

# Pre-registration Credential Assessment Processes for the Association of Alberta Forest Management Professionals

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## For All Individuals That Do Not Meet Educational Entry Requirements

### Non-accredited Programs

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If a diploma or degree was not completed through an accredited post-secondary forestry program, individuals must participate in a pre-registration assessment to ensure they meet the same minimum standards required of a new graduate from approved/accredited programs. This pre-registration process is referred to as a credential assessment and reviews transcripts, course descriptions and learning objectives of non-accredited programs, experience and practical training against the national and/or provincial competency standards (depending on register).

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*If planning to apply to either pre-registration credential assessment process, individuals must contact the AAFMP registrar prior to application. The registrar will assist in determining which assessment is best suited to the individual's education and experience, explain the process and review documentation to see if the application is compiled correctly prior to submission.*

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### Credential Assessments

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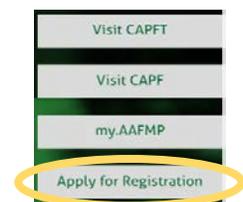
Credential assessments are conducted through two processes:

1. **FORESTERS:** Individuals that are graduates of a non-accredited four-year degree (Canadian or international) and/or a combination of degrees (graduate or undergraduate level) and diploma(s) can submit an application to the [Forest Professional Regulators of Canada](#) national competency assessment process. Applications are reviewed quarterly.
2. **FOREST TECHNOLOGISTS:** Individuals that are a graduate of a non-accredited two-year diploma or three-year allied program (Canadian or international) and/or combinations can apply to the AAFMP credential assessment process. A committee assesses education, experience, practice and other qualifications against defined standards and competencies.

### Step One: Questionnaire

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All individuals must complete a questionnaire at [www.aafmp.ca](http://www.aafmp.ca). This short decision process will determine which register an individual may be eligible to apply for.



If an individual is deemed to be deficient in education requirements, they will be informed by the registrar that they do not meet registration requirements and options will be explained.



The individual has the following options:

- Not be a regulated registrant, as they do not meet the registration criteria,
- To apply as a non-regulated associate member, or
- Participate in a pre-registration credential assessment.

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### **What is a Credential Assessment?**

*The credential assessment process is a gap analysis that reviews education and work experience against a matrix of core-competencies for a profession. A report is produced that details gaps in the competency areas that require further education/experience for an individual to be eligible to apply for regulated registration.*

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If the individual chooses to complete a credential assessment:

## **Step Two: Credential Assessment**

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1. Individuals must complete the following fields in the online registrant portal:
  - a. Profile information,
  - b. Employment (including a detailed resume that is dated and lines numbered),
  - c. Education (request all relevant transcripts be mailed directly to AAFMP from the post-secondary institution(s)-these will be uploaded by AAFMP),
2. Pay the fee for the pre-registration credential assessment.
3. Submit the following documents for the credential-assessment to the registrar:
  - a. Completed self-assessment of the core competency matrix detailing all related education (course numbers) and work experience,
    - i. [Forester matrix](#)
    - ii. [Forest technologist matrix](#)

- b. Course syllabi, outlines etc. detailing course outcomes, hours of class time, copies of assessments and copies of any other course certificates relevant to the assessment.
4. Have professionals (either an RPF or RPFT) sign off on work experience relevant to oversight they provided.
5. Participate in a person-to-person interview with the reviewer if requested. This may be done in person, over the internet or phone.
6. Internationally trained individuals must obtain and submit a comprehensive post-secondary course-by-course assessment that evaluates educational credentials from other countries and compares these to educational standards in Canada completed by a [recognized evaluation service provider](#).

Individuals unable, for reasons beyond their control, to obtain academic documents required for applying or other documents to demonstrate competencies, must contact the registrar directly to discuss individual situations.

## **Language**

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All documentation submitted for pre-registration credential assessments must be provided in English. Original documents written in languages other than English must be accompanied by English translations.

Translations must be carried out by an independent third-party source. The person who translates documents should be familiar with scientific language in both English and the selected language and not related to the applicant or in a potential position of conflict with the applicant. If you do not know someone who is able to carry out this task, please contact us and we will try to assist you in finding a translator. The applicant is responsible to pay any fees associated with translation of documents.

## **Timelines**

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Timelines for submissions and reviews may vary but generally take 65-85 business days from the

receipt of a complete application. Applications are not considered complete until all the submission requirements are met (documentations, fees etc.) and approved by the registrar. Applications intake dates are quarterly (Jan 1, April 1, July 1 and Oct 1).

## Fees

Description	Fee
Credential assessment-forest technologist	\$300
Credential assessment-foresters (through FPRC)	\$500

All fees are payable to AAFMP.

## Step Three: Evaluation

Applications for credential assessments will be checked for completeness by the registrar. Complete submissions are reviewed by a committee. The committee will compare education and experience provided by the applicant to the competency matrix as per the AAFMP [Registration Standards](#).

### **If the applicant meets the competency benchmarks:**

An individual having completed a credential assessment where a minimum of 60% of the competencies have been achieved must be registered with the Association as a FIT or FTT with conditions applied their permit at the discretion of the registrar or registration committee including:

1. Limit practice to specified practice area or practice settings and prohibition from practicing in other practice areas or practice settings,
2. Must complete the assessment,
3. Required to practice under the supervision of an RPF or RPFT,
4. Permit is only valid for a specified time,
5. Required to report to the Registrar on specified matters on specified dates,
6. Prohibit them from supervising other regulated members, and/or

7. Regulated member can only use specified titles (ie in-training).

FIT/FTT's that have not yet met 100% of the academic entry standards will have conditions placed on their registration requiring them to:

1. Complete testing such as an ethics test every 24 months,
2. Annually submit a letter to the Registration Committee explaining progress in addressing an action plan to address all deficiencies identified in the assessment,
3. Participate in the mentored work experience program.

FIT/FTT's that have core competencies gaps are not eligible to write the professional exam until all other competency gaps are addressed to the satisfaction of the registrar or registration committee.

### **If the applicant does not meet the competency benchmarks:**

Where less than 60% of the competencies have been met in a credential assessment, the individual is not currently eligible for regulated registration with the Association but may join as a non-regulated associate member.

Any outstanding requirements will be outlined to applicants and they may choose to participate in education and/or experience activities required to achieve the minimum benchmark for registration.

All courses or educational experience completed to meet the outstanding requirements must be accomplished within seven (7) years of the submission of the application. If the timeframe is not met, the individual must reapply for a new assessment.

## Contact the Registrar

Applicants should contact the registrar directly prior to applying for registration:

Phone: 780-761-8733

Email: [registrar@aafmp.ca](mailto:registrar@aafmp.ca)