



CFE Educational Event Provider Guide and Information



**SOCIETY OF
AMERICAN
FORESTERS**
Continuing Education

Educational Event Provider Guide and Information

TYPE OF EVENT

The CRB and FS&TB categorize continuing education events into the following four types.

- **Live Programs**—educational workshops, seminars, conferences, lectures, live video-conference/webinars, field trips, or phone broadcasts.
- **Subscription Self-Study**—credit awarded through quizzes or other assessments contained within professional periodicals.
- **Online Self-Study**—educational programs with quizzes, assessments, or a system that can track attendance on the Internet.
- **Recorded Programs**—recorded educational programs where attendance and completion can be tracked, or a quiz or other assessment is required.

CATEGORY 1—CORE EDUCATION

Category 1 activities are the core requirement for the SAF certification programs and many state boards of licensure.

All Category 1 activities **MUST** satisfy **ALL** of the following conditions:

1. It is an organized program of learning conducted in a setting physically suitable to continuing forestry education objectives.
2. Speakers must be qualified to address their topics and be considered experts in their presentation subject by virtue of special education, training, and/or experience.
3. The subject matter must directly relate to the approved content area of a credential. Individual presentations within a workshop or conference may qualify, even if others do not.
4. The event content must be advanced, building upon foundational knowledge to ensure professional competency. **Training sessions specifically aimed at landowners do NOT meet this criterion.**
5. The event content cannot be:
 - specific to protocols of an individual organization, company, or agency;
 - about organization-specific procedures and operations;
 - employee training in organization-specific practices/policies.
 - attendance can be limited to individuals of a particular organization.

If the program content falls under the approved content area but does not meet all the criteria of Category 1, it can be assigned to Category 2. For example, if the subject matter relates to the approved content area but is not at a technical level as specified in item 4 above, then the program or element of the program must be assigned to Category 2.

The topic/knowledge content areas for Certification Domains (see below) are not inherent to a single forest landscape type. Rural, urban interface, urban/community forest landscapes are all

considered and valued as landscapes for professional, certified, and registered foresters to practice within and train to improve the practice of forestry.

Category 1 Topics and Examples Based on Certification Domains

Resource Assessment—including understanding soil properties and processes specific to forested areas; photo interpretation and remote sensing; using GIS, GPS, and drones in data collection, inventory, and maintenance; interactions between forest ecological factors and ecosystem services; forest measurements, land surveying concepts, inventory and sampling techniques, and new technology; identifying impacts from forest insects and diseases; identifying basic aquatic and terrestrial flora and fauna; understanding how climate, weather, fire, pollution, genetics, insects, diseases, invasive species affect forest health and productivity; understanding how to access and evaluate current economic and market conditions; cultural and socially important site awareness;

Stakeholder Analysis and Relations—including leadership training for natural resource professionals; communications to engage effectively with diverse stakeholders, including conflict resolution, mediation, how to conduct effective stakeholder surveys and meetings, and techniques; how policies, federal, state, and local laws and regulations directly govern the practice of forestry, including voluntary standards and guidelines; changing forest landowner demographics and identifying stakeholders; how social, cultural, political, legal, educational, economic and institutional histories influence the practice of forestry; inform stakeholders of scheduled activities in the operational area (e.g., controlled burns, herbicide and pesticide operations, timber harvesting); interact with and respond to relevant parties and stakeholders (e.g., the public, community, recreational users) under the direction of the forester or project manager; Maintain accurate records of operations and interactions with relevant parties and stakeholders.

Management Planning—including hydrology, water quality, and watershed functions and management and constraints; the relationship between forest management and wildlife, fisheries, range, or wetlands management; how tax policies impact forest management; silvicultural principles and techniques to achieve objectives; developing management plans with specific objectives including forest products, recreation, non-timber products, wildlife; developing a fire risk assessment and understanding of suppression techniques; fire weather and prescribed fire methods; how to use GIS in land management planning; analyzing economic, environmental, and social consequences of forest resource management strategies and decisions; forestry and logging safety protocols and practices.

