

RPFANS

Updated CFE Requirements (2014)

The following is a summary of changes made to the CFE program (as adopted at the March 2013 AGM), along with examples of completed forms. Blank CFE forms for member's use are available on the RPFANS website. Please use these forms for all reporting purposes.

Changes to the CFE program affect all RPFANS members who are required to meet CFE obligations as part of their membership (as identified in the RPFANS by-laws).

1. It is now MANDATORY for all members to submit an annual report summarizing their CFE credits for the immediate past year (and the two previous years before that) using the CFE ANNUAL REPORT form. This will show the rolling three-year CFE credit totals for each member.

Note: For 2014, only the 2013-2014 and 2012-2013 credit summaries are required as we transition fully into the new reporting structure. In 2015 and beyond, three-year totals will be required.

2. The Annual Report is just a summary of CFE credits. NO SUPPORTING DOCUMENTATION IS REQUIRED with the Annual Report, but you MUST keep supporting documentation for auditing purposes if/when requested by the CFE committee.

3. The Annual Report covers the period between October 1 and September 30 of each year and MUST BE SUBMITTED by October 15th of each year.

4. CFE activities are divided into TWO categories, STRUCTURED Learning and NON-STRUCTURED Learning. Members are required to have a minimum of 150 total CFE credits for each three year rolling period with a minimum of 60 credits under STRUCTURED Learning.

There has been a tightening up of what is considered acceptable CFE activities (see below). When in doubt about the acceptability of a particular CFE claim, contact the CFE committee for clarification.

Note: For 2014, there are no credit minimums required as we transition fully into the new reporting structure. However, the 60/150 credit requirement will again be in effect starting in 2015 and beyond.

5. Each year, a minimum of 10% of the membership will be randomly selected for a CFE audit. If you are selected for a CFE audit, then you MUST submit a CFE AUDIT RECORD describing your CFE activities TOGETHER with SUPPORTING DOCUMENTATION for the entire reporting period. This Audit Record must be submitted by the date listed when notice of audit is

given (generally two weeks). Failure to submit the Audit Record on time is considered non-compliance and may result in discipline (as considered by RPFANS Council).

Note: Members who submit a late Annual Report will automatically be selected for CFE Audit.

Structured Learning

Forestry and Non-Forestry

Forestry Subject Area

This subject area focuses on maintaining, updating, and improving members' forestry awareness and knowledge. The purpose is to ensure that all members remain informed and current on forestry practices and policies with respect to the development, management, conservation, and sustainability of forests and forest related resources.

The **Forestry Subject Area** includes, but is not limited to, the following:

- Forestry legislation and policy in Nova Scotia, Canada, and internationally
- Classification, inventory, and mapping of forests
- Silviculture
- Wood products manufacturing and marketing
- Wildlife management
- Managing for, and marketing of, non-timber forest products
- Watershed management
- Landscape ecology
- Forest road and bridge construction
- Forest protection
- Forest health and genetics
- Socio-economic issues related to the forest industry
- Alternative forest uses and values

Non-Forestry Subject Area

This category captures professional development that, while not directly related to forestry topics, **is essential knowledge** to maintain and improve management skills and techniques that members require to effectively carry out their responsibilities.

The **Non-Forestry Subject Area** includes, but is not limited to, the following:

- Financial management, auditing, and budgeting
- Health and safety training
- Personnel management
- Leadership development training
- Public speaking
- Computer skills
- Business management

Note:

All courses that are a regular and recurring part of employment (e.g. first aid refresher, WHMIS refresher, safe driving renewal, etc.) are NO LONGER eligible for CFE claims. Only the ORIGINAL training session and NEW LEVELS of training are acceptable.

Other Non-Forestry Subjects may be eligible for CFE credit if they are directly applicable to the member's area of practice. Claims of this type must be accompanied by a letter describing how and why the training or activity is considered applicable (to be reviewed by the CFE committee).

Non-Structured Learning

Non-Structured learning falls under four categories:

1. Personal reading of technical journals, scientific papers, books, etc. related to eligible Forestry and Non-Forestry Subject Areas listed above. The time claimed for these activities must be reasonable based on the length and breadth of the publication(s) being claimed.
2. Writing the RPFANS jurisprudence exam is eligible for a one-time claim of fifteen (15) credits of Non-Structured Learning in the year of writing.
3. RPFANS and CIF (NS-Section) AGM business meetings are eligible for Non-Structured Learning credits based directly on the length of the meeting. NO OTHER business meetings are eligible for CFE credits.
4. An annual claim of five (5) Non-Structured credits is allowed for serving on the Executive or Board of Directors of active forestry related organizations: e.g., RPFANS, CIF-NS, Marketing Boards, Conservation Organizations, etc., as long as these positions are not a part of regular job duties. Members CANNOT claim actual time serving in these executive positions or attending related meetings (except RPFANS and CIF-NS annual business meetings). Non-executive positions (i.e. regular Committee positions) are NOT eligible for this annual CFE credit.

