

# Association of Saskatchewan Forestry Professionals

## Reference Form

**Note: This form is to provide verification of employment and experience according to the bylaws where “in the capacity of a forester” or “in the capacity of a forest technologist” is cited.**

The purpose of the reference process is to provide the Registrar and the Admissions Committee with an assessment of whether an applicant has the knowledge, skills and experience required to be recommended as either a Registered Professional Forester (RPF) or a Registered Professional Forest Technologist (RPFT) with the Association of Saskatchewan Forestry Professionals.

The REFERENCE therefore has a number of responsibilities. These include:

1. Providing advice and guidance to those seeking membership in the Association in determining whether the designation of RPF or RPFT is the most appropriate title given the professional background and education of the applicant.
2. Supporting the applicant throughout the entire application process.
3. Ensuring that the applicant is familiar with the Forestry Professional Act of 2005 and its objectives (including the educational and experiential requirements laid out therein).
4. Supporting the class of membership requested by the applicant including any limitations (including Geographic limitations) associated with the scope of practice requested by the applicant
5. Attesting to the applicant being of good character having first-hand knowledge of the abilities of the applicant while performing their duties at a professional level.

References from Saskatchewan must be members in good standing of the A.S.F.P for a minimum of 2 years. At least 1 of the 2 References must be from a professional associate who is employed by an organization other than the current employer of the applicant. References qualifying an applicant's experience from outside the province of Saskatchewan, a Registered Professional Forester or a Reference with equivalent credentials may be used at the discretion of the Admissions Committee. The Admissions Committee may request clarification or additional information from the References. References must be familiar with the Legislation and By-laws governing the Association and the most recent A.S.F.P guidelines for membership. References should discuss their comments with the applicant and provide any further assistance in submitting the required information for membership. References are to complete the Reference Form in detail and additional pages may be attached if required. All completed reference forms are kept confidential.

## Instructions for References

In order to determine the acceptability of the applicant, you are asked to complete this form and cover the requirements outlined in points 1-3 (below) with the applicant. Please sign, date and certify with your seal. You should be fair and honest in detailing your experience and knowledge of the applicant.

1. Applicants must have shown the appropriate application of general forestry capabilities. Please describe the applicant's specific general level forestry experience with which you are familiar.
2. As part of the experience requirement, the applicant must have worked at a professional level. For your Guidance, definitions of a Professional Forester and Professional Forest Technologist (drawn from "*Human Resources and Skills Development Canada - National Occupation Classification (occupational codes 2223 and 2122)*") are provided below.
3. Do you believe that the applicant demonstrated by ethical and professional behaviour to be of good character and can be recommended for active membership in the Association of Saskatchewan Forestry Professionals?

### Professional Foresters perform some or all of the following duties:

- \$ Plan and direct forest surveys and related studies and prepare reports and recommendations
- \$ Establish short- and long-term plans for management of forest lands and forest resources
- \$ Plan and direct woodlands harvesting, reforestation, silviculture and fire prevention and fire suppression programs, road building, wildlife management, environmental protection and insect and vegetation control programs
- \$ Negotiate terms and conditions of agreements and contracts for forest harvesting, forest management and leasing of forest lands
- \$ Develop and oversee programs for tree seedling production and woodlands nursery operations
- \$ Conduct advanced research in the areas of tree improvement, nursery seedling production, forest soils, forest ecology, forest mensuration, forest operations and other areas
- \$ Deliver post-secondary forestry education at an accredited College (recognized by the CIF Silver Ring protocols), or University (as defined by CFAB)

### Forestry technologists perform some or all of the following duties:

- \$ Conduct, supervise and participate in forest inventory cruises, surveys and field measurements following accepted scientific and operational procedures
- \$ Assist and perform technical functions in the preparation of forest management and harvest plans using photogrammetric and mapping techniques and computerized information systems
- \$ Assist in planning and supervise construction of access routes and forest roads
- \$ Implement, supervise and perform technical functions in silvicultural operations involving site preparation, planting, and tending of tree crops
- \$ Co-ordinate activities such as timber scaling, forest fire suppression, disease or insect control or pre-commercial thinning of forest stands
- \$ Supervise and perform technical functions in forest harvesting operations

- § Monitor activities of logging companies and contractors and enforce regulations such as those concerning environmental protection, resource utilization, fire safety and accident prevention
- § Provide forestry education, advice and recommendations to woodlot owners, community organizations and the general public
- § Develop and maintain forest ecosystem information systems
- § Supervise forest tree-nursery operations
- X Provide technical support to forestry research programs in areas such as tree improvement, seed orchard operations, insect and disease surveys or experimental forestry and forest engineering research

**Association of  
Saskatchewan  
Forestry  
Professionals**

**Reference Form**

**APPLICANT's NAME:** \_\_\_\_\_

**REFERENCE's NAME:** \_\_\_\_\_

**RPF or RPFT #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE No.:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

I have known the applicant for a period of \_\_\_\_\_ years.

My association/professional relationship with the applicant is/was as:

EMPLOYER\_\_\_\_ SUPERVISOR\_\_\_\_ CO-WORKER\_\_\_\_ OTHER\_\_\_\_

I certify that I have read and understand the responsibilities of a reference forester and that the information given in this form and on any attached document(s) is correct, complete and provides full disclosure. Having reviewed the duties of a professional forester and professional forest technologist with \_\_\_\_\_ (applicant) , I am of the professional opinion that the applicant should be considered for ASFP membership as a (tick one);

Professional Forester

Professional Forest Technologist

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Please Mail or Email completed REFERENCE FORM and any related materials directly to the ASFP Registrar