Execution of Management Plans—including developing harvesting plans including road maintenance, roadbed stabilization, timber appraisal, and logging costs; methods to achieve silvicultural objectives; contract law and interpreting contract specifications; recognizing and determining the impact and severity caused by catastrophic agents and corrective methods such as rehabilitation or salvage harvesting; harvesting systems, techniques, and methods and how economic impacts affect harvesting schedules; reforestation methods and measuring success rates; control methods and pesticide application technologies for forest insects and diseases and vegetation management; professional ethics; how cost share programs impact the management plan

Urban and Community Forestry Fundamentals—including tree species; principles of arboriculture and silviculture to tree and forest management in urban and peri-urban environments; knowing urban and community forest ecosystem structure and function; identifying problems affecting the urban and community forest identify problems related to tree structure, function, and biomechanics as related to surrounding infrastructure and environment.

Integrating Urban and Community Forests and Built Environments—including plans, strategies, and programs to address the interaction of green and grey infrastructure assets; evaluate the potential impact of development projects on the urban and community forest; recommendations for development activities to address impacts on, and/or reforestation of, the urban and community forest; prescribe plans for proper tree protection; the interaction of the urban and community forest with utility infrastructure (e.g., electrical, gas, sewer/water, solar, telephone); quantify the values and benefits of urban and community forest assets; principles of sustainability in the planning, development, and management of the urban and community forest; advocate for the urban and community forest with qualitative and quantitative information.

Ecosystem Management—including optimizing ecosystems and their services in urban and community forests; manage wildlife in urban and community forests; connect urban and community forestry with current public policy priorities.

Operation and Safety with Specialized Equipment for Forest Inventory and Monitoring—including measurement and data collection tools (e.g., hypsometers, clinometers, prism for variable radius plot cruising, diameter tapes, bark gauges); tree harvesting and maintenance equipment (e.g., chainsaws); climbing and access equipment; mobile data collection and application.

Field Operations Preparation and Execution—including identifying operational constraints on management plan implementation; advanced planning and preparation to make decisions in the field; fire behavior and applicable controlled burns techniques in the operational area; site preparation; intermediate treatments; end of rotation treatments; operational compliance; practice safe operations.

CATEGORY 2—RELATED EDUCATION

Category 2 activities directly benefit professionals, but do not meet all the requirements for Category 1. Category 2 activities **MUST** satisfy **ALL** of the following conditions:

1. It is an organized program of learning conducted in a setting physically suitable to continuing forestry education objectives.
2. Speakers must be qualified to address their topics and be considered experts in their presentation subject by virtue of special education, training, and/or experience.
3. The program content must be of a technical level and nature such that it supplements and builds upon the knowledge necessary to ensure professional competency and performance.
4. The program content **cannot** be:
 - specific to protocols of an individual organization, company, or agency
 - about organization-specific procedures and operations
 - employee training in organization-specific practices/policies
 - attendance can be limited to individuals of a particular organization.

Category 2 includes organized coursework or activities not specifically in forestry or forestry-related subject matter, but which are professionally enriching or directly benefit the individual in his or her present position. Examples include coursework in areas such as general computer skills

and programs, general wildlife, fisheries and ornithology (when not related to forest management practices), and managerial skills beyond leadership skills.

Many times, the context of the subject presented will determine the relevant category. For example: forest finance presented by a forestry professor using forestry examples to a professional forestry audience is Category 1. Corporate finance presented by a business school professor to a general audience is Category 2. If, however, that same business school professor presented essentially the same course to a forestry audience with specific forestry examples, it could be classified as Category 1 if it meets all the criteria and guidelines.

UNIVERSITY COURSES

Formal university or college courses can be awarded CFE credit hours. Such courses will be evaluated as Category 1 or Category 2 based on course description and content. Credit will not be allowed for courses in which the individual is earning a first degree in forestry or natural resources. Individuals must submit a transcript and course syllabus to receive CFE credit. Requests must be directed to the national office staff.

CFE credit for formal university or college courses are assigned on the basis of the course credit granted by the university or college. If using the semester system, the number of course credits is multiplied by 15. If using the quarter system, the number of credits is multiplied by 10. Individuals must earn a minimum of a C or a 2.0 on a 4.0 system to receive credit.

