



Mentorship Instructions

Background

Current OPFA By-laws 11.5 and 11.6 require that all applicants for Full or Associate Membership with the OPFA must successfully complete 18 months of progressive, relevant, mentored forestry experience. This experience must be obtained after attaining a post-secondary degree or diploma and while holding a Provisional Member category of registration, although credit for prior mentored work experience within the last 5 years may be requested. The experience does not have to be entirely attained while in Ontario.

The assessment of “progressive” and “relevant” work experience is subjective and there are many available career paths for foresters. The OPFA considers an applicant’s work to be relevant if it can be encompassed within the defined scope of practice of a Registered Professional Forester. Please refer to the [Professional Foresters Act 2000](#), Section 3 (1) for a definition of the practice of professional forestry, and the [Criteria for Relevant Work Experience](#) document for information on what the OPFA considers relevant work experience for Provisional Members.

Provisional Members are to be mentored by a registered forestry professional in Canada while attaining their 18 months progressive, relevant experience. Please note that a mentor does not have to be a workplace supervisor. The mentoring process results in regular interaction between a Provisional Member and their mentor, providing the Provisional Member with guidance on professional practice and conduct. The respective roles during the mentorship period is outlined in the OPFA Mentoring Agreement, which both the Provisional Member and mentor are required to sign and implement.

Application Process

Provisional Members working towards Full or Associate Membership are required to identify their proposed mentor(s), complete section 1 (page 1) of the Mentoring Agreement, and ask their mentor to submit the completed form directly to the OPFA office. It is recommended to do so within 30 days of acceptance as a Provisional Member.

When the mentorship period has concluded, the mentor is required to submit section 2 (page 2) of the Mentoring Agreement directly to the OPFA office to confirm the length of mentorship.

Mentorship Eligibility Requirements

Provisional Members applying for Full or Associate Membership require at least one mentor but can have multiple mentors.

Mentors of Provisional Members must be Full, Associate, Inactive or Life Members of the OPFA, or other registered forestry professionals in Canada who are in good standing with their regulatory body.

Whilst it is ideal that a mentor be working with and supervising a Provisional Member's forestry work, the OPFA acknowledges that this is not always possible. A mentor who is not working with the same company or is not in the same geographic location is acceptable, as long as they are able to be in regular contact with the Provisional Member, provide guidance, and remain familiar with their work and career progression.

Mentors should be familiar with the legislation and by-laws governing the Association and the most recent OPFA guidelines for membership.

It is recognized that employment opportunities and other events may affect the ability of a mentor to remain familiar with an applicant's work progression. If, during the mentored experience period, an applicant's mentor is no longer able to fulfill their mentorship role, they should inform the Provisional Member and submit page 2 of the Mentoring Agreement to conclude their mentorship. If the Provisional Member has not met the 18 months of mentored experience requirement at that time, they will need to identify a new mentor who will submit a new additional Mentoring Agreement.

Goals and Responsibilities of Mentors

At the initiation of the Provisional Membership period, the mentor is asked to remind the applicant that they are only allowed to practice professional forestry under the supervision of an R.P.F. or Associate R.P.F. with a relevant scope of practice. The mentor is also encouraged to initiate a discussion with the applicant with regards to the OPFA Code of Ethics, the Definition of Professional Misconduct, the Continuing Education reporting requirements, and the Practice Guidance documents appropriate to the applicant's Scope of Practice.

Mentors are expected to provide guidance to the Provisional Member on the duties of a registered forestry professional and be in regular communication with the Provisional Member to discuss work undertaken, professional development and progress towards their goals. Mentors must remain familiar with the Provisional Member's work during the experience period.

Provisional Members must create a Personal Practice Focus and a Learning Plan at the beginning of their work experience period, to keep track of their learning goals. These documents should be up-dated regularly by the Provisional Member throughout the work experience period and provided to the mentor for review when updated. The mentor must sign off and record the dates that the documents were reviewed. The Provisional Member is responsible for ensuring that they meet with their mentor regularly; it is recommended that a mentor and a Provisional Member are in contact to discuss the progress of the Provisional Member at least once a month. The Provisional Member Personal Practice Focus and Learning Plan documents are to provide the mentor and Provisional Member with guidance on maintaining regular contact, and structure for the discussion of progress during the work experience period. It should be kept in the Provisional Member's files but does not need to be submitted to the OPFA office unless it is requested.

If potential mentors are not familiar with Provisional Member's work, do not have the time to informally mentor the Provisional Member, or cannot positively mentor the Provisional Member, then they are not suitable to act as a mentor. Professional ethics would dictate that if a registered forestry professional could not, or would not, mentor a Provisional Member, that they would inform them of this and the reasons for the decision.

Additional Roles of a Mentor

If a mentor has direct knowledge of the Provisional Member's work, then they are also able to act as a sponsor by completing the Sponsorship Form at the end of the 18-month experience period. This provides an assessment of the Provisional Member's work and its relationship to the OPFA definition of professional forestry.

Mentors may also be asked by Provisional Members to complete a Character Witness Form and/or a Competency Witness Form. If the Provisional Member is undergoing the national Credential Assessment Process, mentors may be asked to submit competency witness information electronically. Additional information on acting as a character witness or competency witness can be requested from the OPFA office.

The OPFA thanks all Members in advance for their commitment to assisting new members gain experience, professionalism and licensure in Ontario. The mentorship of Provisional Members is invaluable and serves to strengthen professional forestry and provide professional support for each new generation of foresters in Ontario.