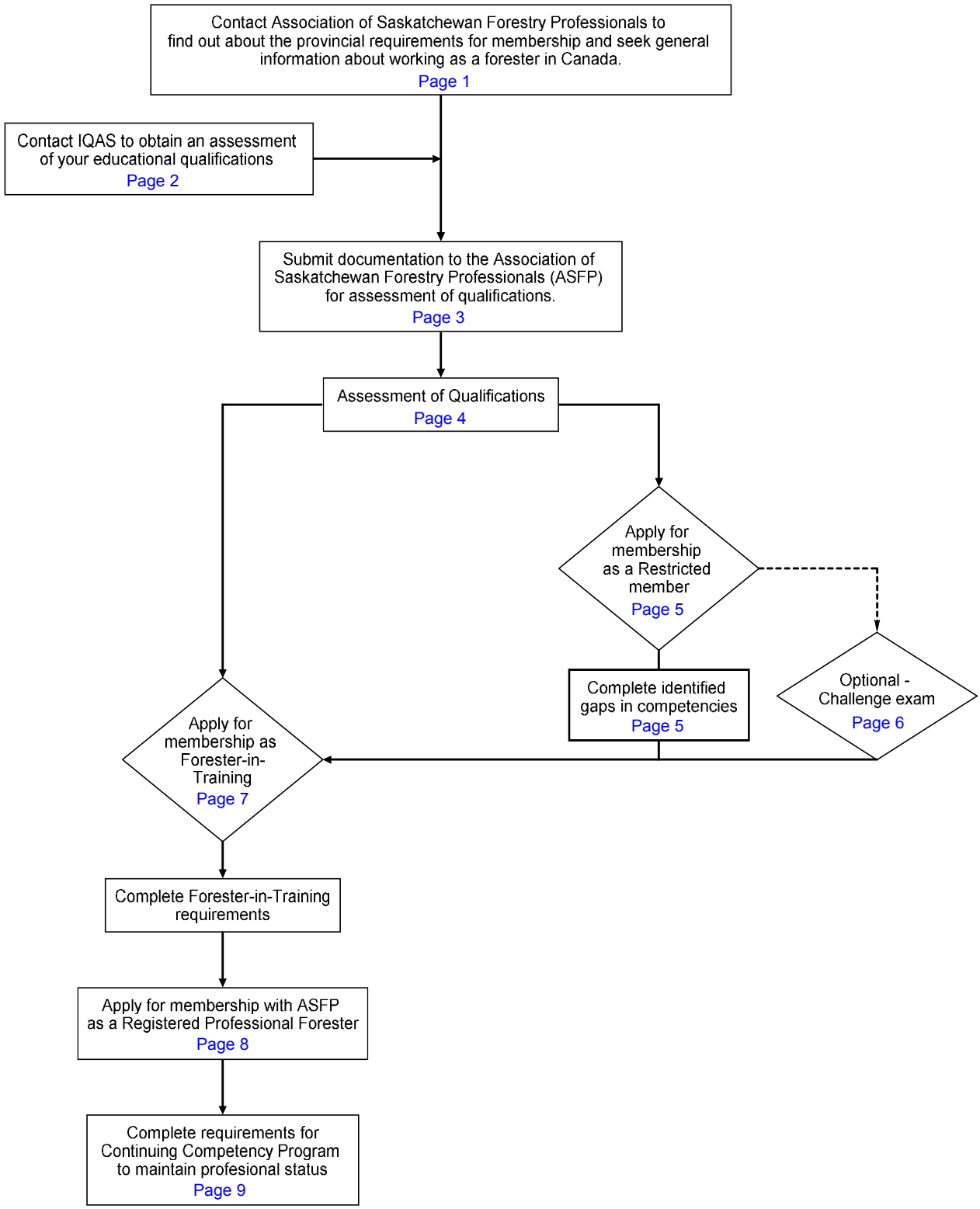
INTERNATIONALLY-TRAINED FORESTERS



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PROCESS MAP FOR INTERNATIONALLY-TRAINED FORESTERS WISHING TO WORK IN SASKATCHEWAN, CANADA

This PROCESS MAP will provide internationally-trained foresters with information about the most efficient pathway to obtain membership with Association of Saskatchewan Forestry Professionals (ASFP). This process map is meant as a guide only, but is based on the experiences of Foresters that have been through the process.

