

Continuing Professional Development Record

Application: Certificate of Professional Development



To qualify for an ABCFP Certificate of Professional Development, members must complete 150 contact hours of continuing professional development (CPD) over a five-year period. Contact hours must fall within one of six categories defined by the association. This package includes CPD records for each of the six accepted categories, a definition of the activities that qualify under each category, the minimum and maximum number of contact hours that qualify and space to record your CPD. Once you have qualified for a Certificate of Professional Development, return this completed application along with your CPD records by mail, fax (604-687-3264) or e-mail (attach a scanned PDF document) to the association office. You are not required to submit supporting documents (transcripts, course outlines, proof of attendance etc.). This CPD recording tool is a good way to document your CPD endeavors.

Contact Information

First Name	Last Name	Member #	
Address	City	Province	Postal Code
Phone	E-mail		

Summary of Contact Hours

Start Date: _____ dd/mm/yy End Date: _____ dd/mm/yy

Category 1 (min 60hrs, max 150 hrs)	Category 2 (max 60 hrs)	Category 3 (max 60 hrs)	Category 4 (max 60 hrs)	Category 5 (max 60 hrs)	Category 6 (max 45 hrs)	TOTAL

Certification

I have completed the contact hours listed in the above summary and hereby apply for an ABCFP Certificate of Professional Development. To the best of my knowledge, the information contained in this application is accurate and complete.

Print and then sign	Signature & Seal of Applicant	Member #	Date (dd/mm/yy)
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Office Use Only	
Approved by (name and signature):	Certificate Issued (date):

Continuing Professional Development Record

Category 1

(60 hours minimum, 150 hours maximum)

In person or web-based courses, seminars, conferences, activities or workshops in subject matter related to the practice of professional forestry, sponsored by associations, or, public, non-profit or private organizations. Credit accrues at the rate of one hour for each hour of actual contact.

***Note:** Members may acquire all 150 contact hours in this category. However, you are urged to spread your activities over several categories.

Full Name:	Date Range:		Member #:	
Activity	Sponsoring Organization	Date(s)	Contact Hours	Learning Outcome ¹

¹ Record a helpful or an actual learning outcome: i.e.: What piece of learning will you be able to use to improve your job and why?

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Category 2

(60 hours maximum)

In person or web-based courses, seminars, conferences, activities or workshops not specifically related to the practice of professional forestry but enrich or directly benefit your work competence. Examples include an ABCFP voluntary peer review (four contact hours), an ABCFP practice review (four contact hours) or course work in areas such as computer science, aboriginal consultation, accounting, law, business, managerial and leadership skills, public speaking, work safety, avalanche safety, ATC operation or human resource management. Credit accrues at the rate of one hour for each hour of actual contact.

Full Name:	Date Range:	Member #:		
Activity	Sponsoring Organization	Date(s)	Contact Hours	Learning Outcome ²

² Record a helpful or an actual learning outcome: i.e.: What piece of learning will you be able to use to improve your job and why?

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Category 3

(60 hours maximum)

Course/workshop development, preparation and presentation, and/or the writing and publication (articles or papers) related to improving your work competence (forestry or non-forestry-related or related to professional obligations). If course/workshop presentation or delivery are a normal part of your job duties, contact hours can only be counted if, in your professional opinion, you have an interaction and learning experience with participants (one contact hour per hour of learning). If course or workshop preparation and development are not a normal part of your job duties, credit accrues at the rate of two contact hours for each hour of presentation. In publications, credit accrues at the rate of 15 contact hours for each publication requiring technical review, five contact hours for an article or 10 contact hours for a series of articles of a substantial nature in magazines, newspapers or periodicals.

Full Name:

Date Range:

Member #:

Activity	Sponsoring Organization	Date(s)	Contact Hours	Learning Outcome ³

³ Record a helpful or an actual learning outcome: i.e.: What piece of learning will you be able to use to improve your job and why?

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Category 4

(60 hours maximum)

Self-improvement in subject areas related to improving your work competence (forestry or non-forestry-related or related to professional obligations), such as teleconferences, field trips where learning is encountered, on the job tasks or meetings where learning occurs, pre-work meetings where technical details are learned, audio-visual meetings or in person meetings. Examples are meetings related to tree improvement committees, district professional reliance committees, forestry steering committees, Network of Forest Professionals (NFPs) involvement, or other forestry-based activities. Self-improvement contact hours can also be accrued by reading technical materials related to your job or professional obligations (printed or online), such as journals, professional guidance documents or periodicals/magazines. Credit accrues at the rate of one contact hour for each hour of activity.

Full Name:

Date Range:

Member #:

Activity	Sponsoring Organization	Date(s)	Contact Hours	Learning Outcome ⁴

⁴ Record a helpful or an actual learning outcome: i.e.: What piece of learning will you be able to use to improve your job and why?

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Category 5

(60 hours maximum)

Holding elected or appointed office within the ABCFP and its various volunteer committees/council, or other organizations, such as the Canadian Institute of Forestry, Forest Practices Board, Southern Interior Timber Cruiser’s Association, Northern Silviculture Committee or the Council of Forest Industries and its associations. Credit accrues at the rate of 15 contact hours per year of office for chairing an assignment. 10 contact hours will be awarded per year of active committee membership.

Full Name:	Date Range:	Member #:		
Activity	Sponsoring Organization	Date(s)	Contact Hours	Learning Outcome ⁵

⁵ Record a helpful or an actual learning outcome: i.e.: What piece of learning will you be able to use to improve your job and why?

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Category 6

(45 hours maximum)

Spending more than 10% of your annual working time practising professional forestry. Learning on the job provides valuable CPD. The more time you spend practising professional forestry, the more you will learn about your area of practice. To find out if you are practising professional forestry, go to the definition of the practice of professional forestry in section 1 of the *Foresters Act*. Use your professional judgment to determine what percent of your working time is spent practising professional forestry. The following table outlines allowable CPD hours (for one year) related to the amount of your professional forestry practice.

Percent of Time Spent Practising Professional Forestry for the Past Year	CPD Hours Allowed for the Past Year
0 to 9%	0
10 to 19%	5
20 to 29%	10
30 to 39%	15
40 to 49%	20
50 to 59%	25
60 to 69%	30
70 to 79%	35
80 to 89%	40
90 to 100%	45

Full Name:

Member #:

Period:

The 12 months prior to the end date entered under the Summary of Contact Hours heading on page 1 (E.g. 02/05/2011 to 02/05/2012).

Percent of Time Spent Practising:

Annual CPD Hours:

Your Category 6 CPD hours for this period.