

Role of CFE Coordinators

The CFE program is supported by CFE coordinators throughout the country, overseen by the Certification Review Board and managed through the SAF National Office.

CFE Coordinators Responsibilities

- (1) Receive, evaluate, and assign CFE credit hours for categories 1 and 2 except for distance learning or web activities. Distance learning activities are evaluated by the CRB via the SAF National Office. All provider requests must be received prior to the activity or no later than one-week after the activity. After one week, individuals, not providers are to submit activities directly to the SAF National Office.
- (2) CFE coordinators MAY NOT assign CFE credit for a meeting where a conflict of interest occurs.
- (3) Ensure that the activity meets the standards of the Certified Forester program credit requirements.
- (4) Enter meeting information, credit hours, and categories into the online events calendar **immediately** after assigning credit
- (5) Provide sign-in sheets, sample attendance certificate, and notify providers of approved credit for events.
- (6) Remind providers of their responsibilities, especially timely submission of final agenda, attendance records and sign-in sheets to the SAF National Office after the event.
- (7) Retain the past three-years of initial applications for CFE evaluation for auditing purposes.

SAF National Office Responsibilities

- (1) Maintain CFE credit hour records for individual members, Certified Foresters, or for others who subscribe to the service.
- (2) Maintain all final agendas, registration lists, and sign-in sheets for events for a four-year period.
- (3) Forward appeals of CFE evaluations to the Certification Review Board.
- (4) Support CFE coordinators in determining categories and credit hours for activities.
- (5) Provide CFE credit hours and attendance verification for Category 1 and 2 activities and credit hours for Category 3 activities to state credentialing boards, if requested.
- (6) Evaluate and approve CFE credit for events and activities where a conflict-of-interest occurs between the event and a CFE coordinator.

Certification Review Board Responsibilities

- (1) Audit CFE coordinators.
- (2) Provide training for CFE coordinators.
- (3) Evaluate and approve CFE credit earned through programs of self-learning.
- (4) Update the continuing education section of the CF Handbook.
- (5) Update the CFE evaluating process and management, when needed.
- (6) Oversee the appeals of CFE credit assigned to an activity.
- (7) Investigate any misuse of CFEs, and reported conflicts of interest.
- (8) Work with state societies to identify and appoint new CFE coordinators when needed.
- (9) Evaluate and approve CFE credit conducted through distance learning.

Selection of CFE Coordinators

Each state society or division should consider recommending an individual to serve as a CFE coordinator. Multi-state societies that include divisions should have either one CFE coordinator per division or one per state society, not both. Every three years, the state society chair shall recommend, to the CRB, an individual to serve as CFE coordinator by November 1. The CRB will either accept the recommendation or request a new recommendation. The CRB will make all appointments by December 1st.

The appointments will be for a three-year term and a CFE coordinator may be selected for two terms.

All CFE coordinators must participate in a training session or refresher training offered by the CRB. Failure to do so may result in removal from the CFE coordinator position.

General Information About Evaluating Activities

If a CFE coordinator will not be able to evaluate programs for longer than one week, the coordinator needs to inform the national office staff. The national office staff will serve as back-up support for CFE coordinators.

A CFE coordinator must receive the complete agenda and submission form from the provider. A draft agenda is acceptable as long as it includes the required information. Requests from individuals for credit after-the-fact must be submitted to the national office staff. CFE coordinators MAY NOT assign CFE credit for an individual.

CFE coordinators can only evaluate meetings that take place within their state society or division. If a request is received for an event that does not occur within the boundaries of the state society or division, it should be forwarded to the national office staff for evaluation.

Conflict of Interest

The following situations are considered conflicts of interest for CFE coordinators:

- (1) Evaluating events or programs that are organized or managed by the CFE coordinator
- (2) Evaluating events or programs organized or managed by their employer

In the event of a potential conflict of interest, program information must be forwarded to the national office staff for evaluation. The Certification Review Board reserves the right to reevaluate and alter CFEs for meetings where the evaluator is considered to have had a conflict of interest.

CFE coordinators may be required to sign a conflict of interest statement.

Recording Hours and Categories for an Activity

Credit hours and categories can be recorded directly into the online events calendar by CFE coordinators and the national office staff. The calendar allows an individual to search for a meeting based on several criteria including date, topic, and state. Since the calendar is in real time, once a meeting is entered it becomes immediately available for reviewing.

