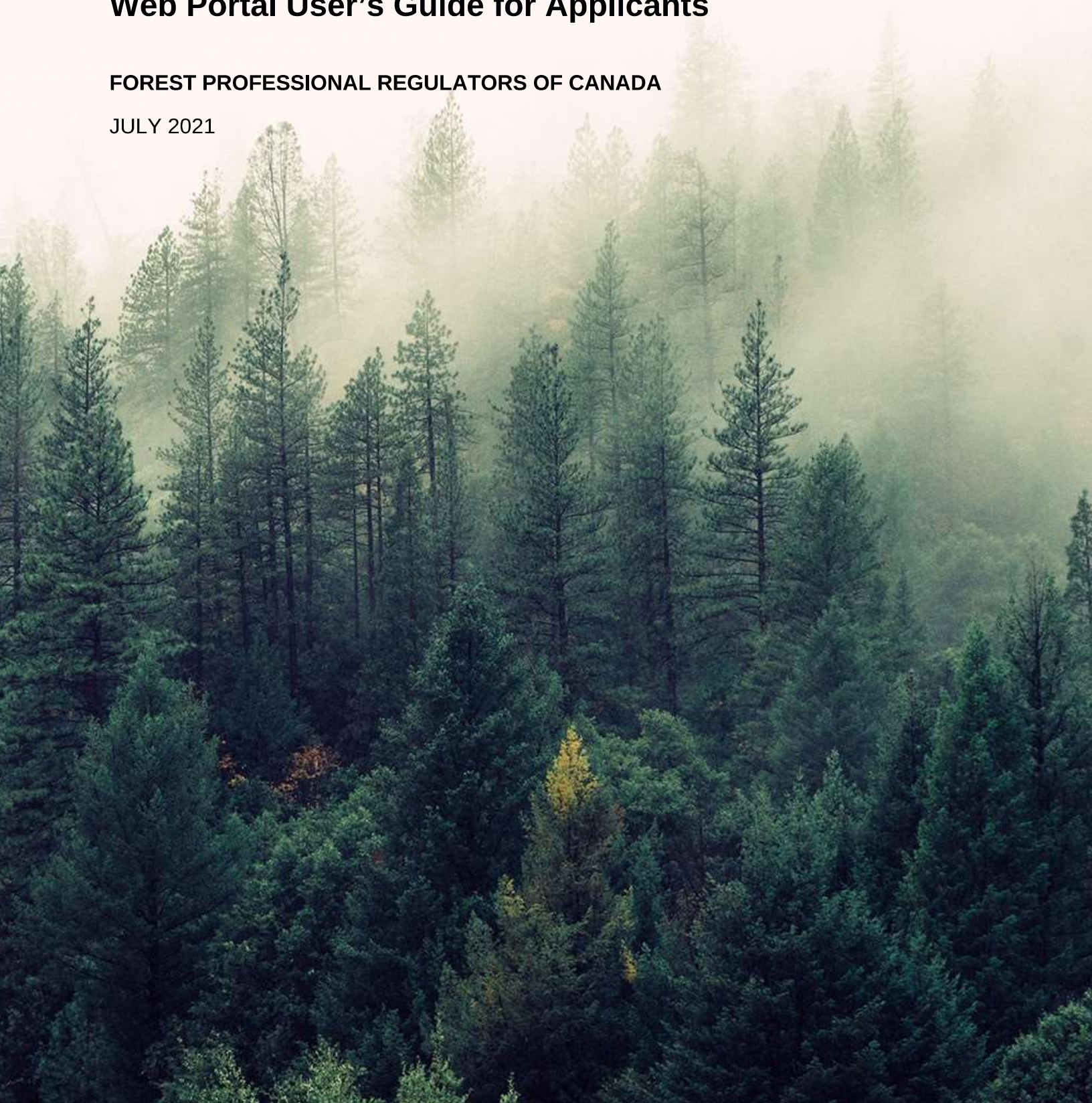


# **CREDENTIAL ASSESSMENT PROCESS**

## **Web Portal User's Guide for Applicants**

**FOREST PROFESSIONAL REGULATORS OF CANADA**

JULY 2021



# TABLE OF CONTENTS

<b>Purpose .....</b>	<b>3</b>
<b>Guidance for Completing the Database .....</b>	<b>4</b>
<b>The Web Portal for Applicants .....</b>	<b>6</b>
Introduction & Log In .....	6
Personal Info .....	7
Education Background: Academic institutions .....	8
Education Background: Adding a school .....	9
Education Background: Adding courses .....	10
Documents .....	11
Uploading Documents as Evidence .....	12
Self-Assessment: Area of practice .....	13
Self-Assessment: Controls .....	13
Self-Assessment: Adding witnesses .....	14
Self-Assessment: Initiating the process .....	15
Self-Assessment: Assessment structure .....	16
Self-Assessment: Providing evidence .....	17