Contact the Association of Saskatchewan Forestry Professionals to find out about the provincial licensing requirements and seek general information about being registered as a forester in the province.

You may contact (by mail, phone or email) the Registrar of ASFP to ask about the requirements for registration. There will be various fees for the process including:

- Application
- Assessments
- Registration exam
- Annual membership

To work as a forester in Saskatchewan, you do not need to be registered as a member in good standing with ASFP. However, if you are not registered, you cannot use the title or abbreviation of:

- Registered Professional Forester (R.P.F or RPF)
- Registered Forester (R.F. or RF)
- Professional Forester (P.For. or PFor)
- Forester-in-Training (F.I.T. or FIT)

Nor can you use any words or abbreviations that imply you are a member of ASFP.

Be sure to ask specifically for information on what parts of the process you can do or start before you leave your home country. For example, you may need to:

- Prepare or obtain documents from your home licensing body or educational institution.
- Obtain and complete forms that are available online.
- Obtain personal or work references.
- Collect documents demonstrating your professional work as a forester.
- Begin necessary educational/experience, or
- Begin applications to programs or examinations

Association of Saskatchewan Forestry Professionals
101 - 1067 Central Ave.
Prince Albert, SK S6V 4V4
Tel: 306-960-8682
E-mail: registrar@asfp.ca
Website: www.asfp.ca

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Contact an IQAS to obtain an assessment of your educational qualifications before coming to Canada.

The assessment of your application will be conducted by an Admissions Committee and you will be provided with information on how international credentials are evaluated once you are in Canada. However they are not set up to assess international education qualifications before you arrive in Canada.

Prior to your arrival in Canada, you should have an assessment of your educational qualifications from International Qualifications Assessment Service (IQAS). This assessment should be forwarded directly from IQAS to ASFP.

The IQAS assessment indicates how an educational credential received in another country compares to an accredited forestry education program in Canada.

Please note that these assessments are advisory and do not guarantee recognition of your qualifications for employment or registration as a forester by ASFP. Many professional associations will have other requirements in addition to an educational assessment. If you have questions about licensing, registration or employment requirements, contact the Association of Saskatchewan Forestry Professionals.

Also note that IQAS will charge a fee for the assessment.

International Qualifications Assessment Service (IQAS)
9th Floor, 108 Street Building
9942 - 108 Street
Edmonton, AB
Canada T5K 2J5

Telephone: 780-427-2655
Fax: 780-422-9734
Canada and overseas call direct: 780-427-2655
Website: http://employment.alberta.ca/Immigration/4512.html

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Submit documentation to the Association of Saskatchewan Forestry Professionals (ASFP) for assessment of qualifications.

If you are a forester in another country and wish to be registered in Saskatchewan you will be asked to provide the following documents for assessment by the ASFP Admissions Committee. All documents must be provided in English.

- Academic transcript
- Course descriptions of the courses listed on the transcript.
- Two letters of reference
- Detailed description of work experience.
- Assessment from IQAS – sent directly to ASFP from IQAS.

To be eligible for registration, the minimum educational qualification is the equivalent of a Canadian four-year science-based degree.

Academic transcripts should be sent directly to the Admissions Committee from the educational institution. However if this is not possible the Admissions Committee will accept notarized copies of transcripts provided by you.

Your description of work experience should include examples of your work such as reports, forest management plans, or other documents that demonstrate your work in a professional capacity.

A non-refundable application fee and an assessment fee will be charged. It is advisable that you discuss your education and qualifications with the ASFP Registrar before you apply.

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Assessment of qualifications

The Admissions Committee will review your application. Your application will be assessed using the academic standards of the Canadian Forestry Accreditation Board (CFAB). CFAB is responsible for accrediting Canadian university programs to ensure the programs meet the academic requirements for professional certification. Information on the academic standards can be found at www.cfab.ca

Following the assessment, the Admissions Committee of ASFP may:

- Approve you to apply for membership as a Forester-in-Training (F.I.T), or
- Approve you to apply for membership as a Restricted member and require you to address specific gaps in your qualifications.

If you disagree with the assessment of the Admissions Committee regarding gaps in the assessment of your competencies, you can request to take a challenge exam.