Calculating CFE Credits

Structured Learning is given a 3:1 credit to hour ratio (i.e., each hour of participation is worth 3 CFE credits). Field training is given the same weight as classroom training. Hours of participation DO NOT include meals or breaks, but can include field trip travel time if this time is reasonable and organized as part of the event (i.e., it DOES NOT include personal travel or truck convoys).

Non-Structured Learning is given a 1:1 credit to hour ratio (i.e., each hour of participation is worth 1 CFE credit).

Examples:

A day long forestry conference that starts at 8:30 am and runs to 4:00 pm with an hour lunch break and two 15 minute coffee breaks equals 6 hours of Structured Learning time which equates to 18 CFE credits (Structured).

A morning workshop that starts at 8:30 am and runs to noon with a 15 minute coffee break, followed by an RPFANS business meeting that runs from 1:00 pm to 3:00 pm, equals 3.25 hours of Structured Learning time and 2 hours of Non-Structured time which equates to 9.75 CFE credits (Structured) and 2 CFE credits (Non-Structured).

An average of two hours spent reading each edition of the Forestry Chronicle would be worth (6x2) 12 CFE credits per year (Non-Structured).

Supporting Documentation

Structured Learning

For auditing purposes, all Structured Learning claims MUST have supporting documentation (e.g., course agendas, conference schedules, transcripts, etc.) which show the number of activity hours. A certificate of completion may not be sufficient if it does not indicate the length of the course or activity. Payment receipts ARE NOT acceptable as supporting documentation. If necessary, members can print out a CFE Record Card to document Structured Learning claims (available on the RPFANS website). Claims CANNOT exceed the number of hours/credits listed on the supporting documentation. Members should claim reduced credits if the activity is only partially attended, and should indicate on the documentation which portions were attended.

Non-Structured Learning

For auditing purposes, reading of well known, forestry related periodicals DO NOT require supporting documentation. Simply add up the total number of editions read per year and the average (reasonable) reading time spent per edition and record this as one claim per year in the CFE Audit Record (be sure to list the periodicals being claimed).

Non-periodical publications obviously related to forestry also DO NOT require supporting documentation. However, the *title of the publication, author name(s), and number of pages* for each publication should be submitted. If there are several publications, a list should be attached and one overall claim entered on the CFE Audit Record (for each year).

Publications not obviously related to forestry DO REQUIRE supporting documentation in the form of a copied Table of Contents (if in book form) or a copy of the first page (Abstract) of an article/paper found in a non-forestry periodical. The number of pages in the claimed publication should also be included.

Claims for RPFANS and CIF-NS business meetings MUST be accompanied by the AGM agenda.

It is **highly recommended** that members regularly update and maintain their CFE activity records and files in case they are selected for CFE audit and to aid annual reporting. It is the professional responsibility of all members to submit accurate CFE data by indicated due dates.

Sample ANNUAL Report:

Report CREDITS not hours

RPFANS Annual CFE Credit Report – Individual Members

Provide the YEAR and CREDITS for the current year and two preceding years. Each rolling three year total must equal 150 credits or more with a minimum of 60 credits under Structured Learning. The dates for each reporting period are: October 1, YEAR to September 30, YEAR.

MEMBER NAME (please print): _____ Kevin Keys _____

YEAR (start)	YEAR (end)	Structured Credits	Non-Structured Credits	Total Credits
__2012__	__2013__	__48__	__20__	__68__
__2013__	__2014__	__72__	__18__	__90__
__2014__	__2015__	_____	_____	_____
THREE YEAR TOTALS:		__120__	__38__	__158__

MEMBER SIGNATURE: _____ Kevin Keys _____

If submitting by email, a typed signature is sufficient. Please save file as MSWord or PDF using the following format: cfe_current year_last name_first initial eg. cfe_2014_keys_k
Email attached file to: contact@rpfans.ca (to be received by October 15th)

Sample AUDIT Record:

	A	B	C	D	E	F	G
1	RPFANS CFE Audit Record			Supporting Documentation Required			
2							
3							
4	Name:	Kevin Keys		Three Year Reporting Period:	2012-2015		
5							
6	Dates (mon/day)	Year	Location/Source	Course / Workshop / Event / Activity	Structured Hours	Non-Structured Hours	CFEC Approval
7							
8	Feb-06	2013	CIF e-Lecture series	Forest Biomass, a Green Energy Source?	1		
9	Mar 12 to Mar 14	2013	UBC Forestry	FORECAST Model training	15		
10	Dec-17	2014	University Oxford - Online	Introduction to the Science of Climate and Climate Change	7		
11	Feb 27 to Feb 28	2014	UNB Forestry	Climate Forest Integration Workshop	11		
12	Jun-10	2014	FPIInnovations	Enhanced Forest Inventory - LiDAR Workshop	6		
13							
14	Oct 1 to Sep 30	2012-2013	Truro, NS	Research Journal Papers (list attached)		20	
15	Oct 1 to Sep 30	2013-2014	Truro, NS	Research Journal Papers (list attached)		18	
16							
17							
18							
19							
20	Date:	12-Oct-14		Total Hours:	40.0	38.0	
21	Signature:	Kevin Keys		Total CREDITS:	120.0	38.0	

Compiled by:

Kevin Keys
 CFE Chair
 September, 2014