# PURPOSE

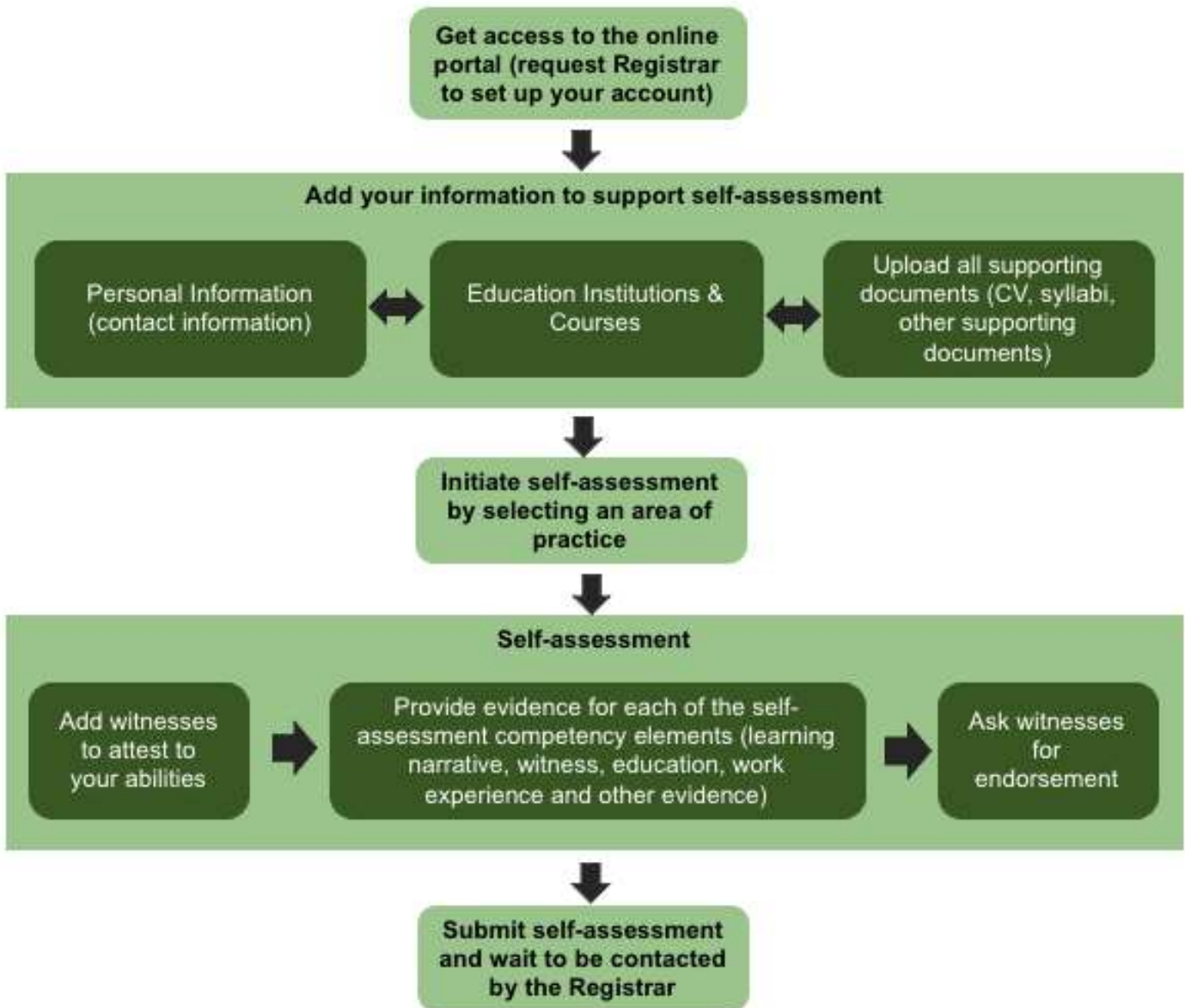
The purpose of Credential Assessment Process (CAP) is to assess if prospective applicants wishing to enter the profession meet the required competency standards. Suitable applicants for the CAP are graduates of Canadian or international post-secondary programs that are not accredited by the Forest Professional Regulators of Canada's (FPRC's) 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 applicants who will use the CAP web-based portal to submit self-assessments. The FPRC's CAP 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 attest to an applicant's competency;
- Assessors to review and assess an applicant against national standards; and,
- Provincial regulatory bodies to manage all applications.

# GUIDANCE FOR COMPLETING THE DATABASE

The flowchart below outlines the process and steps required for completing your self-assessment.



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
<b>STANDARD 2</b>									
2.1									
2.2									
2.3									
<b>STANDARD 3</b>									
3.1									
3.2									
<b>STANDARD 4</b>									
4.1									
4.2									
4.3									
<b>STANDARD 5</b>									
5.1									
5.2									
5.3									
<b>STANDARD 6</b>									
6.1									
6.2									
6.3									
<b>STANDARD 7</b>									
7.1									
7.2									
7.3									
<b>STANDARD 8A</b>									
8A.1									
8A.2									
8A.3									
<b>STANDARD 8B</b>									
8B.1									
8B.2									
8B.3									
<b>STANDARD 8C</b>									
8C.1									
8C.2									
8C.3									
<b>STANDARD 8D</b>									
8D.1									
8D.2									
8D.3									
8D.4									
<b>STANDARD 8E</b>									
8E.1									
8E.2									
8E.3									
8E.4									

# THE WEB PORTAL FOR APPLICANTS

Applicants should ensure their applications are well prepared, concise and contain all of the relevant information. This guide and associated information on the FPRC credential assessment website, together with on-going communications with the provincial regulatory body in the province where applicants are seeking registration, are key to developing the application package.