CATEGORY 3—PROFESSION DEVELOPMENT AND VOLUNTEER ACTIVITIES

Category 3 activities must satisfy ALL the following conditions:

1. Professional activities undertaken outside of **normal** job responsibilities with no compensation
2. The subject matter qualifies under Category 1, such as presentations in a classroom, field, or lab setting; writing and publishing of forestry or forestry-related subject matter
3. Service to the profession through volunteer work

Requests for Category 3 CFE credit must be sent directly to the national office staff.

CREDIT HOUR DETERMINATION

The following activities **do not qualify** for credit:

1. Introductory, welcome, and closing remarks
2. Opening ceremonies/award presentations
3. Exhibits or poster sessions*
4. Coffee, meal breaks, and banquet/social events
5. Cultural performances, entertainment, or recreational activities
6. Business meetings or committee meetings of volunteer organizations, state credentialing boards, companies, and agencies
7. Transportation time to a specific site, loading and unloading, and dislocation to a point of interest

8. Work experience or on-the-job training

**Poster presentations, where the authors speak regarding poster subject matter, do qualify for CFE.*

DEFINITION OF CREDIT HOURS

One CFE Credit Hour (1.0) = 60 minutes of interaction between learner and instructor or learner and materials which have been prepared for learning.

½ CFE Credit Hour (0.5) = 30 minutes of interaction between learner and instructor or learner and materials which have been prepared for learning.

Programs shorter than 30 minutes in entirety are not eligible for credit.

LIVE TRAINING/EVENTS

Determine a daily total of credit hours by adding all minutes with an interaction between learner and instructor. If the event is multi-day event, the daily totals are added together for a final total. Hours are rounded down to the nearest 30-minute session.

Example: A learning event has six 50-minute sessions with organized, interactive learning over two days; three sessions each day. Each day would be computed as $3 \times 50 = 150$. Divide the total number by 60 (minutes) = 2.5 for each day. The total number of credit hours would be computed as: $6 \times 50 = 300$ total minutes. Divide the total number by 60 (minutes) = 5 CFE credit hours.

The same method is used to calculate credit hours for field trips. However, only the time when an interaction occurs between the learner and instructor is used in the calculation. Travel time is not part of the calculation.

Credit hours approved for an event are the maximum which may be claimed by the participant. If the participant attends only a portion of an approved course, credit can only be claimed for that portion.

SUBSCRIPTION SELF-STUDY AND ONLINE SELF-STUDY

The number of credit hours is based on an accurate word count for text-based materials, and on an accurate word count plus listening/viewing time for mixed text and audio/visual materials.

A reading speed of 180 words per minute is used to calculate the number of clock hours that may be awarded for text-based programs. One hour of continuing education credit may be awarded for a minimum of 10,800 words of text. Audio/visual materials are evaluated the same as live events.

RECORDED PROGRAMS

Recorded programs are educational events previously recorded and delivered in a classroom environment or online. CFEs for recorded programs can be given if there is a program administrator who is tracking attendance or if there is a quiz or assessment given to attendees of the program, and the results are tracked. Determination of credit is similar to live events where total minutes of the recorded program are added together and rounded down to the nearest half hour.

Live and recorded programs can be assigned CFEs for one year following the initial live event. This longevity is dependent on (1) the provider's willingness to continue tracking results and reporting attendance, and (2) the subject matter remains relevant for the next year.

NWCG PROGRAMS

The CEC of the CRB pre-approved a suite of NWCG courses. The library of NWCG courses pre-approved for CFEs is included within the appendix and at www.eforester.org. Any applications submitted for an NWCG course that is included in this list does not need to undergo a secondary review except to verify hours of session if the NWCG course list indicates a range of duration for the particular course.

ISA CEU-APPROVED PROGRAMS

The CRB accepts Continuing Education Units (CEUs) from the International Society of Arboriculture (ISA) for CFE credit. Individuals must submit an official ISA CEU report to SAF National Office to receive individual's CFEs from ISA CEU-approved programs. Without an ISA CEU record, an individual must follow the individual CFE post-approval request process.

