CIF/IFC National Continuing Forestry Education and Professional Development Recognition Program

Personal Activity Form

CATEGORY 1 - Structured Learning

Sixty hours MINIMUM

Organized course work or activities in forestry or forestry related subject matters such as silviculture, mensuration, forest pest management, habitat management, urban forestry, or forestry policy. Included are seminars, short courses, and workshops conducted or sponsored by public or private organizations, as well as technical sessions of CIF/IFC or RPF meetings or conferences. Also included is organized course work or activities not specially related to forestry but which are professional meetings enriching or directly benefit the individual in his or her present position. Examples include CIF/IFC or other professional meetings, course work in computer science, managerial skills, public speaking or other. Completing the quiz in L'AUBELLE or The Forestry Chronicle provides two hours of credit per quiz. Credit accrues at the rate of one hour for each hour of actual contact. Unless otherwise warranted, three hours of tour or field session equal one contact hour. The CFE application must be accompanied by a course outline or program agenda for activities not previously approved by CIF/IFC or an RPF Association.

APPLICANT'S NAME _____

Course/Session/Meeting	Sponsoring Organization	Date(s)	Hours Requested	Hours Approved
			TOTAL	

Continuing Forestry Education Program
Canadian Institute of Forestry/Institu Forestier du Canada, 151 Slater Street, Suite 606, Ottawa K1P 5H3
Tel: (613) 234-2242 Fax: (613) 234-6181 e-mail: cif@cif-ifc.org

CATEGORY 2 - Self Improvement

Ninety Hours MAXIMUM

Attendance at business meetings of related organizations such as CIF/IFC or RPF Associations. Provincial Forestry Associations, Conservation Associations or Forestry oriented trade Associations. Credits granted at the rate of one hour for two hours of attendance. Technical Sessions of these organizations would qualify in Category 1. Reading of Publications or viewing Audio Visual Presentations on Technical Forestry subjects also qualifies in Category 2.

Activity	Sponsoring Organization	Date(s) attended	Hours Requested	Hours Approved
			TOTAL	

CATEGORY 3 - Professional Contributions

Sixty Hours MAXIMUM

The development, preparation, and presentation of course work or activities such as described in Category 1 that require effort beyond the general scope of the individual's normal duties or job description. Credit accrues at the rate of two contact hours for each hour of presentation.

The preparation, writing and publication of forestry or forestry-related subject matter. This work must require effort beyond the general scope of the individual's normal duties or job description. Credit for publications is given at the rate of 15 hours for each publication requiring technical review or 5 hours for an article or substantial nature appearing in a magazine, newspaper or similar publication.

Holding an elected or appointed office or an active committee assignment in the CIF/IFC or allied professional organizations. Involvement in appointed offices or active committee assignments in Category 3 yields Credits of 5 hours per year for holding office or chairing an assignment or 2 hours per year for active committee membership.

Activity	Sponsoring Organization	Date(s) attended	Hours Requested	Hours Approved
			TOTAL	