

Members Change of Status Procedures

(For Associate, Registered, Retired Registered, Transferring Professional, and Special Permit Holder)

September 2017

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Procedures

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1.0 Application of the Procedures

The ABCFP's Registration Policy (January 2016) authorizes these procedures. These procedures apply to all current and former **associate** (AM, ATC, ATE, NRP), **registered** (RFT, RPF), **retired or life, transferring professional** (via labour mobility) **and special permit holder** (SP-LL) members regarding their options for a retirement, leave of absence, resignation and reinstatement.

Note: If you require further clarification about a particular section of these procedures, please send an email to admissions@abcfp.ca - subject title "ARTS Member Change of Status Inquiry".

1.1 Background

From time to time, members may find themselves in a situation where they:

- may not be actively engaged in the practice of professional forestry or forest technology,
- may be unemployed,
- may have personal/family or health issues, or
- may have plans to relocate to another province.

Members faced with any one of these situations may wish to consider whether taking a leave of absence, retiring, reinstating to active status or filing a resignation is appropriate.

Consequently, there may be former members who have been removed or struck from the membership roll and wish to rejoin.

1.2 Requirements for Change of Status

Change of Status Request Application Form is available on our website. Some require supporting documents which must be submitted in order for the application to be considered complete.

1.3 Common Timelines and Procedures for Various Types of Requests

COS applications:

- Are accepted and processed year-round by the Registration Department, with the exception of the LOA request which is accepted only during the membership renewal period.
- Are approved once a month, when considered complete by the first week of each month will be processed within the same month otherwise, it will be set aside for the next month.
- While considered complete but require further comprehensive review by the Registrar, Professional Practice Committee and/or other committees delegated by Council might take longer than a month to process.
- When considered complete and satisfactory are added to the membership report that is reviewed before the end of each month.

- You will be notified of the outcome via an email within a week of review.
- If your request is approved, the association's membership roll and online directory will be updated accordingly. The association may subsequently publish the change on its website, in the magazine, and/or any other publication to inform the membership and the general public of your new status.
- If your request is placed on hold, the Registration Department will inform you of the reasons and/or necessary actions that must be taken before your request can move forward.
- If your request is denied, you will be informed of your next steps. Your request can only be reviewed for further consideration based on new information.

The available options for changing your membership status are outlined in the next pages:

2.0 Leave of Absence

2.1 Introduction

Reasons for considering a leave of absence (LOA) include:

- Unemployment,
- Facing medical or health issues that prevent individual from working,
- Returning to school,
- Living and working outside British Columbia, or
- Taking time off from work for maternity or parental leave.

2.2 Who is Eligible to Apply for LOA?

Registered and associate members are eligible to apply for leave of absence.

Special permit holders are generally not eligible, unless the license has been granted for a term of five (5) or more years and extenuating circumstances can be demonstrated to the satisfaction of council.

Retired, Life, and transferring forest professional members cannot apply for a leave of absence.

2.3 What are the Changes to my Membership Rights and Obligations While on Leave of Absence?

While on leave of absence, you are not authorized to:

- use any of the titles specified in the *Foresters Act* (Section 19) or the ABCFP Bylaws which could lead a member of the public to believe you are a practising member of the association (for example, RPF (on LOA) is not acceptable); or
- engage in the practice of professional forestry without first reinstating to full active membership status, (Please refer to the *Foresters Act* regarding unauthorized practice and improper use of title.) and
- participate in the affairs of the association (includes: voting, sitting on council or any boards, committees or subcommittees, or acting as a sponsor to enrolled members.)

All members on leave of absence who engage in the practice of professional forestry in British Columbia are subject to disciplinary action for probable contravention of the *Foresters Act and ABCFP Bylaws*, including the Code of Ethics.

2.4 How to Apply for a Leave of Absence?

To apply for LOA status, you must complete and submit the applicable form(s), fee(s) and any required supporting documentation. Details are available on our website.

2.5 How Long Is the Leave Effective?

Once granted, a leave of absence is in effect only during the association's fiscal year (December 1st through November 30th). Members requesting for more than one year of leave must re-apply before the start of each fiscal year.

2.6 How Many Leaves of Absence are Allowed?

Members are allowed an unlimited number of leaves of absence; however, members taking more than three consecutive years leave of absence must meet the reinstatement requirements detailed in the Reinstatement section 5.1.

3.0 Retirement (Retired and Life Membership Status)

3.1 Retired Membership

3.1.1 Who is Eligible to Apply for Retirement?

The ABCFP Bylaws describe the complete criteria which must be met in order to be eligible for admission into the retired member category. You may be eligible if:

- You are fifty-five (55) years of age or older, or if not fifty five (55) years of age or older, can demonstrate extenuating circumstances.
- You satisfy council that you are not engaged in the practice of professional forestry as defined in the *Foresters Act* and you do not intend to return to practice in the future.

3.1.2 What are my Membership Rights and Obligations While on Retired Status?

You still retain the rights to participate in the affairs of the association (includes voting, sitting on council or any boards, committees or subcommittees, and acting as a sponsor to enrolled members.)

