

Continuing Forestry Education

Professional Development Recognition Program

A program of the Society of American Foresters

***H**ave you checked the expiration date on your college diploma?*

Can't find it?

Maybe a little self-reflection would help...

The half-life of technical forestry knowledge is approximately 5 -7 years. In other words, in less than 10 years after graduation, your professional competency could be reduced by one-half. However, with the rapid advances in science and technology it could be even less. This results in a serious gap between available knowledge and what we learned in college.

***T**he **A**nswer...*

Continuing Forestry Education (CFE)

Lifelong learning is a reality for all natural resource professionals. Organizations need employees to update their skills constantly, and training and development programs are becoming critical to an organization's success. It has become a responsibility we all must assume as foresters and natural resource professionals.

The Society of American Foresters offers the Outstanding Professional Development Recognition Program for those who realize the importance of staying current through participation in continuing forestry education courses, seminars, and conferences. It's a voluntary program open to SAF members and nonmembers.

The program is an also an excellent tool for organizations to encourage employees to seek continuing education.

*O*bjectives

The objectives of the Professional Development Recognition Program are to:

- Encourage foresters and allied professionals in a formal program of continuing education and professional development.
- Advance the knowledge and skills of those engaged in forestry.
- Stimulate individual self-assessment by providing standards for achievement.
- Recognize, through issuance of a certificate, those completing the program and demonstrating continued learning and development.

*C*riteria

To obtain recognition in the CFE Outstanding Professional Development Recognition Program participants must:

- Complete 150 CFE contact hours during a three-year period. The three-year period may begin and end at any time.
- Distribute the 150 CFE Contact Hours must be distributed among the three CFE categories. However, all 150 CFE contact hours may be obtained in Category 1, but participants are encouraged to distribute activities.
- Submit applications within 90 days of completion.
- Provide the appropriate documentation must accompany the application.

*P*rocedures

The following procedures must be followed:

- Submit a CFE Professional Development Recognition application along with payment.
- Complete course agendas must be submitted for events not listed in SAF's education calendar. Agendas must include date; location; name of provider; and detailed starting and ending times.
- Submit the application to the SAF National Office for verification of CFE hours.
- Approved applications will not be returned, participants should make copies for their personal records. Applications that are not approved will be returned to the participant.
- Submit appropriate fee: SAF members - \$25; Nonmembers - \$40
- Please submit application and documentation to Society of American Foresters; 5400 Grosvenor Lane; Bethesda, MD 20814-2198

Questions? Please contact:

Pat Cillay, Education Manager
Society of American Foresters
5400 Grosvenor Lane
Bethesda, MD 20814-2198

(301) 897-8720 ext. 122
Fax: (301) 897-3690
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www.safnet.org



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*A*ttendance Documentation

The following documentation will be accepted as proof of attendance or completion of activity:

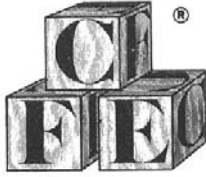
Categories 1 and 2

1. Registration receipt
2. Certificate of completion from provider (an agenda **must** be included if the events is not listed in the SAF educational calendar)
3. Attendance list from activity provider

Category 3

1. Meeting agenda listing applicant's name, presentation name, and length of presentation (Agenda must include dates of event and provider information.)
2. Copy of applicant's article with publication's name and date
3. Letter or certificate from organization verifying volunteer activities. Volunteer activities listed in applicant's SAF membership record do not require further documentation. Please contact SAF directly to verify activities.

SAF reserves the right to request proper documentation or reject the CFE activity for lack of documentation. Copies of the documentation will be accepted.



Continuing Forestry Education Professional Development Recognition Program Application

1. Applicant's Name and Address (Please print or type.)

Dr. Mr. Ms. Last name _____ First _____ Middle _____

Address _____

City _____ State _____ Zip _____ Country _____

Daytime phone _____ Fax _____ E-mail _____

Are you a member of the Society of American Foresters? Yes (membership no.) _____ No

2. Fee

Initial application (US funds): SAF Member - \$25 Nonmember - \$40

Check (Make check payable to SAF) Mastercard Visa AmEx

Exp. date _____ Card # _____

Signature _____

3. Name to be printed on certificate (Please print or type.)

4. Please list name and address of your immediate supervisor

(SAF will send this individual a confirmation notice of your accomplishment in the Outstanding Professional Development Program.)

Name _____ Company/Agency _____

Address _____

City _____ State _____ Zip _____

**SAF Verification
Office Use Only**

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Category	Verified	Approved
Category 1		
Category 2		
Category 3		
Total		
Begin Date		
End Date		
Date Received		
Date Approved		

Category 1 – Organized course work or activities where the program content is directly related to the topics/knowledge under the Certified Forester program either for the CF or CF/FCA credential.

Minimum: 60 CFE hours

Activity	Provider	Date(s)	CFE Hours Requested	Office use
Total				

Category 2 – Other organized course work 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 course work in real estate, computer science, managerial and leadership skills, public speaking, or vertebrate zoology.

