acer Macrophyllum](#)

Submit Endorsment

Please fill in your testimonial based on provided competency evidences. Make sure you save your entries prior to moving to the next competency element or assessment tree view panels

STANDARD 4: Trees and Stands

4.1. Identify trees and other plants and their growth characteristics

4.1.2. Plant anatomy, morphology and physiology

Guidance Points:

- The applicant can describe anatomy of plants
- The applicant can describe morphology of plants
- The applicant can describe physiology of plants

Assessment

Witness Testimonial

Evidence

In this tab of the endorsement process, you are providing a written testimonial for the applicant for standard elements. Your Witness testimonial is entered in the **Assessment** section.

For each competency element you will see a set of Guidance Points that provide further information on the relevant skills required to meet each competency element.

Click 'Save' for your entries prior to moving on to the next competency element.

Saved Vs. Unsaved: Ensuring endorsement information is saved.

FOREST PROFESSIONAL REGULATORS OF CANADA
Credential Assessment for Internationally-trained Applicants and Graduates of Non-accredited Programs

You are logged as: First Witness Log Out

Upload CV Provide competency endorsement for Acer Macrophyllum

Submit Endorsment

Click on the arrows in front of each standard to expand or collapse the competency statements. Subsequently click on the arrow in front of the each competency statement to expand or collapse the associated competency elements. By clicking on a specific element the assessment window is opening and you are asked to fill and save the required information. Switching back to self-assessment tree view will highlight any reviewed competency element.

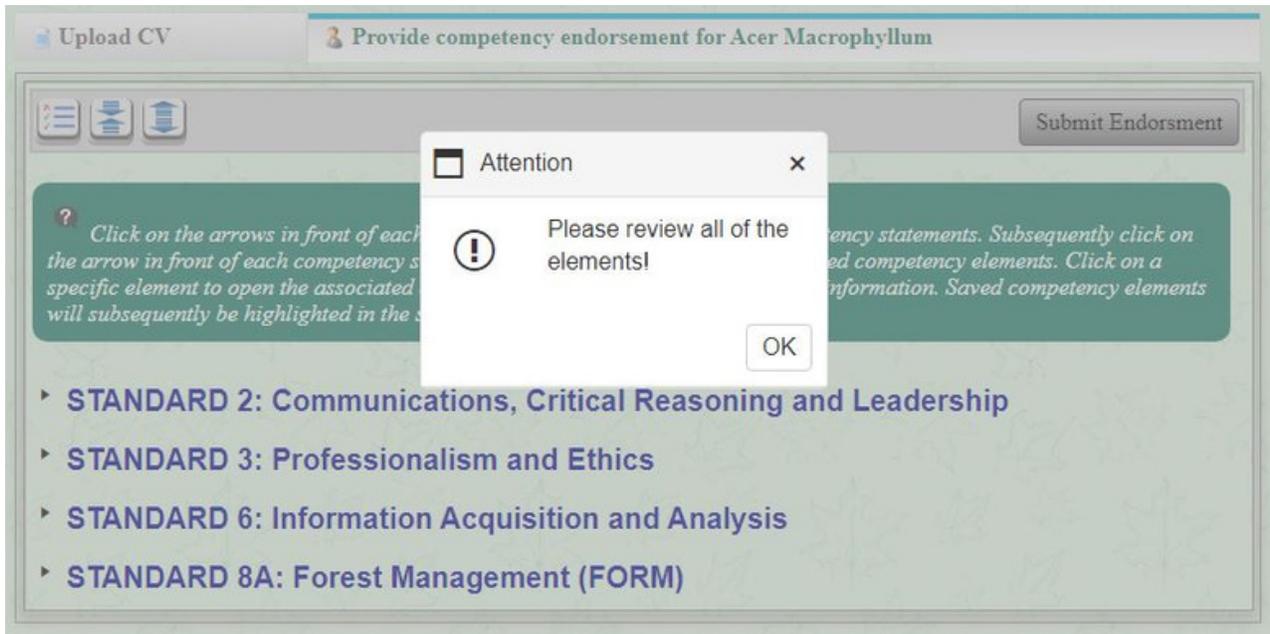
- ▼ **STANDARD 4: Trees and Stands**
 - ▼ **4.1. Identify trees and other plants and their growth characteristics**
 - 4.1.2. Plant anatomy, morphology and physiology
 - ▼ **4.3. Explain past, current and possible future stand conditions and the processes that lead to them**
 - 4.3.1. Stand origin and structure (species composition, size distributions, age and spatial arrangements)
- ▼ **STANDARD 8A: Forest Management (FORM)**
 - ▼ **8A.1. Discuss the forest management process, and its requirements and levels**
 - 8A.1.4. Concepts and applications of sustainability
 - ▶ **8A.2. Design stand and forest-level plans**

Click on the arrow in front of each standard element to expand or collapse the competency statements. The elements that have been completed and saved will be highlighted in green font, and those that are incomplete are displayed in black font. Please ensure all applicable sections are filled out and saved.

