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# Forest Measurements Board (FMB) Policies

May 2015

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**Policy**

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## Accredited Timber Cruiser (ATC)/Accredited Timber Evaluator (ATE) Application Process Policy<sup>1</sup>

1. A complete application must be submitted [includes application forms, education records, resume, confidential work experience (references) report, timber cruiser's log, ethics exam if a non-member and applicable fees].
2. For an application to be considered complete, the application fee, technical exam fee and membership fee must be submitted, but the fees are only processed when due, meaning that the ABCFP will only charge technical exam fees just before the exam is administered and membership fee when the applicant has been approved by council.
3. Should the fees change after application but prior to completion of the accreditation process, the original fee will apply.
4. If an application is rejected by the FMB and has to be re-submitted at a later date, the applicant has to include another application fee in his or her resubmission.
5. An applicant has to submit a technical exam fee each time he or she re-writes the technical exam.
6. The ethics exam is only for new associate member applications and enrolled members (FIT, TFT, and FP) and does not have to be completed by ABCFP registered members or special permit holders. Note that the ethics exam must be submitted as part of the application. The exam is posted on the website along with study resources to prepare for it.
7. The ABCFP will review the application for completeness and correctness. If the application is incomplete, it will not be processed until the applicant sends in a complete application.
8. A pass for the ethics exam is at least 80%. The application will not go to the next step until the ethics exam is passed. More than one re-write of the ethics exam is permitted. There is no fee associated with ethics exam re-writes.
9. Applicants can only write a cruising technical exam after his or her application is approved by an FMB member as indicated in the examiner's report.

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10. An applicant who has written and passed an ATC or an ATE exam prior to applying for certification with the ABCFP is required to re-write the appropriate ABCFP cruising technical exam.

11. An applicant must write the ATC or ATE exam within one year of his or her application being approved by the FMB, otherwise a re-application may be required.

12. An ATC applicant may by-pass the ATC exam and write the ATE exam if the FMB determines that he or she meets experience requirements for an ATE.

13. A passing mark for the technical exam is 70%. If an applicant fails the exam, the ABCFP Exam Re-Write Policy for ATC and ATE Technical Exams will be followed.

14. Once an applicant passes the technical exam, the registration department will admit the applicant as an ATC or an ATE after council has approved the monthly statistics.

## **Technical Exam Marking Policy**

1. The FMB will mark an applicant's technical exam.
2. A passing grade for the technical exam is 70%. If the applicant receives a mark that is 67 to 73%, it is re-marked to verify a pass or a failure.

## **Exam Re-Write Policy for ATC and ATE Technical Exams**

1. For an applicant's first failure, he or she can re-apply to write the exam to the registration department a second time within four months of the date of the first time he or she wrote the exam.
2. If the applicant fails the technical exam a second time, the applicant can submit another application to write the exam for a third time to the registration department.
3. The FMB will review the application and meet with the applicant to evaluate the applicant's circumstances and develop a customized exam option that is appropriate for the applicant.
4. If the applicant fails this customized exam, then he or she will not be considered a suitable candidate to receive a certificate.

## Silvicultural Accredited Surveyor (SAS) Application Process Policy

1. A complete application is submitted [includes application forms, proof of silviculture surveyor accreditation from the Ministry of Forests, Lands and Natural Resource Operations, education and training history, resume, confidential work experience (references) report, ethics exam if a non-member and applicable fees].
2. For an application to be considered complete, the application fee and membership fee must be submitted, but the fees are only processed when due, meaning that the ABCFP will only charge the membership fee when the applicant has been approved by council.
3. Should the fees change after application but prior to completion of the accreditation process, the original fee will apply.
4. If an application is rejected by the FMB and has to be re-submitted at a later date, the applicant has to include another application fee in his or her re-submission.
5. The ethics exam is only for **new associate member applications and enrolled members (FIT, TFT, and FP)** and does not have to be completed by ABCFP registered members or special permit holders. Note that the ethics exam must be submitted as part of the application. It is posted on the website along with study resources to prepare for the exam.
6. The ABCFP will review the application for completeness and correctness. If the application is incomplete, it will not be processed until the applicant sends in a complete application.
7. A pass for the ethics exam is at least 80%. The application will not go to the next step until the ethics exam is passed. More than one re-write of the ethics exam is permitted.
8. Once the application is deemed to be complete, the FMB will review the application and either accept it or reject it because it needs specific requirements.
9. Once the application is accepted by the FMB, the registration department will admit the applicant as an SAS after council has approved the monthly statistics.



*Ensuring BC's Forests Are In Good Hands.*