3.1.3 What are the Changes to my Membership Rights and Obligations While on Retired Status?

You are not authorized to:

- use any of the titles specified in the *Foresters Act* (Section 19) or the ABCFP Bylaws which could lead a member of the public to believe you are a practising member of the association; or
- engage in the practice of professional forestry without first reinstating to full active membership status. Please refer to the *Foresters Act* regarding unauthorized practice and improper use of title.

All retired members who engage in the practice of professional forestry in British Columbia are subject to disciplinary action for probable contravention of the *Foresters Act* and ABCFP Bylaws, including the Code of Ethics.

3.1.4 How to Apply for Retired Member Status?

To apply for retired status, you must complete and submit the applicable form(s) and fee(s). You will also be required to outline how and why you meet the criteria set out in the bylaws. Details are available on our website.

3.1.5 How Long Is Retired Status Effective?

Once granted, a retired status remains in effect until you decide to modify it by way of:

- reinstating to active status for the purpose of returning to professional forestry practice,
- qualifying as a retired “life” member, or
- resigning your membership.

3.2 Life Membership

3.2.1 Who is Eligible for Life Membership?

The ABCFP Bylaws describe the complete criteria which must be met in order to be eligible for admission into the life member category.

3.2.2 What are my Membership Rights and Obligations as a Life Member?

You still retain the rights to participate in the affairs of the association (includes: voting, sitting on council or any boards, committees or subcommittees, and acting as a sponsor to enrolled members).

3.2.3 What are the Changes to my Membership Rights and Obligations as a Life Member?

You are not authorized to:

- use any of the titles specified in the *Foresters Act* (Section 19) or the ABCFP Bylaws which could lead a member of the public to believe you are a practising member of the association; or
- engage in the practice of professional forestry without first reinstating to full active membership status. Please refer to the *Foresters Act* regarding unauthorized practice and improper use of title.

All life members who engage in the practice of professional forestry in British Columbia are subject to disciplinary action for probable contravention of the *Foresters Act* and ABCFP Bylaws, including the Code of Ethics.

3.2.4 How to Acquire Life Membership?

The granting of life membership status is an honour rather than a right. A member will be considered for life status upon submission of prescribed documents to the Registration Department.

Details on the Life Membership nomination process are available on our website.

3.2.5 How Long Is Life Membership Effective?

Once granted, life status remains in effect until you decide to modify it by way of:

- reinstating to active status for the purpose of returning to professional forestry practice, or
- resigning your membership.

Life members do not need to renew their ABCFP membership annually.

4.0 Resignation

4.1 Introduction

Reasons for considering a resignation include:

- change in professional career,
- unemployment, or
- living and working outside British Columbia.

4.2 Who is Eligible to Apply for Resignation?

Any member, who is no longer practising professional forestry in British Columbia, may resign from the association.

Special permit holders who are no longer practising should contact the Registration Department so their permits can be cancelled.

4.3 What are the Changes to my Membership Rights and Obligations Once a Resignation is Formally Accepted?

You are not authorized to:

- use any of the titles specified in the *Foresters Act* (Section 19) or the ABCFP Bylaws which could lead a member of the public to believe you are a member of the association; or
- engage in the practice of professional forestry without first reinstating to full active membership status. Please refer to the *Foresters Act* regarding unauthorized practice and improper use of title; and
- participate in the affairs of the association, including: voting, sitting on council or any boards, committees or subcommittees, or acting as a sponsor to enrolled members.

All former members who engage in the practice of professional forestry in British Columbia are subject to disciplinary action for probable contravention of the *Foresters Act* and ABCFP Bylaws, including the Code of Ethics.

4.4 How to Apply for a Resignation?

To apply for resignation, you must complete and submit the applicable form(s) and provide any required supporting documentation. You will be required to declare that you are not engaged in the practice of professional forestry and do not intend to practice while not an active member, and return all registration certificates, professional stamps and/or seals. Details are available on our website.

5.0 Reinstatement

5.1 Introduction

Reasons for considering a reinstatement include:

- returning from leave related to personal or health-related issues,
- planning to rejoin the workforce and re-engage in the practice of professional forestry in British Columbia, or
- relocating back to British Columbia.

Each type of reinstatement carries different requirements and is outlined in the subsequent sections.

The requirements necessary to reinstate your membership status will vary depending on the following factors:

- 1) The length of time which has passed since you were a practicing member;
 - **Absences Fewer than 36 months**
If you have been on leave, on retired status, or remained off the membership roll for a period not longer than 36 months, you may apply to reinstate to practicing status.
 - **Absences of More than 36 months**
If you have been on leave, on retired or life status, or remained off the membership roll for longer than 36 months, you may be required to complete additional requirements deemed necessary to reinstate your membership. The requirements may include but not limited to completing professional education requirements and/or exams which must be completed within a specified time period.
- 2) The reason you left active status (e.g. voluntary resignation or retirement vs. disciplinary action or removal); and
- 3) The activities in which you have been engaged while you were not practising.

