



Length of Registration Process

New Applicants from CFAB Accredited Programs- The Accredited Graduate Process

Stage of Process	Estimated Timeframe
Receipt of applicant's initial inquiry. Provisional Member application instructions sent.	Within 1 week
Provisional Member Application Form, CV and application fee received from applicant.	Determined by applicant
Application considered by Registration Committee at next scheduled meeting. <i>Meetings are held approximately every 2 months. See schedule for meeting dates and submission deadlines.</i>	1 week-2 months
Applicant informed of Registration Committee decision and provided with a list of requirements for Full Membership.	Within 2 weeks of meeting date
Applicant has their mentor submit a signed Mentoring Agreement.	Determined by applicant Recommended within 30 days of approval as Provisional Member
Applicant completes the 18-month mentored work experience requirement (minus any approved credit). Applicants may request credit for up to the full 18 months of eligible work/volunteer experience and/or post-graduate degrees (1/3 of the length of the program up to a maximum of 6 months). <ul style="list-style-type: none"> • A minimum of 6 months mentored experience must be acquired after graduation from the CFAB accredited program. 	Determined by applicant's prior experience and educational credentials that may be eligible for credit, and employment opportunities.
Applicant fulfills the remaining membership requirements for Full Membership, including: <ul style="list-style-type: none"> • Having official transcripts submitted to the OPFA directly from the institution • Providing an up-to-date CV • Full Membership Application Form • 2 Sponsorship Forms • A copy of the Work History Form signed by each sponsor • 2 Character Witness Forms • Reporting that they have completed a Personal Practice Focus and Learning Plan 	Determined by applicant
If the applicant graduated from a CFAB accredited program outside of Ontario, or graduated more than 5 years ago: Applicant successfully completes Module 4 of the Ontario Forest Policy & Legislative Framework Bridge Training (online).	Determined by applicant Online modules can be started at any time and completed at own pace.
Consideration by Registration Committee at next scheduled meeting.	1 week- 2 months

If all requirements have been met and documents are satisfactory then applicant will be approved as a Full Member.	
Applicant informed of Registration Committee decision.	Within 2 weeks of meeting date
Applicant is provided with a certificate of registration as a Registered Professional Forester and provided with a Membership package.	Within 1 month of approval
AVERAGE TIME FOR COMPLETION	4 to 18 months

New Applicants from programs not accredited by CFAB- The Credential Assessment Process, including internationally trained applicants.

Stage of Process	Estimated Timeframe
Receipt of applicant's initial inquiry. Provisional Member application instructions sent.	Within 1 week
Provisional Member Application Form, CV and application fee received from applicant.	Determined by applicant
Application considered by Registration Committee at next scheduled meeting. <i>Meetings are held approximately every 2 months. See schedule for meeting dates and submission deadlines.</i>	1 week-2 months
Applicant informed of Registration Committee decision and provided with a list of requirements for Full Membership.	Within 2 weeks of meeting date
Applicant has their mentor submit a signed Mentoring Agreement.	Determined by applicant Recommended within 30 days of approval as Provisional Member
Registration Manager provides Provisional Member Orientation Session with instructions on the registration process including how to prepare for the Credential Assessment Process (CAP).	Within 2 weeks of being approved as Provisional Member
Applicant assembles documents and uploads/enters information for the Credential Assessment Process (CAP). <ul style="list-style-type: none"> Includes official transcripts submitted directly from the institution or a third-party credential evaluation service to the OPFA. For international credentials a comprehensive course-by-course credential evaluation must be conducted by a third-party (such as World Education Services). <i>Registration Manager will review completed CAP information & provide feedback.</i>	Determined by applicant
Applicant's portfolio undergoes the Credential Assessment Process. <i>Assessments occur January 1st, April 1st, July 1st and October 1st.</i>	11-13 weeks from the assessment date.
Registration Manager and Registrar inform applicant of the results of the Credential Assessment Process (CAP) and explain the next steps for providing requested additional information and gap filling. If a large number of gaps are identified, the applicant may be advised to apply for Associate Membership first and gap fill towards Full Membership (<i>see Associate Member Applicants table below for the rest of this process</i>).	Within 2 weeks of the OPFA receiving the report from the Credential Assessment Process.
Applicant provides any additional information requested by the assessors and fills all competency gaps.	Determined by applicant