**All documents must be uploaded in PDF format.**

**Introduction:** To start the Credential Assessment Process, applicants must contact the regulatory body to set up an account. You can then access the web portal via the email you receive with your log in credentials, or by visiting the website below:

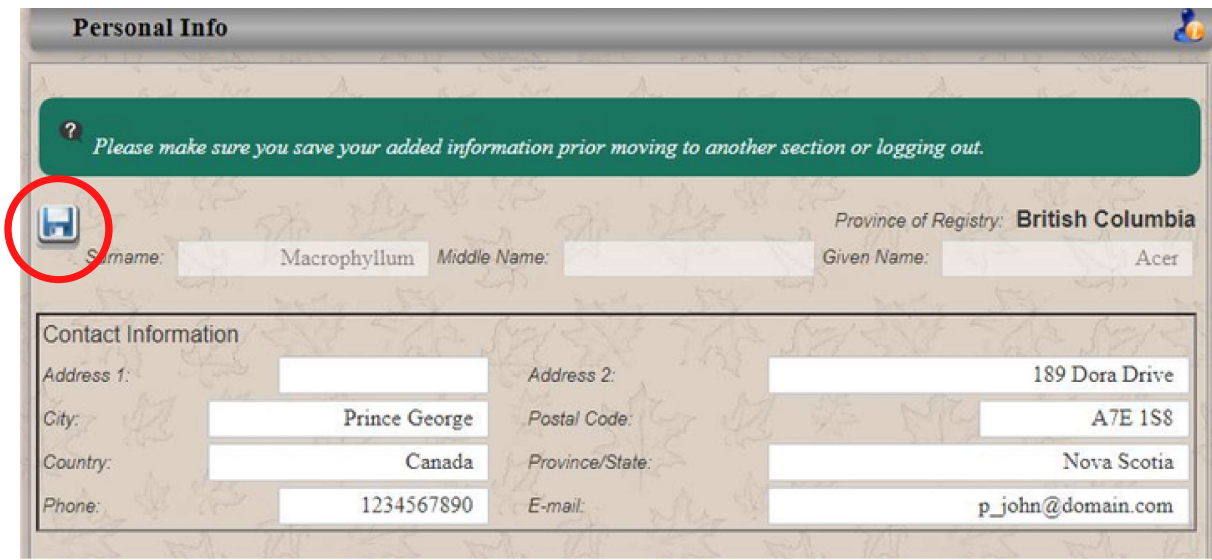
<https://www.fprc-orfpc.ca/credential-assessments>



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

The first step is to create a profile by logging on. Once you are logged on, click on 'Personal Info' to create your profile.

**Personal Info:** Create your profile by clicking on the personal info tab.



The screenshot shows a web form titled "Personal Info". At the top, there is a green banner with a question mark icon and the text: "Please make sure you save your added information prior moving to another section or logging out." Below this banner, on the left side, there is a blue floppy disk icon representing a save function, which is circled in red. To the right of the save icon, there are input fields for "Surname" (containing "Macrophyllum"), "Middle Name", and "Given Name" (containing "Acer"). To the right of these fields, it says "Province of Registry: British Columbia". Below the name fields is a section titled "Contact Information" with several input fields: "Address 1", "Address 2" (containing "189 Dora Drive"), "City" (containing "Prince George"), "Postal Code" (containing "A7E 1S8"), "Country" (containing "Canada"), "Province/State" (containing "Nova Scotia"), "Phone" (containing "1234567890"), and "E-mail" (containing "p\_john@domain.com").

Provide complete, up to date contact information. Your personal information is confidential and will not be shared with anyone outside of the credential assessment process.

Please make sure to save your information after completing each screen by clicking on the computer disc icon in the top left corner.

**Education Background:** Listing your academic institutions under 'Education Background'.

**Education Background**

*Please add your education starting with most recent one and than all associated courses. Once you start the self-assessment make sure you do not delete/rename any of the added courses. This will lead to missing or wrong reference in the assessment.*

+ Add school Refresh

		School Name	School Type	Graduation Year	Delete
▶	<a href="#">Edit/Details</a>	University of British Columbia – Faculty of Forestry	Graduate	2013	×
▶	<a href="#">Edit/Details</a>	Simon Fraser University	Undergraduate	2004	×

In this tab you are building a database to support your education background.

The first step is to list your academic institutions, starting with the one that you attended most recently. Click on the 'Add school' link and add the school name, school type, degree type and graduation year or final year of studies.



## Education Background: Adding a school under education background.

**Education Background**

*Please add your education starting with most recent one and than all associated courses. Once you start the self-assessment make sure you do not delete/rename any of the added courses. This will lead to missing or wrong reference in the assessment.*

**+ Add school** Refresh

**Enter School Name**

School Type:  Graduate  Undergraduate  Technical

Degree/Diploma:

Equivalent Degree:  Graduation Year:

Save Cancel

Delete

Self Assessment

Click on 'Add school' to add each of the academic institutions that you have attended and that you will be using to support your application.