Each CFE coordinator is able to add, update, or delete a meeting only in their state society; you cannot alter meeting information in another state society. If you are a CFE coordinator for a division, you will have access to all the meetings in the state society. When adding meetings, please remember:

- If the same meeting is being held on multiple dates in your state or state society, you must enter each meeting separately. This is so that individuals can sort meetings by date or location. A meeting that is held on multiple dates and outside the state society, must be evaluated by the SAF National Office.
- If the CFE credit hours for a meeting are broken down by day, session, field trip, etc, place the TOTAL CFE credit hours in the appropriate category. Use the field titled "Event description/notes" to provide a breakdown of the CFE hours, if needed.
- Please remember if you DELETE a meeting, it is GONE! It cannot be retrieved.

Abridged instructions on using the system are as follows:

- (1) Log onto the SAF website and enter your login and password.
- (2) Once you login, you will see a list of events within your state society. CFE coordinators for divisions will see all the events within the state society.
- (3) You can now add, modify, and delete an event. Before entering new events, check the list to ensure the event is not already listed.
- (4) When entering a new event, enter as much information as possible. You must enter the event name and start and end dates. You will be required to enter an event topic and select if the event is active or inactive. The active or inactive feature controls the listing of a meeting on the SAF website. Meetings marked inactive, will appear in the database, but cannot be seen online.
- (5) Then click on "save" and the event will be entered.

Activities must be posted online within two weeks of approval. Consistent failure to do so may result in the removal of the individual from the CFE coordinator position.

Record Maintenance

CFE coordinators are required to retain CFE applications and supporting material submitted for the past three-year period since they may be utilized during an annual audit or appeal. Failure to maintain applications and supporting material may result in the removal of the individual from the CFE coordinator position.

Audit

The Continuing Education Committee (CEC) of the Certification Review Board will annually conduct an audit on meetings and activities evaluated by CFE coordinators and national office staff. The objective is to verify conformance to the guidelines for granting CFE credits for the Certified Forester program.

A percentage of meetings evaluated by CFE coordinators and national office staff will be reviewed. The committee will evaluate the final agendas submitted from the provider. If a discrepancy is found between the agenda and the assigned CFE credit hours, the following steps will be taken:

- (1) The CEC will request the CFE coordinator or national office staff to submit the original CFE application and supporting material.
- (2) The CEC will determine if any guideline was breached and, if so, notify the CFE coordinator, national office staff and/or provider and request future evaluations or process conform to the CFE Standard.
- (3) The CEC may reaudit the CFE coordinator, national office staff, or provider in the future to ensure the evaluation or process guidelines are being followed.
- (4) If the committee concludes that the evaluation or process guidelines were not properly followed, the CEC committee may request that the state society or division recommend a new CFE coordinator, submit a written report regarding staff action to the SAF CEO and Executive Vice-President, or take appropriate action against the provider.

The CEC reserves the right to alter the CFE credit hours assigned to any meeting based on the results of an audit.

SAF CFE Coordinator Position Description

The coordinator promotes continuing education in forestry and related subject areas to enhance the professional abilities of foresters.

Committee Responsibilities/Organization:

- (1) An individual is recommended by the state society chair to the Certification Review Board (CRB) for a three-year appointment as CFE coordinator and is eligible for reappointment.

Specific Responsibilities:

- (1) Evaluate and approve CFE credits for continuing education activities held within the boundaries of a state society or division.
- (2) Enter all assigned CFE credits into the online events calendar.
- (3) Collect and publicize, through the avenues available (newsletter, website), information on CFE opportunities.
- (4) Encourage federal and state agencies, associations, colleges, and businesses to offer CFE credit hours on programs and promote credit hours on promotional material.

Attendance Responsibilities:

- (1) Complete training or refresher course when conducted by the CRB.
- (2) Attend the state society or division leadership workshop, recommended.
- (3) Attend the national SAF Leadership Academy, recommended.

This position will require an estimated 3-6 hours a month. Skills/experience needed to serve successfully in the position include the following:

- (1) An interest in continuing education.
- (2) Organizational skills.
- (3) Communication skills.