Apply for membership as a Restricted Member of ASFP.

As a Restricted Member of ASFP, you can complete the gaps identified in the assessment of your competencies. There is an annual membership fee and you are required to follow the code of ethics and bylaws of ASFP.

As there is no accredited forestry program available in Saskatchewan, the Admissions Committee will consider a variety of options to address the gaps identified in education and/or experience. Such options could include:

- Formal education courses,
- Experience and/or
- A program of self-study in which you are responsible for pursuing varied readings or other independent activities that will address the gaps identified in your education/experience.

Before you start any program, you should discuss it with ASFP to ensure that it will meet the requirements to address gaps in competencies.

Depending on how the competency gaps are addressed there may be costs involved, such as a fee for enrolling in a course. These costs are your responsibility.

When you have completed the gaps in your competencies, you can apply for membership as a Forester-in-Training (F.I.T.). The two-year minimum requirement for F.I.T. may be reduced depending on any work experience you acquired during the period that you were a Restricted member.

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Optional – Request to take a challenge exam.

If you disagree with the decision of the Admissions Committee regarding the assessment of your qualifications, you can request to take a challenge exam(s) to demonstrate your competence.

A fee will be charged for the challenge exam.

The challenge exam will be based on the academic standards of the Canadian Forestry Accreditation Board (www.cfab.ca). The purpose of the challenge exam is to demonstrate the integration of the individual competencies within each standard and that you can apply the competencies in a professional capacity.

If you successfully complete the challenge exam and complete any other competency gaps, you can apply for membership as a Forester-in-Training.

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Apply for membership as a Forester-in-Training (FIT).

The Forester-in-Training is an internship period where you gain experience directly related to the professional practice of forestry in Saskatchewan. Experience can be obtained through paid work as well as volunteer work.

As a Forester-in-Training you will increase your awareness and understanding of professionalism and ethics expected of a professional forester. There is an annual membership fee to maintain your status as a Forester-in-Training. When you are registered as a Forester-in Training you can use the designation of Forester-in-Training (F.I.T. or FIT).

The Forester-in-Training requires a minimum of two years (which may be reduced depending on any work experience as a Restricted member) and completion of a registration examination. The examination focuses on Saskatchewan and Canadian legislation pertaining to the development and management of Saskatchewan forest resources.

The examination is held once a year and is a combination of essay and multiple choice questions. Ability to read and write in English is required.

To prepare for the examination, you will be provided with a reading list for self study. There is a fee to write the examination.

If you fail the registration examination you can re-write it in another year. There will be a fee for rewriting the exam.

When you pass the registration exam, and meet any other requirements indicated by the Admissions Committee, you will be eligible to apply for membership as a Registered Professional Forester (R.P.F. or RPF).

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Apply for membership with the Association of Saskatchewan Forestry Professionals as a Registered Professional Forester (RPF).

After successfully completing all of the requirements for Forester-in-Training along with any competency gaps, you may now apply to be a professional member of the Association of Saskatchewan Forestry Professionals.

To apply, you will:

- Submit an application form
- Updated resume and
- Have two sponsors; sponsors are members of ASFP in good standing.

When ASFP approves your membership and you are registered as a professional forester, you can use the designation of Registered Professional Forester (R.P.F or RPF).

You will be required to pay an annual membership fee and abide by the Code of Ethics and By-laws of the Association.

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Complete the requirements of the Continuing Competency Program.

As a professional member you are required to engage in an on-going program of continuing competency and professional development to:

- Maintain relevancy of knowledge,
- Advance knowledge and skills,
- Encourage learning of new techniques,
- Encourage broadening of knowledge in related areas,
- Increase awareness of new developments and current issues,
- Assist members in reviewing their knowledge of current literature and keep abreast of new opportunities to upgrade knowledge, and
- Stimulate individual self-assessment by providing standards for achievement.

Continuing competency credits can be accumulated through a combination of:

- Formal education and/or training,
- Self-Directed Reading and Forestry Profession Business Meetings
- Professional Practice and Technology Transfer – such as sharing your expertise with others and/or writing for publications.

You will be required to track and document your activities. Each year a continuing competency audit will be conducted of a sample of the ASFP membership to ensure that members are meeting the program requirements. Individual audits will review members' continuing competency activities and professional development activities over a three-year period.

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