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

## Education Background: Adding your courses for each institution.

	School Name	School Type	Graduation Year	Delete
▼ <a href="#">Edit/Details</a>	University of British Columbia – Faculty of Forestry	Graduate	2013	×

+ Add course Refresh

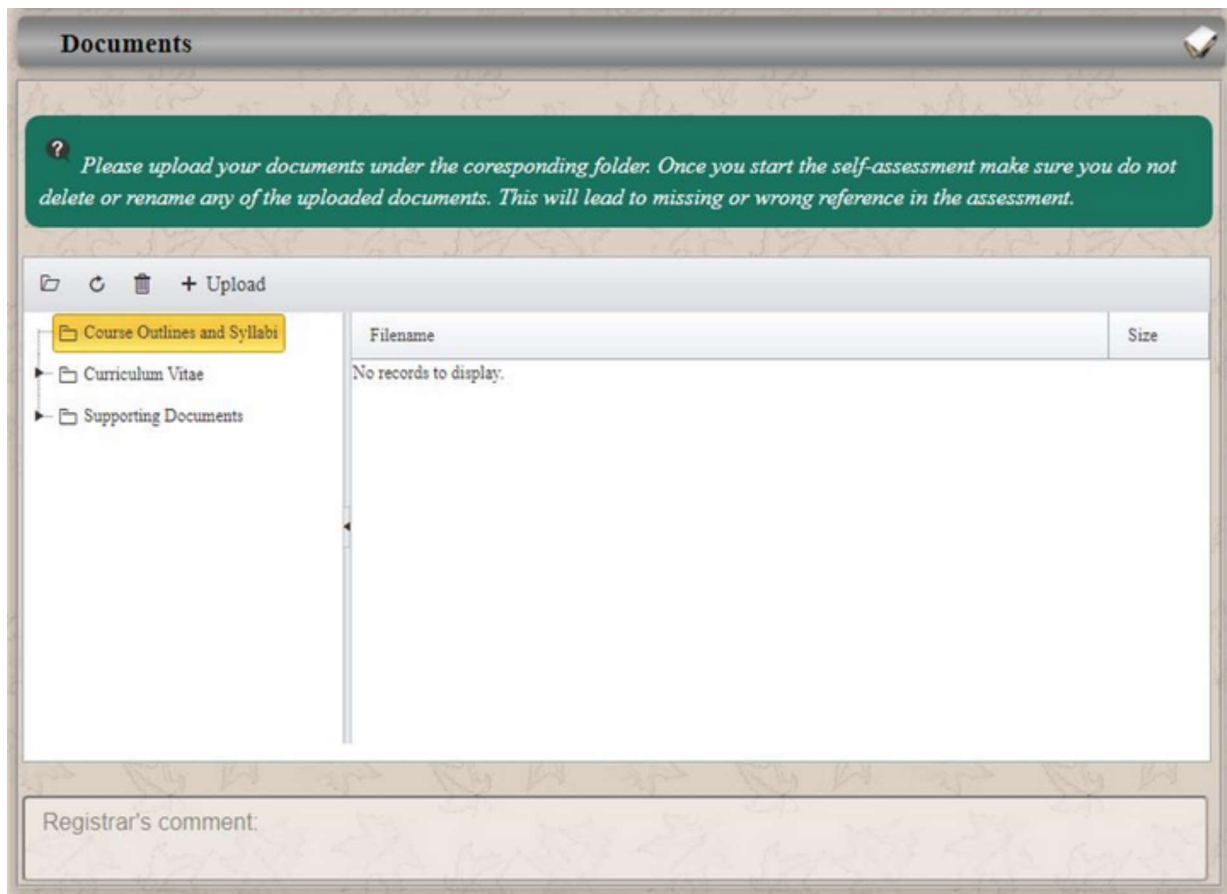
Course Code	Course Name	Delete
<input type="text"/>	<input type="text"/>	<input type="button" value="Delete"/>

In this tab you are adding in all relevant courses at each school to support your education background. To add courses for each school, click on then green arrow to the left of each school. Add all of the courses that you will use as evidence of your competency. This will form a drop down list of courses that you will draw from under the 'Self-Assessment' section below.

Please include the course number or code and the course name. This may include undergraduate level courses, college level courses and other technical training. All academic courses listed must be supported by a copy of your official transcript from the relevant academic institution and listed in detailed course outlines. The details of other training courses taken outside of a course of study at an academic institution are entered as supporting documents below.

Please make sure click 'Save' after completing each screen to ensure your information is recorded.

