



REQUEST FOR PRIOR EXPERIENCE FORM

Consideration of prior experience as a credit toward the required 18 months:

Some applicants that apply for Provisional Membership may already have significant forestry related experience that was mentored by a registered forestry professional(s).

The Registration Committee can give consideration for credit for an applicant's experience prior to being approved as a Provisional Member. This experience must be mentored, attained within the last 5 years, after attaining a post - secondary degree or diploma and it must be forestry-related. Supervision and/or mentorship of registered forestry professionals from other Canadian provinces or other international jurisdictions will be accepted.

A person that has already been approved as a Provisional Member (R.P.F in Training) may still request consideration for previous relevant experience by submitting the request and the supporting documentation as outlined below.

For those who have graduated from a program accredited by the Canadian Forestry Accreditation Board (CFAB):

The Registration Committee may grant a credit to a maximum of 18 months for relevant, mentored post-graduation (from a post-secondary diploma or degree) experience that was obtained within the last 5 years.

- Graduates of CFAB accredited programs have demonstrated all of the required core competencies through the completion of the CFAB accredited program.
- A minimum of 6 months of the relevant experience must be acquired after graduating from the CFAB accredited program.

For those who have not graduated from a CFAB accredited program:

The Committee may grant a credit up to a maximum of 12 months of experience as follows:

- Up to a maximum of 12 months for relevant, mentored post-graduation (from a post-secondary diploma or degree) experience that was obtained within the last 5 years before the required core competencies are substantively demonstrated ($\geq 80\%$).

- A minimum of 6 months of relevant experience must be acquired after the required core competencies are substantively demonstrated ($\geq 80\%$).
- If a Provisional Member's competency assessment report identifies no substantive gaps in competencies ($\leq 20\%$ of required competencies identified as gaps), the Committee can then consider a request for additional credit for relevant experience prior to the date of the assessment report. If the applicant does not have additional relevant experience to claim, they may continue to complete the remaining work experience requirement.
- If a Provisional Member's competency assessment report identifies substantive gaps in competencies ($>20\%$ of competencies identified as gaps), they will need to fill those gaps (up to 80%) in a manner approved by the Registration Committee, and then complete the final 6 months of mentored experience.



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Applicant's Name:

Please provide information for the experience you are requesting credit for:

Position #1:

Employer/Company Name:

Start date of work experience:

End date of work experience:

Hours per week:

Months of experience being requested:

Name of mentor/supervisor:

(Must be a registered forestry professional in good standing that directly supervised or mentored applicant)

Registration Number:

Province/Country:

Name of regulatory body:

Email:

Phone number:

Position #2:

Employer/Company Name:

Start date of work experience:

End date of work experience:

Hours per week:

Months of experience being requested:

Name of mentor/supervisor:

(Must be a registered forestry professional in good standing that directly supervised or mentored applicant)

Registration Number:

Province/Country:

Name of regulatory body:

Email:

Phone number:

If necessary, please continue to list other positions and mentors on a separate page.

Please also submit to the OPFA staff:

- an up-to-date CV/resume listing each work experience using the YYYY/MM/DD format and number each line.
- ensure that the dates on your resume correspond with the dates you listed above.
- a written description of the relevant forestry experience that you are requesting credit for (may be included in your CV or submitted separately).
official transcript(s) (must be submitted directly from the institution).

OPFA Staff will confirm the supervision/mentorship of the applicant with the mentor(s).

The Registration Committee will then consider the request at their next [regularly scheduled meeting](#).

The applicant will be informed in writing of the decision of the Registration Committee within 2 weeks of the meeting date.

By signing this form you are attesting that the information provided on the job position and specific duties performed is accurate and reflects the work experience you have gained while under supervision of a registered forestry professional.

Signature:

Date:

Additional experience for which you are requesting credit: