

Continuing Professional Development

Program Policy and Procedures



**Forest
Professionals**
BRITISH COLUMBIA

Responsible for registering and regulating British Columbia's forest professionals.



Continuing Professional Development Program Policy and Procedures

Revision Tracker		
Date	Revision	Approved by
March 26, 2021	Program policy and procedure released to registrants	Revised by Troy Lee, manager member competence and engagement
April 20, 2022	Add learning activity that does not apply	Christine Gelowitz, CEO
January 29, 2024	Added revised practice areas	Troy Lee, manager of member competence and engagement
February 5, 2024	Organization name update; copyedit	Revised by Troy Lee, manager member competence and engagement
November 15, 2024	Addition of Appendix B	Tara Bergeson, deputy director of competence and practice
May 1, 2025	Minor copyedits	Tara Bergeson, deputy director of competence and practice



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Continuing Professional Development Program Policy and Procedures

Purpose

The purpose of Forest Professionals British Columbia's (FPBC) Continuing Professional Development (CPD) program is for registrants to grow, maintain, and demonstrate their level of competence across the span of their professional careers.

Ensuring the competence of registrants is a pillar of professional regulation. Competence is the first standard of FPBC's [Code of Ethical and Professional Conduct](#). Significant rigour is exerted to assess competence upon entry to the profession. A structured CPD program demonstrates how registrants continue to actively learn and expand their professional competence through the stages of their careers.

Forest Professionals BC Bylaws require registrants to undertake a specified amount of professional development and submit documentation each year. The objective of FPBC's CPD program is to focus on meaningful learning as opposed to counting and submitting hours. With a focus on learning outcomes, the program is able to offer a high degree of flexibility in regard to the format by which professionals have identified they primarily learn during different stages of their professional careers. Recognizing the broad range of roles and services forest professionals commonly provide, the program focuses beyond traditional practice areas and reflects the importance of maintaining competencies — knowledge, skills, and/or abilities — related to professional ethics and conduct, as well as interpersonal skills commonly employed in professional practice.

[Section 57\(1\)\(e\)](#) of the *Professional Governance Act* (PGA) requires FPBC to make bylaws establishing a continuing education program and requirements for individual registrants. Forest Professionals BC [Bylaw 10](#), brought into force in February 2021, establishes the core requirements of the annual CPD program. This program policy includes the requirements contained in the bylaw, with additional information to assist registrants in understanding how they can fulfill their CPD obligations.

Program Description

The CPD program is mandatory for all practicing RPF, RFT, AFP, and NRP registrants. Trainees and other classes of registrants are exempt unless specified by the FPBC Board. This includes associate registrants (ATC, ATE, SAS), temporary registrants (visiting, transferring), and non-practicing registrants (those on an FPBC-approved leave of absence). Leaves of absence from your work do not automatically reduce or waive CPD requirements; you are required to request, and have approved, a LOA from FPBC. Retired registrants are exempt unless specified by the board.

Forest Professionals BC registrants who also belong to other regulatory bodies or associations must participate in the CPD program. However, they do not have to duplicate learning activities. For example, if a registrant engages in a learning activity that is focussed on one association, but



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has learning outcomes that align with key FPBC categories (professional, practice area, and interpersonal competencies), then these outcomes count towards their CPD obligations. However, the learning activities must be entered into the Forest Professionals BC CPD Reporting Tool regardless of submissions or declarations made to another regulator.

Annual Program Requirements

Registrants must complete and report a minimum 30 hours of CPD a year. A CPD reporting year is December 1 to November 30 (Bylaw 10-1(3)).

Registrants are free to choose any learning activities that align with the topics below (Bylaw 10-1(5)):

Professional Competencies

- Standards of ethical and professional conduct and regulation
- Indigenous reconciliation
- Communications

Areas of Professional Practice

This category includes any learning focused on a registrant's professional practice area(s). The 36 areas of professional practice are found in Appendix A.

Interpersonal Competencies

This category includes any learning focused on competencies such as conflict management, relationship building, and critical thinking.

Acceptable Learning Activities

Any learning, including that which is not in a traditional classroom or online course, is acceptable in this program. This includes a broad range of learning activities, from podcasts to practice-based conversations with other professionals. It is up to the discretion of the registrant to determine if they achieved a learning outcome(s) during a given activity.

Acceptable learning activities:

- Workshop (classroom)
- Workshop (field)
- Workshop (virtual)
- Course (classroom, credit or non-credit)
- Course (online, credit or non-credit)
- FPBC online resources
- Field or office discussion with other professionals or SMEs
- Program (multi-course, with or without certification)
- Conference (session or plenary)
- Webinar (real time e-lecture with questions/answers)



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- One-on-one meetings with mentor, colleagues, or SME
- Lecture/presentation research preparation and delivery
- Reading and researching scientific and professional papers, journals, articles, and/or conference proceedings
- Competency self-assessment tools/rubrics
- Sponsoring trainee or mentoring
- Mentoring early-career registrants
- FPBC statutory (and other) committee involvement
- Graduate student committee involvement
- Podcasts

The following learning activities do not apply to this program:

- Employer onboarding and/or employment orientation training
- Employer standard operating procedures training
- FPBC audits (for the selected registrants), practice reviews, and discipline
- Learning that does not align with the above categories

Qualifying CPD Hours

This program utilizes a 1:1 ratio for CPD aligned with one or all of the categories. In other words, a registrant can report one CPD hour, or half of an hour, for the equivalent spent learning. However, most learning activities — especially formal ones — have a portion of time when the participant is not engaged in the learning process.

Non-qualifying hours includes time spent in:

- Travel to/from a learning activity
- Conference coffee breaks, lunches, and dinners/banquets
- Motivational plenary speeches
- Down-time during a workshop
- Transition time between presenters at a conference or colloquium
- FPBC's Inductees' celebration (face-to-face or virtual)
- Activities completed in accordance with a condition imposed on registration, unless otherwise directed by the Credentials Committee

CPD qualifying hours cannot be carried over from one year to the next.



Program Monitoring and Non-Compliance

Reporting and Documentation

By November 30 of each year, registrants are required to record their mandatory minimum learning activities in the FPBC's web-based CPD Reporting Tool.

Registrants must enter the following data:

- Name and format of learning activity
- Date
- Time (hours) per activity
- Category alignment (professional, inter-personal, and practice area competencies)

Registrants can optionally enter the following data:

- Learning outcomes (key knowledge, skills/abilities, or behaviours learned)
- Outstanding learning outcomes (unanswered questions or issues raised during the learning)

The [CPD Reporting Tool](#) is located on the secure Forest Professionals BC website (registrant login required). Registrants can export their annual learning activities and edit individual entries within the relevant fiscal year.

Recording CPD activities is an important step in the learning process. It helps clarify learning and identifies areas for further development.

We recommend registrants report learning activities no less than seven days after completion. After one week, a typical person remembers only 30 per cent of learned information; little can be recalled after one month.

Non-compliance

The CPD Reporting Tool will accrue time spent learning, indicating to the registrant when the annual minimum hours are achieved. FPBC will monitor the progress of registrants and, if required, issue a non-compliance notification.

As of December 1, 2021, a registrant who does not submit their CPD records by November 30 of the reporting year will be considered 'non-compliant,' resulting in the following:

- the registrar will notify the Audit and Practice Review Committee; and
- the Audit and Practice Review Committee may direct the registrar to issue a notice of non-compliance, requiring you to pay a late fee and complete outstanding requirements (Bylaw 10-2(2)).

If a registrant fails to deliver payment of the late fee or comply with requirements specified in a notice of non-compliance under the bylaw subsection, the registrar may:



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- notify the Credentials Committee of the registrants' non-compliance, for their direction to deliver a notice of administrative suspension or cancellation to the registrant under Section 5-19; or
- refer the registrant to the Audit and Practice Review Committee for a review of the practice of the registrant under the PGA 63(4) and (5) and Bylaw 11 (Audit and Practice Review); or
- the Investigation Committee will be notified of the registrant's non-compliance for review under Section 12-5 of Bylaw 12 (Complaints, Investigation and Discipline).

Special Circumstances for Exemptions (Bylaw 10-1(7))

In specific circumstances, the Registrar or the Audit and Practice and Review Committee may exempt a registrant from the requirements of this section in accordance with FPBC Board policy. See Appendix B for the list of circumstances that will be considered.

Related FPBC Program Requirements

Annual Competence Declaration (Bylaw 5-15(2D))

The annual competence declaration will continue to be required at the time of registration renewal, which must include a statement of the registrant's declared practice area or areas.



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Appendix A

Areas of professional practice:

1. Auditing, inspecting, monitoring and verifying forest operations, plans and practices
2. Compliance and enforcement in forest management
3. Forest certification
4. Forest conservation and protected forest areas
5. Forest ecosystem assessment, planning, and stewardship
6. Forest education and training
7. Forest harvest-planning
8. Forest harvest-operations management and oversight
9. Forest health damage and invasive species
10. Forest inventory and analysis
11. Forest legislation and policy development
12. Forest resources contract management and administration
13. Forest/watershed level planning and management
14. Forest measurements (timber cruising, surveys)
15. Forest recreation planning and management
16. Forest research and climate change adaptation
17. Forest roads and transportation
18. Forest tenure, license, permits and authorization
19. Forest geographic information systems and mapping
20. Growth and yield analysis and application
21. Indigenous forest management
22. International and inter-provincial forestry management
23. Landscape level-forest planning and management (FLP, HLP)
24. Prescribed fire
25. Stand level-forest planning and management (site plans)
26. Silviculture
27. Small scale forest management
28. Supervising, directing and advising forest plans, practices and professionals
29. Timber pricing and appraisals
30. Timber, carbon, ecosystem and forest land valuation
31. Tree improvement/forest genetics
32. Tree seed and seedling planning and production
33. Urban forest management
34. Visual resource management of forests
35. Wildland fire resiliency and risk reduction
36. Wildfire interaction with forest values



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Appendix B

The following procedure describes and establishes requirements and criteria for continuing professional development program application to registrant classifications. It also provides for exemptions due to extenuating circumstances, pursuant to Forest Professionals BC Bylaw 10.

Bylaw 10 specifies the requirements for completion and reporting of continuing professional development by all practicing RPF and RFT registrants, as well as registrants of other categories or subcategories as designated:

- Affiliated Forest Professionals (AFPs)
- Natural Resource Professionals (NRPs)

Exemptions related to Bylaw 10 are:

- registrants entering into full practicing status from TFT, FIT, or other new registrants achieving designation will be exempt from CPD reporting requirements within the first year of change of status, and begin reporting requirements on the next December 1;
- registrants re-instating to full practicing status from a leave of absence or other change of category within the normal renewal period of December 1-January 31 are required to complete full CPD reporting requirements;
- registrants re-instating to full practicing status from a leave of absence or other change of category from February 1 through June 30 are required to complete and report on 15 hours of continuing professional development for the current year;
- registrants re-instating to full practicing status from a leave of absence or other change of category will be exempt from CPD reporting if the re-instatement occurs on or after July 1; and
- registrants may be granted a reduced number of required hours based on extenuating circumstances listed below, and calculated at 2.5 hours/month impacted by event:
 - Extended emergency evacuation order for home or work
 - Extended work disruption or obligations (e.g., wildfire deployment away from regular office)
 - Family emergency
 - Jury duty
 - Prolonged illness or injury

Exemption requests must be made prior to November 1 of each reporting year in order to be considered and any reductions or changes will be reflected in the CPD tracking tool on the registrants' profile.