

CONTINUING FORESTRY EDUCATION

PROGRAM OBJECTIVES

- Maintain, advance, and broaden the knowledge and skills of all forestry professionals and practitioners.
- Speed the transfer of new technology and concepts.
- Recognize those forestry professionals who are successful in CFE and professional development.

PROCEDURES FOR CERTIFICATION

To obtain a CFE Certificate, applicants must complete 150 hours of approved activities within a three-year period. The three-year period for completion of the requirements can begin and end at any time, and participants may complete the program in less time.

Approved activities are described in three broad categories. Credit weight varies with the type of activity, the standard being the contact hour which is based on one hour of instruction or equivalent. Although many different activities are acceptable, the system requires some focus on Structured Learning by stipulating a minimum of 60 hours in the three years for that category, and by setting maximum hours for the other categories. All 150 hours may be obtained in Category 1, but participants are encouraged to participate in other activities.

Credit may be claimed for course work taken as part of a degree or diploma program as long as the credits are obtained following full-time professional employment and are not required for membership in the member organizations.

Individuals are required to keep their own records with the Personal Activity Record. Applications must be accompanied by a Personal Activity Form and related supporting documents for all activities claimed. Since applications are not returned, participants should make copies for their personal records. In the process of reviewing applications and evaluating Contact hours, the CFE Committee recognizes the professional integrity of individual members and their Code of Ethics.

CATEGORY DESCRIPTIONS AND EVALUATIONS

University or technical school courses, study by correspondence, seminars, short courses, and/or workshops that meet five criteria:

- I. An organized program of learning,
- II. Primarily related to the career and practice of forestry,
- III. Conducted by qualified instructors,
- IV. Conducted in a suitable setting, and
- V. Applicable to forestry practitioners in general.

Other activities not specifically related to forestry can be included such as computer courses, management courses, public speaking, etc. which benefit an individual in their profession or position. Formal instruction would be credited as three contact hours per hour of instruction whereas field trips would be three contact hours for each exact hour of field instruction. Contact hours do not include meal or nutrition breaks.

Category 2: Self-Improvement: (90 contact hours maximum)

In two areas:

1. *One contact hour per hour attendance at business meetings* of related organizations such as CIF-NS, NSFTA, RPFANS, or other professional groups.
2. One contact hour per hour of reading, viewing, or listening to related technical forestry material.

Category 3: Professional Contributions: (60 contact hour maximum)

In three areas:

1. The development, preparation, and presentation of course work in an instructional capacity for Category 1 type activities, but only for work beyond normal duties or job description. Claim three (3) contact hours per hour of presentation in courses (but only 2:1 for material which the instructor presents without updating or original preparation).
2. The preparation, writing, and publication of forestry or related subject matter, but only for work beyond normal duties or job description. Claim fifteen (15) contact hours for each publication requiring technical review and five (5) contact hours for a substantial article appearing in a magazine, journal, or newspaper.
3. Holding an elected or appointed office or an active committee assignment in CIF-NS, NSFTA, RPFANS, or allied professional organizations. Claim fifteen (15) contact hours *per year* for holding office or chairing a committee and two (2) contact hours *per year* for active committee membership.

CFE forms are available through the links below for keeping track of your hours and for documenting activities which do not otherwise have supporting documents. The CFE Application file also has information on how to correctly calculate hours and fill out the form. Your representatives on the CFE Committee can be contacted through NSFTA email.