**Documents:** Adding supporting evidence for each course.



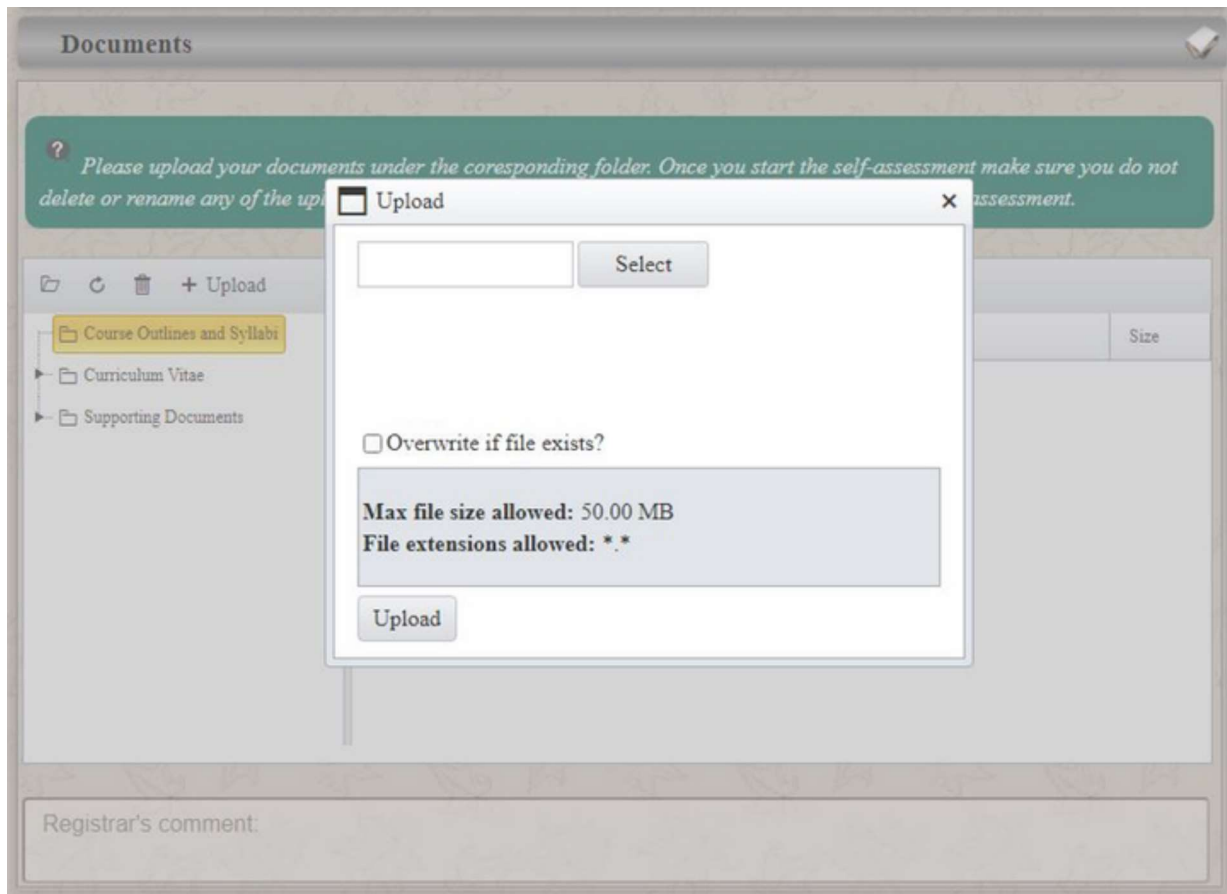
The next tab is 'Documents', where supportive evidence is uploaded.

These documents are the supporting evidence of your competencies and are separated into three sections for course descriptions, curriculum vitae (CV) and other supporting documents.

If you wish to replace a file with a different document, simply re-upload with the new file and it will automatically replace the former file.

If you wish to describe your role in creating supporting documents that you worked on, please complete the table found at [this link](#) and save it with your supporting documents.

## Documents: Uploading documents as evidence.



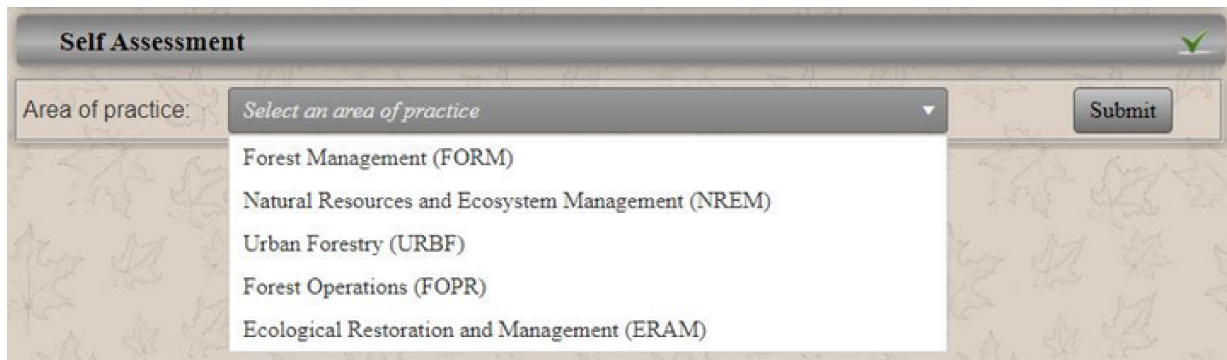
This section includes course outlines, syllabi, CV, and other supporting documents including training course descriptions.

Please upload supporting documents one document at a time. Use a file name that will allow you to identify this file when you get to the self-assessment section below. Course names and numbers must match official transcripts and names in course outlines.