5.2 Who is Eligible to Apply for Reinstatement?

You may be able to reinstate to your former status if you:

- have taken a leave of absence,
- have been granted retired or life status,
- voluntarily resigned,
- have been removed from the membership roll for non-payment of fees, or
- have been struck from the roll for disciplinary action.

If you are a former special permit holder or conditional member, you cannot avail of the reinstatement route and should re-apply for membership instead.

5.3 How to Apply for Reinstatement

To apply for reinstatement, you must complete and submit the applicable form(s), fee(s) and any required supporting documentation. Details are available on our website.

5.4 Am I Required to Complete any Requirement as a Condition of Reinstatement?

Applications are reviewed on a case-by-case basis. Your application will be reviewed to determine whether you are:

- eligible for reinstatement; and
- whether any terms and conditions for reinstatement should be imposed as described in section 5.1.

5.5 Reinstating From Leave of Absence to Practising Status

A member on leave may be reinstated to his or her previous status through voluntary or compulsory reinstatement as described below.

Members on leave of absence for maternity/paternity leave or for health reasons and who provide the necessary documentation (e.g. copy of your child's birth certificate, medical note, etc.) will be exempt from the reinstatement fee.

5.5.1 Voluntary Reinstatement

Voluntary reinstatement occurs when you apply for reinstatement. Applications are accepted year-round.

5.5.2 Compulsory Reinstatement

Compulsory reinstatement occurs when a member on LOA for less than 36 months fails to apply for further change of status or reinstatement by December 1, the membership renewal deadline. An administrative fee on late membership renewal will be applied to these members.

5.6 Reinstating After a Voluntary Resignation

A former member who voluntarily resigned may be reinstated to his or her previous status subject to section 5.1.

5.7 Reinstating from Retired or Life Membership to Practising Status

Retired or life members who wish to return to practise may do so by applying to reinstate their practising membership status on the same terms and conditions as active members subject to section 5.1. The effect of this action is to put their retired or life membership status in abeyance until such time as they decide to retire from practice once again.

5.8 Reinstating from Removal Due to Failure to Renew Your Membership

Former members who fail to renew their membership according to the ABCFP Membership Renewal Policy (e.g. not paid their annual membership fees by the prescribed deadline and submitted the self-assessment declaration as required) are eligible to reinstate to their previous status but subject to section 5.1

5.9 Struck from the Roll by Disciplinary Action

Where terms of reinstatement have not been specifically outlined as part of the penalty imposed for discipline of a member, council may refuse reinstatement and/or future enrolment. Council may reject an application from any applicant known to have been convicted, in British Columbia or elsewhere, of an indictable or other such serious criminal offence.

6.0 Glossary

Act means the Foresters Act.

Associate Members includes Associate Member (AM), Accredited Timber Cruiser (ATC), Accredited Timber Evaluator (ATE), Natural Resource Professional (NRP), Silvicultural Accredited Surveyor (SAS)

Association, we, us, our, the **ABCFP** or the association means the Association of BC Forest Professionals. In British Columbia, the association regulates the practice of professional forestry, the practice of forest technology and the practice of associate members of the ABCFP.

Board of Examiners or **Board** or **BOE** means a committee appointed by Council to advise it, among other things, on matters related to enrolment, registration, and continued membership with the ABCFP.

Bylaws mean the association bylaws. Bylaws are rules passed by Council and approved by a vote of the members. These rules apply to all members. While all bylaws are important, you should pay very close attention to two of the bylaws; the Code of Ethics and the Standards of Professional Practice.

Council means those persons who are duly elected or appointed (as per the specifications of the *Foresters Act* and ABCFP Bylaws) to run the affairs of the association and to develop and enforce policy, including policy relating to enrolment and membership with the association. All applications for membership must be approved by council.

Members mean registered (RFTs or RPFs), retired or life, special permit-limited licence holders and associate members (AM, ATC, ATE, NRP, and SAS).

Practising means undertaking any of the activities described as the “practice of professional forestry” in the *Foresters Act*.

Professional Practice Committee or PPC means the Professional Practice Committee of the Association of BC Forest Professionals. The PPC is in charge of determining whether or not members are practising professional forestry as described in the *Foresters Act*.

Registered Members include Registered Forest Technologist (RFT) or Registered Professional Forester (RPF).

Registrar means the association’s registrar. The registrar is in charge of running the registration department and applying ABCFP policy or policy variances.

Special Permit Holders include Limited Licences and Visiting Professional Foresters.

Transferring Forest Professional means a forest professional who is accepted by the ABCFP under the provisions of the ABCFP Bylaws or under the provincial and/or federal labour mobility agreements who have yet to complete their requirements for registration. Once their registration requirements have been completed they are considered a registered member.

You or your means you.

7.0 Web Links

ABC FP Bylaws and Code of Conduct: <https://abcfp.ca/web/abcfp/bylaws>

ABC FP Fees: <https://abcfp.ca/web/abcfp/fees>

ABC FP Status Change Forms: <https://abcfp.ca/web/abcfp/statuschange>

Foresters Act: <https://abcfp.ca/web/abcfp/forestersact>