Maximum: 60 CFE Hours

Activity	Provider	Date(s)	CFE Hours Requested	Office use
Total				

Category 1-CF

Program content must be directly related to the Topics / Knowledge content areas defined for the four Certified Forester Domains

Domain	Topics / Knowledge
<p>Resource Assessment</p>	<ul style="list-style-type: none"> • Understanding soil properties and processes specific to forested areas • Understanding photo interpretation and remote sensing • Understanding how to use GIS and GPS in data collection and maintenance • Understanding the interactions between forest ecological factors and ecosystem services • Understanding 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 & fauna • Understanding how climate, fire, pollution, genetics, insects, diseases, invasive species affect forest health and productivity • Understanding how to access and evaluate current economic and market conditions
<p>Stakeholder Analysis & Relations</p>	<ul style="list-style-type: none"> • Communications including conflict resolution, mediation, how to conduct effective stakeholder surveys and meetings, and techniques • Understanding how polices, federal, state, and local laws and regulations directly govern the practice of forestry, including voluntary standards and guidelines • Understanding changing forest landowner demographics and identifying stakeholders • Understanding how social, cultural, political, legal, educational, economic and institutional histories influence the practice of forestry
<p>Management Planning</p>	<ul style="list-style-type: none"> • Understanding hydrology, water quality, and watershed functions and management and constraints • Understanding the relationship between forest management and wildlife, fisheries, range, or wetlands management • Understanding how tax policies impact forest management • Understanding of 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, • Understanding fire weather and prescribed fire methods • Understanding how to use GIS in land management planning • Analyzing economic, environmental, and social consequences of forest resource management strategies and decisions • Analyzing inventory data and projecting future forest, stand and tree conditions • Understanding basic real estate and legal records such as land records, deeds, and land surveys
<p>Execution of Management Plan</p>	<ul style="list-style-type: none"> • Developing harvesting plans including road maintenance, roadbed stabilization, timber appraisal, and logging costs • Understanding methods to achieve silvicultural objectives • Understanding 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 • Understanding harvesting systems, techniques, and methods and how economic impacts effect harvesting schedules • Understanding reforestation methods and measuring success rates • Understanding control methods and pesticide application technologies for forest insects and diseases and vegetation management • Understanding professional ethics • Understanding how cost share programs impact the management plan

Category 1-FCA

Program content must be directly related to the Topics / Knowledge content areas defined for the three Forest Certification Auditor Domains

Domain	Topics / Knowledge
Gathering & Reviewing Information	<ul style="list-style-type: none"> • Communication skills including interviewing and group facilitation • Understanding of professional ethics and identifying conflict of interest • Understanding of types of evidence required for specific SFM Certification Systems • Understanding of international protocols such as ISO 14001 • Understanding basic project management techniques such as organization, timeline development, and scheduling
Analysis, Interpretation & Conclusion	<ul style="list-style-type: none"> • Understanding standards required by various SFM certification systems • Understanding the definition of conformance and nonconformance • Analyzing evidence to determine conformance or nonconformance of SFM standards • Understanding the concepts of chain-of-custody
Reporting	<ul style="list-style-type: none"> • Understanding the minimum reporting requirements of various SFM Certification Systems • Utilizing leadership skills in a team setting • Knowledge of technical writing and developing reports

Category 2 – Related Education

Category 2 activities directly benefit professionals, but do not meet 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

Type of program	Examples
<ul style="list-style-type: none"> • Organized sessions not directly related to the CF-1 or FCA-1 Topics / Knowledge content areas • Organized sessions that meet the content area of CF-1 or FCA-1, but do not meet the required conditions • The content is clearly capable of improving the professional performance of the individual completing them 	<ul style="list-style-type: none"> • Computer science • OSHA or similar • Personnel mgt. • Business/Marketing skills • First Aid/Logging safety • Logging/Pesticide equipment maintenance • General Agriculture • Wildlife, fisheries, and ornithology (when not related to forest management)

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
- (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; or, service to the profession through volunteer work

The following chart only reflects example activities under this category. Requests for category 3 CFE credit must be sent directly to the national office staff.

Type of activity	Examples	Credit Hours Allowed
Presentations, teaching, and publications	<ul style="list-style-type: none"> • Juried articles published in juried journals. 	First author – 10 Second author – 7 Third author – 5
	<ul style="list-style-type: none"> • Non-juried articles published in non-juried publications or juried journals such as, <i>Northern Woodlands</i>, <i>Tree Farmer Magazine</i>, <i>And National Woodlands</i>, state society newsletters, newspapers, magazines, or non-juried articles published in any SAF publication. 	≤ 500 words – 2 > 500 and ≤ 1000 – 3 > 1000 – 5
	<ul style="list-style-type: none"> • Professional / technical presentations and conducting workshops. 	2 credit hours for each presentation of 30 - 60 minutes Activities lasting < a total of 30 minutes do not accrue credit
	<ul style="list-style-type: none"> • Non professional/ non technical presentations and conducting workshops such as Project Learning Tree, Walk in the Woods, K-12 classroom presentations, radio/television broadcasts, and other forestry related activities. 	0.5 credit hours for each presentation of 30 - 60 minutes Activities lasting < a total of 30 minutes do not accrue credit
Professional development activities that involve active participation and significant contribution to the profession	<ul style="list-style-type: none"> • Service on state or local boards or equivalent of forestry related service organizations (e.g., Tree Farm, state Stewardship Committee, The American Chestnut Foundation, Woodland Owners Associations, RC&D forestry committees, NRCS and soil conservation boards). • Service on county or local municipal boards affecting land use planning and zoning (e.g., planning commission and board of zoning appeals). 	2 credit hours per calendar year
	<ul style="list-style-type: none"> • Service on a national or state board of directors or equivalent of a profession representing forestry or allied natural resource professions. • Active participation as a member of a committee – e.g. a policy committee that drafts legislation that is passed by a federal or state legislature. 	5 credit hours per calendar year for chairing the board or a subcommittee of the board. 2 credit hours per calendar year for active committee involvement.