You will also upload your CV as well as other supporting documents from experiential learning that will be used as evidence to support your competency.

Please note: The documentation you provide to support your self-assessment must be clear, comprehensive and relevant to professional practice.

**Self-Assessment:** Choose an area of practice.



The screenshot shows a web form titled "Self Assessment" with a green checkmark icon in the top right corner. Below the title, there is a label "Area of practice:" followed by a dropdown menu. The dropdown menu is open, displaying five options: "Forest Management (FORM)", "Natural Resources and Ecosystem Management (NREM)", "Urban Forestry (URBF)", "Forest Operations (FOPR)", and "Ecological Restoration and Management (ERAM)". To the right of the dropdown menu is a "Submit" button.

You now have all of the evidence in place to complete your self-assessment.

The first step is to choose one of the five Areas of Practice that best represents your skills, knowledge and experience in forestry. Select your choice by clicking on the Area of Practice icon and clicking on your area of practice. Your provincial regulator will assist you in making your selection of the most appropriate area of practice.

**Self-Assessment:** Controls.





The screenshot shows the same "Self Assessment" form, but now the dropdown menu is set to "Forest Management (FORM)". Below the dropdown menu, there are two icons: a checklist icon and a checkmark icon. These two icons are circled in red. To the right of the icons is a "Submit Assessment" button.

The icons on the left allow you to navigate within the self-assessment. The checklist icon allows you to move between standards. The check mark icon allows you to add or edit witnesses to support your self-assessment.

## Self-Assessment: Adding witnesses to your self-assessment.

### Self Assessment ✓

Area of practice: Forest Management (FORM)

  Submit Assessment

**?** Use the table below with associated tools to add/edit witnesses for your self-assessment supporting evidence. Witness will receive an e-mail with credentials to access the matrix once applicant has completed the matrix and other evidences, and will use the "Ask for Witness Ednorsement" button. Only the witnesses that have the "Ask for Ednorsement" checkbox checked are to be asked for the endorsements. Once the witness completes and submits the endorsement, the feedback field of the witness table below will be checked. When you got feedback from all of yours witnesses you can submit your self-assessment for assessors review.

If for any reasons the witness's disabled account has to be enabled, please repeat the ask for reference procedure for that specific witness.

+ Add new Witness ↻ Refresh

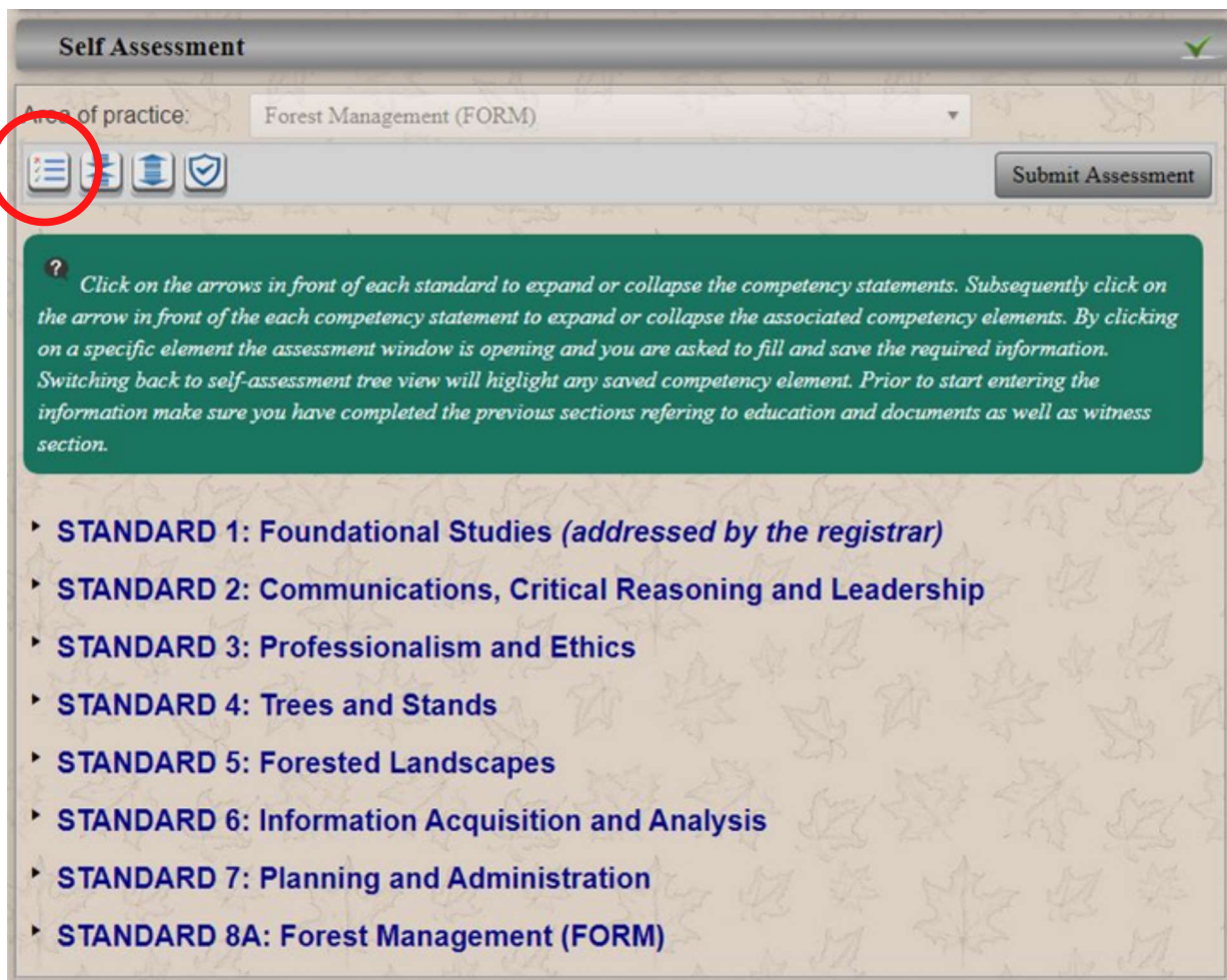
Edit/Details	First Name	Last Name	Phone	E-Mail	Ask for Endorsement	Endorsement Received	Delete
<a href="#">Edit/Details</a>	Ben	Gonzales	234567890	ben@yahoo.ca	<input type="checkbox"/>	<input type="checkbox"/>	✗
<a href="#">Edit/Details</a>	John	Walker	604938754	John@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✗