WHEN

All organizations should apply prior to the start of the event, even if some speakers/topics are yet to be determined. Tentative approval of credit hours can be issued and then revised once the program is finalized. Organizations may not apply after the event.

For organizations that do not have prior CFE approval, appropriate documentation will have to be issued to all attendees after the event. If organizations do not apply for approval prior to the execution of the event, attendees will have to apply directly to the national office staff for CFE credit and provide appropriate documentation of attendance at the event as evidence of completion. Program host will also need to provide attendees a time specific agenda for the program at the end of the event.

WHO

There are two ways to request CFE credits for an educational event:

- Through a local CFE coordinator **in the state where the activity will be offered**
- Through the SAF National Office or national CFE coordinators.

Contact Information:

CRB and FS&TB:

CFE Approval
Society of American Foresters
2121 K Street NW, Suite 315
Washington, DC 20037
scienceed@safnet.org or
scienceed@safnet.org
<https://bit.ly/SAFCFEPREApprovalOnline>
Phone: 866 897-8720
Fax: 202 938-3911

Local CFE Coordinators:

Please contact your state society for the current local CFE coordinator. If there is no coordinator for your state, please submit the request to the CRB via SAF National Office.

<https://bit.ly/SAFStateSocieties>

HOW

All organizations or continuing education providers must submit a completed application for CFE credit to either the local CFE coordinators or to the CEC via email at scienceed@safnet.org or online at <https://bit.ly/SAFCFEPREApprovalOnline>. Note: all online applicants must have

an SAF account. If a provider does not currently have an SAF account, a complimentary web account can be created.

Any incomplete application will be returned to the provider to supply additional information for CFE consideration.

WHAT

Completed applications for CFE credit includes the following information as it applies to the program:

- A complete agenda including times for presentations, breaks, meals
- Names and titles of presenters
- Brief description of individual presentations
- Field Trips: length of time at each stop and note transportation time

AFTER EVALUATION

After the evaluation, meeting providers will receive the following SAF sanctioned documents:

1. sign-in sheet templates
2. certificate templates

Please see the section titled “Provider Responsibilities” regarding usage of the above documents. All providers must follow guidelines in the section titled “Provider Responsibilities.”

PROVIDER APPEALS

A provider can appeal the CFE credit hours evaluated for an event by:

1. Contacting SAF National Office within 14 days of receiving notification of evaluated CFE credit hours. SAF National Staff may re-evaluate the event and change the approval. If unable to process a change, the SAF National Staff will send the information to the CEC for review.
2. The CEC will contact the meeting evaluator for a copy of the CFE request form, agenda, and supporting materials provided at the time of application.
3. The CEC will review the information and render a decision.
4. The provider may appeal the CEC decision to the Forest Science and Technology Board. No additional information beyond what the CEC received is considered in the initial appeal.

Decisions made by the FS&TB regarding the appeal are final.

APPROVAL STATEMENTS

Program organizers MAY NOT advertise approval of a certain number of CFE hours until a CFE coordinator or national office staff has reviewed and evaluated the meeting agenda.

CFE credits may be publicized only AFTER notification of approval has been received. The following approval statement(s) MUST be published in the final brochure and in any promotional material:

For lectures/field trips/workshops/ self-study programs:

This program has been reviewed and is approved for professional CFE credits by the Society of American Foresters.

Category 1: <X> Category 2: <X>

For a self-assessment:

Successful completion of the self-assessment is required to earn CFE credit. Successful completion is defined as a cumulative score of at least <number>%. Approval is valid for one year from <the issue date of publication or video> and participants may submit the self-assessment at any time during that period.

Category 1: <X> Category 2: <X>

Less than entire event qualifies for CFE credit:

This event offers approved credit for events that meet CFE requirements. Sessions (or presentations) for which credit will be awarded are identified in the program agenda (or in the catalogue or website).

A provider waiting for approval must publish the following statement:

This program is not yet approved for CFE credit. Conference organizers plan to request CFE credit from the Society of American Foresters. The total number of approved credits is yet to be determined.