Registration Committee assesses any additional information provided at the next scheduled meeting and decides whether the competencies have been successfully demonstrated.	1 week-2 months of receiving the information from the applicant.
Applicant is notified of Registration Committee decision.	Within 2 weeks of meeting date
Applicant completes the 18-month mentored work experience period (minus any approved credit). <i>Can be conducted concurrently with meeting the other requirements and undergoing the Credential Assessment Process (CAP).</i> Applicants may request up to 12 months of credit for a combination of eligible work experience and/or post-graduate degrees (1/3 the length of the program up to 6 months). The final 6 months of mentored work experience must be after the applicant has demonstrated 80% of the required competencies. After the Credential Assessment Process report has been received: <ul style="list-style-type: none"> • If >80% of competencies demonstrated; applicant can apply for eligible prior experience to be counted or can continue to work the final 6 months. • If <80% of competencies demonstrated; applicant must gap fill up to 80% before the final 6 months starts to be counted. 	Determined by applicant's prior experience, educational credentials, performance in the Credential Assessment Process, and job opportunities.
Applicant completes the Ontario Forest Policy & Legislative Framework Bridge Training (modules 1-4). <i>Can be completed concurrently with meeting the other requirements.</i>	Determined by applicant Online modules can be started at any time and completed at own pace.
Applicant fulfills the remaining membership requirements, including: <ul style="list-style-type: none"> • Providing an up-to-date CV • Full Membership Application Form • 2 Sponsorship Forms • A copy of the Work History Form signed by each sponsor • 2 Character Witness Forms • Reporting that they have completed a Personal Practice Focus and Learning Plan 	Determined by applicant
Registration Committee reviews completed application materials at next scheduled meeting. If all requirements have been met and documents are satisfactory then applicant will be approved as a Full Member.	1 week to 2 months
Applicant is notified of Registration Committee decision.	Within 2 weeks of meeting date
Applicant is provided with a certificate of registration as a Registered Professional Forester and provided with a Membership package.	Within 1 month since approval
AVERAGE TIME FOR COMPLETION	22 - 26 months

New applicants for Associate Membership – The Associate Membership Application Process

Stage of Process	Estimated Timeframe
Registration Manager discuss suitability for Associate Membership with applicant.	Within 1 week of initial inquiry

Provisional Member application instructions provided, including the Proposed Scope of Practice Development Form.	
Applicant drafts a proposed scope of practice, and identifies the required competencies, with assistance from Registration Manager and/or Registrar.	Determined by applicant
Provisional Member Application Form, CV, Proposed Scope of Practice Development Form, and application fee received.	Determined by applicant
<p>Registration Committee reviews Provisional Member application and Proposed Scope of Practice at next scheduled meeting.</p> <p>Will review:</p> <ul style="list-style-type: none"> • Approval as Provisional Member • Proposed scope of practice and required competencies- approval or suggested edits. • Whether the Credential Assessment Process (CAP) is required (depends upon proposed scope of practice) <p><i>Meetings are held approximately every 2 months. See schedule for meeting dates and submission deadlines.</i></p> <p>Note: Applicant is able to apply for Provisional Membership at the upcoming scheduled meeting and have their Proposed Scope of Practice Development Form assessed at a later meeting if preferred.</p>	1 week-2 months
Applicant notified of Registration Committee decisions and provided with a list of requirements for Associate Membership.	Within 2 weeks of meeting date
<p>Registration Manager provides Provisional Member Orientation session with instructions on the registration process including how to demonstrate the required competencies either:</p> <ul style="list-style-type: none"> • Through the Credential Assessment Process (if required) or; • Through assessment by the Registration Committee 	Within 2 weeks of meeting date
Applicant has their mentor submit a signed Mentoring Agreement.	Determined by applicant Recommended within 30 days of approval as Provisional Member
<p>If the Credential Assessment Process is required:</p> <p>Applicant assembles documents and uploads/enters information for the Credential Assessment Process (CAP).</p> <ul style="list-style-type: none"> • Includes official transcripts submitted directly from the institution or a third-party credential evaluation service to the OPFA. • For international credentials a comprehensive course-by-course credential evaluation must be conducted by a third-party (such as World Education Services). <p><i>Registration Manager will review completed CAP information & provide feedback.</i></p> <p>If Credential Assessment Process is NOT required:</p> <p>Applicant submits all documents required to demonstrate the required competencies for their scope of practice using the instructions provided.</p>	Determined by applicant