Ask for Witness Endorsement

For demonstrable competencies and competency elements that are not fully validated by your academic courses, you should have a witness attest to your abilities. The first step is to add in all of the witnesses you intend to use, including their names, phone numbers and email addresses.

Witnesses will receive an email with instructions on how to support your self-assessment.

**Self-Assessment:** Initiating the self-assessment process.



You are now ready for the self-assessment. Click on the checklist icon to see the full list of standards.

## Self-Assessment: Assessment structure.

**Self Assessment** ✓

Area of practice: Forest Management (FORM)

Submit Assessment

*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 saved competency element. Prior to start entering the information make sure you have completed the previous sections referring to education and documents as well as witness section.*

- ▶ **STANDARD 1: Foundational Studies (addressed by the registrar)**
- ▼ **STANDARD 2: Communications, Critical Reasoning and Leadership**
  - ▼ **2.1. Communicate effectively with a wide variety of audiences regarding forest resource issues**
    - 2.1.1. **Proper concepts and terminology**
    - 2.1.2. Clear and persuasive arguments
    - 2.1.3. Effective listening skills
    - 2.1.4. Cultural and social sensitivity
    - 2.1.5. Formal written report(s)
    - 2.1.6. Formal presentation(s) (oral and visual media)
    - 2.1.7. Other forms of communication (including social media, etc.)
  - ▶ **2.2. Apply critical reasoning**
  - ▶ **2.3. Use leadership skills in collaborative decision making**

Next, click on the arrows to the left of each standard to expand or collapse the competency statements. Standard 1 is addressed by the registrar of your provincial regulatory body and is not part of this section of the self-assessment.

Each of the other standards are described by essential measurement points called demonstrable competencies. Competency elements provide further context and guidance for each demonstrable competency.

You can then click on the arrow in front of each competency statement to expand or collapse the competency element.

Competency elements that display in **green** are complete and saved, and **black** are incomplete.



**Self-Assessment:** Providing evidence for each competency element.

The screenshot shows a web-based self-assessment interface. At the top, the title is 'Self Assessment' with a green checkmark icon. Below the title, there is a dropdown menu for 'Area of practice' set to 'Forest Management (FORM)'. To the right of this menu is a 'Submit Assessment' button, which is circled in red. Below the dropdown menu are several navigation icons: a list icon, a home icon, a back icon, a forward icon, and a shield icon. A green banner with a question mark icon contains the instruction: 'Please enter learning narrative and select one or more competency evidence. Make sure you save your entries prior to moving to the next competency element, assessment tree view or witness panels.' Below this banner, the main content area is titled 'STANDARD 2: Communications, Critical Reasoning and Leadership'. Underneath, it lists '2.1. Communicate effectively with a wide variety of audiences regarding forest resource issues' and '2.1.2. Clear and persuasive arguments'. A blue box labeled 'Guidance Points:' contains two bullet points: '- The applicant can construct a logical argument' and '- The applicant can demonstrate a logical argument and applies judgement in providing solutions'. Below the guidance points is a text input field labeled 'Enter Learning Narrative'. The 'Competency Evidences' section follows, featuring several rows of dropdown menus: 'Select witness/witnesses if applicable:' with three 'Select Witness' dropdowns; 'Education:' with five 'Select Course' dropdowns; 'Work Experience:' with a text input field containing the placeholder 'Add line item numbers in CV separated by coma'; and 'Other Evidence:' with three 'Select Supporting Document' dropdowns.

For each element please provide evidence to support your competency. This includes a learning narrative, witnesses who can sign off on your competency, courses to support your academic credentials, and other evidence of experiential learning.

The learning narratives are not required where competency is fully supported by academic course work. Narratives must thoroughly but succinctly describe what knowledge was gained and/or what skills can now be applied in reference to a particular competency element as a result of experiential learning. Learning narratives are limited to 2000 characters per narrative.

