

Continuing Forestry Education Standards and Guidelines

Type of event

The CRB categorizes continuing education activities into the following three types.

- Live Programs – educational workshops, seminars, conferences, lectures, live videoconference, field trips, or phone broadcasts.
- Subscription Self-Study – credit awarded through quizzes contained within professional periodicals.
- Online Self-Study – educational programs with quizzes or a system that can track attendance on the Internet.

Category 1 – Core Education

Category 1 activities are the core requirement for the Certified Forester program 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 for the appropriate credential. Individual presentations within a workshop or conference may qualify while others do not.
- (4) 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. Training sessions targeted specifically for landowners do NOT meet this criterion.
- (5) 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.

However, attendance can be limited to individuals of a particular organization.

Depending on the program content, an activity will be classified under a specific credential:

- Cat 1-CF Certified Forester, including Candidate Certified Forester
- Cat 1-FCA Forest Certification Auditor

If the program content falls under the approved content area, but does not meet all the criteria of category 1, it must be assigned to category 2.

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

However, attendance can be limited to individuals of a particular organization.

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)

Difference Between Category 1 and Category 2

Category 1 activities classified under Category 1-CF include organized course work which appears under one of the four approved content areas of the Certified Forester credential: Resource Assessment, Stakeholder Analysis and Relations, Management Planning, and Execution of Management Plan.

Activities classified under Category 1-FCA include organized course work which appears under one of the three approved content areas of the Forest Certification Auditor credential: Gathering and Reviewing Information, Analysis, Interpretation and Conclusion, and Reporting. Please notice that some presentations will be evaluated for FCA-1 and not qualify for CF-1 and vice-versa, while some presentation may be evaluated as qualifying for both.

Activities in Cat 1-CF and Cat 1-FCA will be approved only if all 5 CFE criteria are met and it falls under the approved content area.

An activity where the content does not fall under Cat 1-CF or Cat 1-FCA, but is clearly capable of improving the performance of a professional will be assigned to Category 2.

An activity where the content does fall under Cat 1-CF or Cat 1-FCA, but does not meet all category 1 criteria will be assigned category 2.

Category 2 includes 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 areas such as general computer science e.g. Excel, Word, PowerPoint programs, general wildlife, fisheries and ornithology (when not related to forest management practices), and managerial 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 Cat 1-CF. 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 Cat 1-CF if it meets all the criteria and guidelines.

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.

University Courses

Formal university or college courses can be awarded CFE credit hours. Such courses will be evaluated as Cat 1-CF, Cat 1-FCA 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.

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.

For peer reviewed articles and/or publications multiply number of hours by 1.5.

Subscription and online home study activities must meet all the requirements of category 1 or 2.