<ul style="list-style-type: none"> Includes official transcripts submitted directly from the institution or a third-party credential evaluation service to the OPFA. For international credentials a comprehensive course-by-course credential evaluation must be conducted by a third-party (such as World Education Services). <p><i>Registration Manager will review completed competency assessment information & provide feedback.</i></p>	
<p>If the Credential Assessment Process is required: Applicant's portfolio undergoes the Credential Assessment Process. <i>Assessments occur January 1st, April 1st, July 1st and October 1st.</i></p> <p>If Credential Assessment Process is NOT required: Applicant's portfolio is assessed by the Registration Committee at the next scheduled meeting, or if a large amount of material is provided, by a subcommittee chosen at the meeting.</p>	<p>11-13 weeks from assessment date</p> <p>1 week to 10 weeks</p>
<p>Registration Manager and Registrar inform applicant of the results of the Credential Assessment Process or Registration Committee assessment and explain the next steps for providing requested additional information and gap filling.</p>	<p>Within 2 weeks of receiving assessment results</p>
<p>Applicant provides any additional information requested by the assessors and fills all gaps in the required competencies.</p>	<p>Determined by applicant</p>
<p>Registration Committee assesses any additional information provided at the next scheduled meeting and decides whether the competencies have been successfully demonstrated.</p>	<p>1 week-2 months</p>
<p>Applicant is notified of Registration Committee decision.</p>	<p>Within 2 weeks of meeting date</p>
<p>Applicant completes the 18-month mentored work experience period (minus any approved credit).</p> <p><i>Can be completed concurrently with meeting the other requirements and the competency assessment.</i></p> <p>Applicants may request up to 12 months of credit for a combination of eligible work experience and/or post-graduate degrees (1/3 the length of the program).</p> <p>The final 6 months of work experience must be after the applicant has demonstrated 80% of the required competencies.</p> <p>After the assessment report has been received:</p> <ul style="list-style-type: none"> If >80% of the required competencies demonstrated; applicant can apply for eligible prior experience to be counted towards the final 6 months or can continue to work the final 6 months. If <80% of the required competencies demonstrated; applicant must gap fill up to 80% before the final 6 months starts to be counted. 	<p>Determined by applicant's prior experience, educational credentials, performance in the assessment process, and job opportunities.</p>
<p>Applicant completes the Ontario Forest Policy & Legislative Framework Bridge Training (modules 1-4).</p> <p><i>Can be completed concurrently with meeting the other requirements.</i></p>	<p>Determined by applicant</p> <p>Online modules can be started at any time and completed at own pace.</p>

If applicant does not consider all the modules relevant to their scope of practice, they may request an exemption from those that are not considered relevant. The Registration Committee will decide upon the request at the next scheduled meeting.	1 week-2 months from receiving formal request from applicant.
Applicant is informed of Registration Committee decision.	Within 2 weeks of meeting date
Applicant fulfills the remaining membership requirements, including: <ul style="list-style-type: none"> • Providing an up-to-date CV • Associate Membership Application Form • 2 Sponsorship Forms • A copy of the Work History Form signed by each sponsor • 2 Character Witness Forms (if did not undergo Credential Assessment Process) • Reporting that they have completed a Personal Practice Focus and Learning Plan 	Determined by applicant
Registration Committee reviews completed application materials at the next scheduled meeting. If all requirements have been met and documents are satisfactory then applicant will be approved as an Associate Member.	1 week- 2 months
Applicant is notified of Registration Committee decision	Within 2 weeks of meeting date
Applicant is provided with a certificate of registration as an Associate Registered Professional Forester and provided with a Membership package.	Within 1 month of approval
AVERAGE TIME FOR COMPLETION	18-24 months

Nationally Registered Professional Forester Applicants (Interprovincial Full Member Transfers)

Stage of Process	Estimated Timeframe
Receipt of applicant's initial inquiry. Transfer request and registration instructions sent to applicant.	Within 1 week
Receipt of Full Membership Application Form and fee. Confirmation of Good Standing from provincial professional forestry regulatory body.	Determined by applicant
Consideration at next Registration Committee meeting. <i>Meetings are held approximately every 2 months. See schedule for meeting dates and submission deadlines.</i>	1 week-2 months
Applicant notified of Registration Committee decision.	Within 2-3 weeks of meeting date
Registration materials sent to applicant when all requirements have been met and all documents approved by Registration Committee.	Within 1 month of approval
Applicant successfully completes Module 4 of the Ontario Forest Policy & Legislative Framework Bridge Training- Forest Policy in Ontario – if the applicant has graduated from a Canadian Forestry Accreditation Board (CFAB) accredited program within the last 5 years they are exempt from this requirement.	Within 6 months of approval of transfer.
AVERAGE TIME FOR COMPLETION	3-6 months

New Student Member Applicants

Stage of Process	Estimated Timeframe
Receipt of applicant's initial inquiry. Registration instructions sent to applicant.	Within 1 week
Receipt of Student Application Form	Determined by applicant
Consideration at next Registration Committee meeting. <i>Meetings are held approximately every 2 months. See schedule for meeting dates and submission deadlines.</i>	1 week – 2 months
Applicant notified of Registration Committee decision	Within 2 weeks of meeting date
AVERAGE TIME FOR COMPLETION	1-2 months