To view two sample learning narratives, click the links below:

**[Learning Narrative Example - 4.1.1](#)**

**[Learning Narrative Example - 8A 2.1](#)**

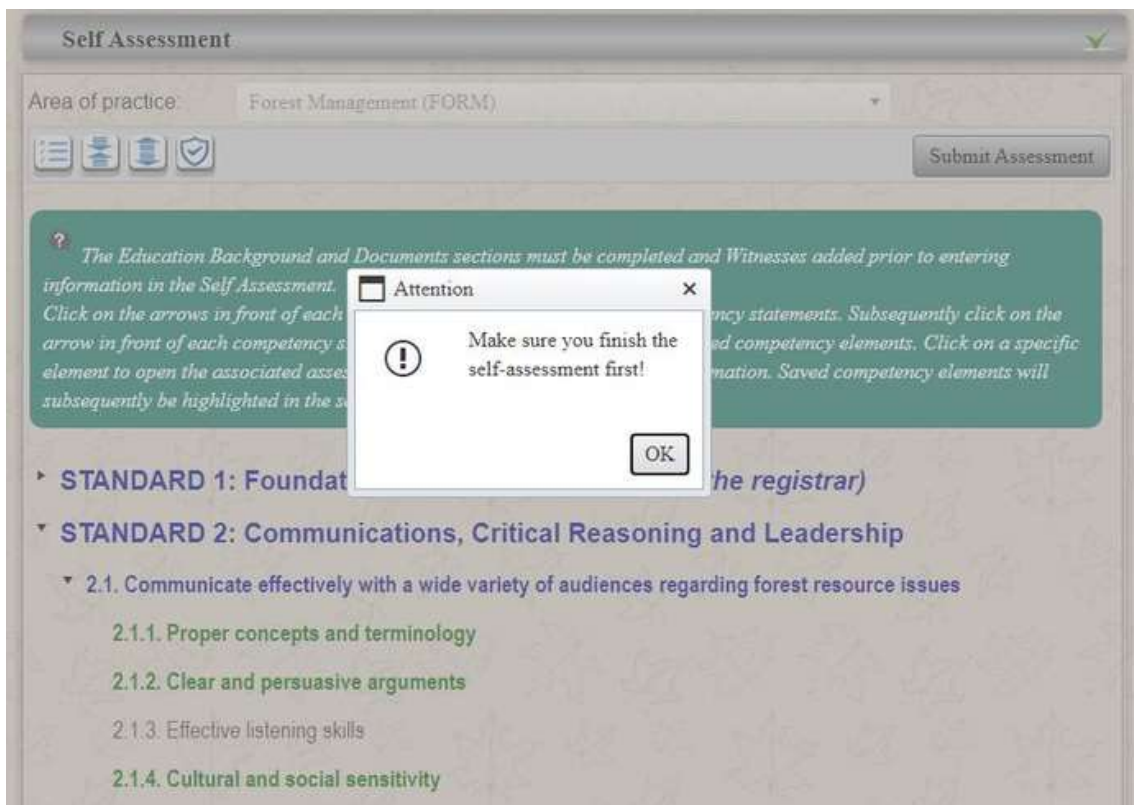
Explanations and the evidence referenced must address your competency to the level described by the action verb in the demonstrable competency.

Required qualifications, knowledge, skills, and competencies may be demonstrated from several sources, such as academic program content, documented experience and additional continuing education and workshops.

If you have experience in a field related to forestry, it is important to document the relevance of the experience as it relates to professional forestry.

When referencing multiple course outlines or supporting documents for a competency element, you must list them in order of significance to that specific competency element. The strongest evidence of their competency should be listed first.

Once you have completed this for each competency element you have finished your self-assessment. Click the 'Submit Assessment' tab in the top right of the screen. If completed correctly, the web portal will automatically forward your assessment to the next phase of the application. If incomplete, you may receive the following prompts:



Please ensure that you have completed each element of the self-assessment. Those that appear in black font still need to be filled out and saved.

You also may receive this message with an incomplete submission. All relevant witness endorsements must be received prior to submitting your assessment. Please wait until your witness endorsements are complete and then re-submit your assessment.

The screenshot shows a web application window titled "Self Assessment" for the "Forest Management (FORM)" area of practice. A modal dialog box titled "Attention" is displayed in the center, containing a warning icon and the text: "Please complete the self-assessment before submitting it!". Below the dialog, a table lists witnesses. The table has columns for "Edit/Details", "First Name", "Last Name", "Phone", "E-Mail", "Ask for Endorsement", "Endorsement Received", and "Delete". A red rectangular box highlights the "Endorsement Received" column. The data in the table is as follows:

Edit/Details	First Name	Last Name	Phone	E-Mail	Ask for Endorsement	Endorsement Received	Delete
<a href="#">Edit Details</a>	Ben	Gonzales	234567890	ben@yahoo.ca	<input type="checkbox"/>	<input type="checkbox"/>	✗
<a href="#">Edit Details</a>	John	Walker	604938754	John@gmail.com	<input type="checkbox"/>	<input checked="" type="checkbox"/>	✗

Below the table, there is a button labeled "Ask for Witness Endorsement".