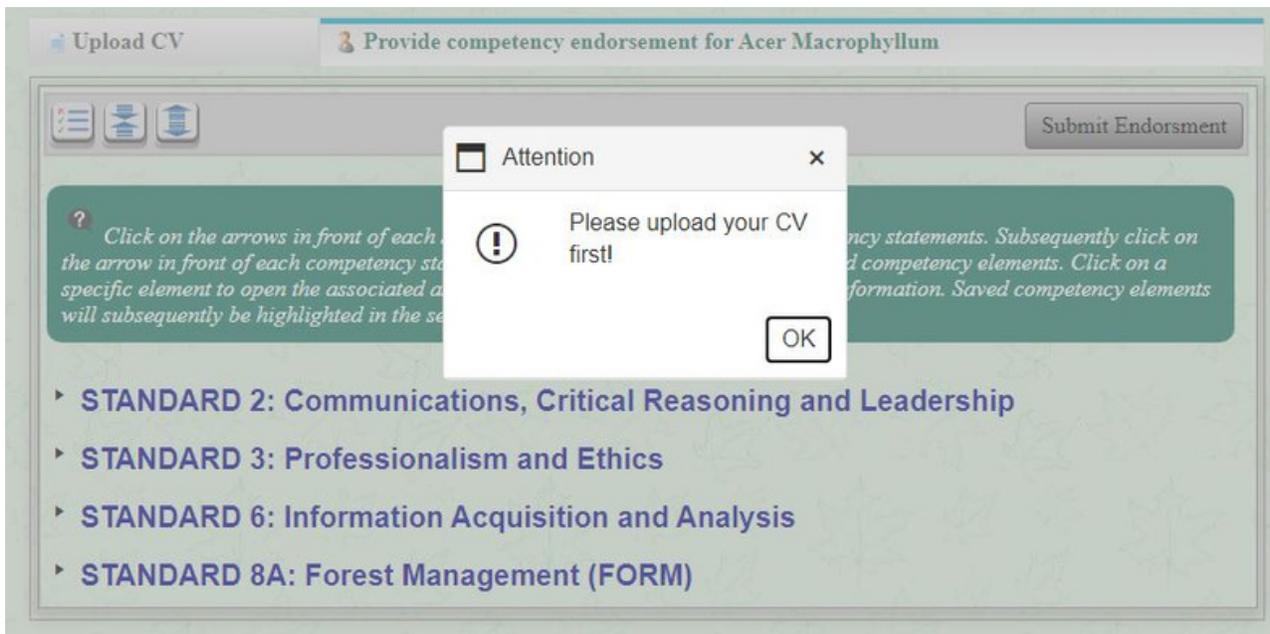
Please click 'Save' before exiting the web portal or moving on to other elements. Witnesses can save work on in-progress endorsements and return to complete and submit them at a later date.

Please click 'Submit Endorsement' when you have completed your endorsement information. You will then be directed to the Witness Declaration Form page.

If your endorsement is incomplete, you may receive the following messages:



Please review each element and ensure that the required information is completed and saved. The elements that are missing information will appear from the dropdown menu in black font.



Please ensure your CV is uploaded in PDF format. You will not be able to proceed to the final step of the endorsement process until this step is completed. Once uploaded, you will continue on to the Witness Declaration Form.

Witness Declaration Form: Self assessment details and certification.

The screenshot shows a web browser window titled "Witness Feedback Declaration Form". The form is titled "Witness Feedback Declaration Form" and is divided into two main sections: "Part A: Core Competency Self Assessment Detail" and "Part B: Certification of the declaration form".

Part A: Core Competency Self Assessment Detail

1. I have known the applicant for a period of: years and months
I have known or been associated with the applicant as his/her:
 Supervisor Colleague Other (explain):

2. Based on my personal competence and my direct observation of the applicant, I confirm that the applicant meets the Competency Elements to which I have attested.
 Yes No With reservations N/A

3. If you answered "No" or "With reservations" above, identify the deficiencies and provide a brief but candid explanation below.

Part B: Certification of the declaration form

I certify that I am competent in the areas I signed off as a witness. I also recognize that a person commits an offence if he/she applies for membership using false or fraudulent representation and that a person commits an offence who knowingly assists another person to apply using false or fraudulent representation. I therefore certify that the information provided in this form is true to the best of my knowledge and belief.

My resume or CV has been uploaded

Buttons:

Please fill out Parts A and B of the declaration form.

Click on 'Submit Declaration' when you have completed the section.

Once you click on 'Submit Declaration' you will be locked out of the web portal, and you will receive an email confirming the submission of your endorsement. If for any reason you need further access to the web portal after your access has been disabled, please notify the applicant who can then follow up with the Registrar.