ATTENDANCE DOCUMENTATION

Providers are responsible for producing and distributing certificates of attendance/completion to attendees for any activity including live, online, and subscription programs offering CFE credit, if they wish to do so. Certificates must include the following information:

- Attendee’s Name
- Provider’s Name
- Title/Name of the program
- Date and location (city and state) of the program
- The number of hours awarded—broken down by category as appropriate

Hours awarded may be broken down in a logical way to fit the event format. For example, if a daylong meeting has an indoor presentation in the morning and a field trip in the afternoon, the hours can be broken down to reflect the number of credits for the morning presentation and the number of credits for the afternoon field trip.

Names of attendees should be printed on the certificates to help ensure the security of the forms. Certificates of attendance may be made available at the conclusion of the event or may be mailed or emailed to people after the event. Certificates of attendance/completion should never be sent to the SAF but should always be given or sent to the attendee. Unused certificates should be destroyed.

ATTENDANCE VERIFICATION

Providers must ensure that the hours awarded to each participant represent the actual hours that the person attended an event or activity. This can be completed by one of the following:

- Registration records—Registration records should clearly indicate those individuals that registered for a single day, entire event, optional events, online live and self-study participation, or were no-shows.
- Sign in sheets—Sign in sheets should be easily accessible for attendees. Sign-in sheets can also be used to track attendance at concurrent sessions and optional events.
- Validated completion records—Lists submitted by the program host should verify participants attended the full duration of the program, especially for web-based programs.
- Self-assessment reports—Reports should indicate that an individual passed the assessment. **It should not contain any specific scores.**

Sign-in sheet templates are supplied by SAF staff to the CFE coordinator and included in the electronic approval notification sent to the provider if the application was submitted online.

AFTER THE EVENT

No later than three weeks after conclusion of an event, providers must submit the attendance records to the SAF National Office, preferably uploading directly to the provider's online application.

The SAF National Office will retain the past six years of agendas and attendance verifications. CFEs are integral for SAF certificants to maintain their credential. State licensed and registered individuals and those with other certifications also rely on CFEs to maintain their credentials. Thus, it is critical for providers to supply this information post-event in a timely fashion.

If a provider fails to submit the above information, the CEC reserves the right to immediately remove CFE credit in its entirety.

CONFIDENTIALITY

Attendance records will be available to the Certification Review Board, Forest Science and Technology Board, and state boards of licensure upon request for validating continuing forestry education requirements within a specific credentialing program. It will also be used during the audit process of CFE coordinators and national office staff.

The information will not be used for any other purpose or distributed to a third party other than the state boards of licensure without the consent of the provider. If the provider will be utilizing a quiz/test as part of completing an activity, specific test scores should not be disclosed to a third party unless directed so by a valid and lawful subpoena or court order or with appropriate written release from the individual completing the activity.

Provider agendas, meeting packets, attendance logs, and any other CFE registration information or records are not required to be kept any longer than four years.

UTILIZING REGISTERED TRADEMARKS

The Continuing Forestry Education logo is a registered trademark of the Society of American Foresters. The CFE logo can only be used for those programs approved for CFE credit.

Certification is an individual and personal credential. Certification trademark use or implied status cannot be transferred to another individual. A business, firm, or agency is not certified.

Approval for CFE credit does not entitle the provider to use the SAF logo or SAF insignia on any materials. Only programs with pre-approved sponsorship or conducted by an SAF local unit can utilize the SAF logo and or insignia on promotional materials.

LIMITATION OF APPROVAL

The CEC retains the right to remove CFE credit at any time for one or more of the following reasons:

1. Misrepresentation of CFE credit approval by SAF.
2. Use of the Society of American Foresters name, including any local SAF unit name, SAF shield logo, SAF insignia, sponsorship, and/or endorsement of a program without written consent from SAF National Office or local SAF unit.
3. Improper use of any SAF Certification logos with promotion of CFE credit hours or meeting materials.
4. Major changes to educational content or presentation format after CFE credit hours are approved without notification to a CFE coordinator or SAF National Office.
5. Failure to follow proper approval procedures.
6. Release of self-assessment scores to anyone other than the participant without the participant's written consent.
7. Potential violation of SAF's *antitrust policy*.