

#200, 10544 – 106 Street
Edmonton, Alberta,
T5H 2X6



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Applicant Instructions and Information Sheet

Becoming a Regulated Member in the College of Alberta Professional Forest Technologists **For All Individuals Who Do Not Meet the Educational Benchmark or are required to complete the** **Assessment**

Step 1: Application Form

The applicant shall complete in full the online application and submit the supporting application documents.

If the applicant is short in the education requirement section of the application they will be informed by the registrar that they do not meet CAPFT requirements and their options will be explained by letter or email so it is clear.

If the applicant is deemed to need an **Assessment** of their post secondary education, they will be informed by the registrar that they will need an **Assessment** and their options will be explained by letter or email so it is clear.

If the applicant is deemed to be short in the education requirement section their options are:

- They can choose to not be a member, as they do not meet the criteria.
- They can choose to be an associate member and to submit themselves to the **Assessment**.

If the applicant is deemed to need an **Assessment** of their post secondary education by CAPFT, they must submit themselves to the **Assessment** to identify the gaps they would have to complete to become a full and active member with signing authority.

Step 2: Assessment

If the applicant chooses or is required to complete the Assessment the applicant must:

1. Have already completed the online application and application fee for membership and submitted all of the supporting documents (copy of your diploma, resume, and 3 professional references).
2. Submit payment of the Assessment fee of \$200.
3. Submit a detailed work experience report and the Core Competency Areas Assessment showing all related work experience. This should accompany the checklist and list all work experience with specific examples pertaining to the key elements and foundations of each area listed.
4. Have two professionals (either a RPF or RPFT) sign off on the detailed resume and the Core Competency Areas Assessment. The professionals must be known for a time period greater than two years and only one may be from the applicant's current place of work.
5. Participate in a person to person interview with the reviewer if requested. This may be done in person, or over the phone at the reviewers' discretion.
6. Sign an information release for the transfer of personal information from the College allowing the College to give all information that is needed for the review process to the representative in charge of the review.

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Step 3: Evaluation

The College has an appointed representative who will review all assessments.

The representative will do the review of educational background and work experience. From there the reviewer will either write a letter stating that the individual meets all the requirements of the educational benchmark or will give a list of deficiencies that will need to be met to qualify for entry.

If the representative makes a recommendation that the applicant meets the current benchmark for regulated membership:

The registrar and membership committee will then review and make the final recommendation on the individual status. The registrar and membership committee will make the final decision of whether the applicant will become a regulated member or not. Additional terms and conditions may be required to be completed by the applicant at the direction of the committee.

If the applicant is accepted for regulated membership their status will be officially updated in the College Register. If they wish to pursue professional title they will be required to write the professional exam.

If the applicant does not meet the requirements:

If the applicant does not meet the educational requirements through the checklist, any outstanding requirements would be outlined. The applicant will become a non-regulated associate member with the expectancy that the individual would obtain the required experience / education required to achieve the benchmark.

The applicant may alternatively reapply after the conditions are met or choose not to hold membership with the College.