

Department of Conservation and Recreation Forester Licensing Policies

Policy 1: License Applications and Requirements

(1) To become a Licensed Forester, an applicant shall submit to the Director a completed application on a form developed by the Director accompanied by the required license fee in the form of a check or money order made payable to the Commonwealth of Massachusetts.

At a minimum, the application shall require the following information:

- a) a list of colleges and universities attended, dates attended and graduation date;
- b) original or certified copies of all transcripts;
- c) a listing of work experience or resume for the 12 years preceding application, to

include for each position:

- 1) name, address and phone number of employer;
 - 2) name of supervisor;
 - 3) title of position;
 - 4) description of responsibilities;
 - 5) dates employed;
 - 6) average number of hours worked per week;
 - 7) other pertinent information the applicant wishes to include; and
- d) a disclosure of any convictions of, pleas of guilty to, or pleas of nolo contendere for forestry-related felonies.

A Society of American Forestry (SAF) certified Forester may apply by submitting appropriate documentation of his or her SAF certification and the disclosure statement required in (d) above.

Within 90 days of receipt of all required application materials, the FLB shall make a recommendation to the Director on such application.

Policy 2: Continuing Forestry Education

(1) The purpose of the continuing education requirement is to ensure that practitioners obtain current scientific and technical information.

(2) Each Licensed Forester shall complete an average of at least 20 Continuing Forestry Education ("CFE") credits per year to maintain his or her license. The average shall be calculated for the 3-year period coinciding with the terms of the license. Some of the activities that receive credits are listed by the SAF in the News Quarterly of the New England SAF and other publications. Upon request, the FLB will provide a list of activities that qualify.

College courses if approved for CFE credit under Categories I and II, must be successfully completed to receive credit and will be assigned at the rate of 1 CFE credit per lecture. An official transcript will serve as proof of completion. Upon request, the Director shall assign credits to activities outside of New England, which are usually not covered in the New England SAF publications, and to direct training under the supervision of a professional recognized in forestry or related fields.

The categories and weights of the CFE are as follows:

Category I is defined as: organized course work or activities in forestry or forestry related subject matters such as silviculture, mensuration, forest pest management, habitat management, urban forestry, or forest policy. Category I courses include seminars, short courses, and workshops conducted or sponsored by public or private organizations, as well as technical sessions of SAF meetings or conferences. Credit will be approved only for subject matter directly related to forestry or forest resources. Credit accrues at the rate of one hour for each hour of actual participation. A **minimum of 8** of the CFE credits shall be in this category.

Category II is defined as: other organized course work or activities not specifically in forestry or forest-related areas, but which are professionally enriching or directly beneficial to the individual in his or her present position. Examples include general sessions of SAF or other professional meetings and course work in areas such as real estate, computer science, managerial and leadership skills, public speaking, or vertebrate zoology. Credit accrues at the same rate as for Category I. A **maximum of 12** of the CFE credits may be in this category.

Category III is defined as the development, preparation, and presentation of course work or activities such as described in categories I and II that requires effort beyond the general scope of the individual's normal duties or job description. Credit accrues at the rate of 2 credits for each 1 hour of presentation. A **maximum of 12** of the CFE credits may be in this category.

Category IV is defined as the preparation, writing and publication of forestry or forestry-related subject matter that requires effort beyond the general scope of the individual's normal duties or job description. Credit is 15 hours for each article that is technically reviewed and 5 hours for popular articles or series. A **maximum of 10** of the CFE credits may be in this category.

Category V is defined as self-improvement in forestry and forestry-related subjects. Included is participation in or attendance at meetings not qualifying for category I or II such as those conducted by state boards of forestry or forestry licensing committees. Also included is self-improvement through reading appropriate technical publications or viewing audiovisual presentations on technical forestry subjects. Credit accrues at the rate of 1 hour for each hour of an activity. A **maximum of 4** of the CFE credits may be in this category.

Category VI includes holding elected or appointed office or active committee assignments in the SAF, Massachusetts Association of Professional Foresters, or allied professional organizations such as the Wildlife Society, Society for Range Management, or Association of Consulting Foresters. Credit is 5 hours per year for elected office or chair of committee and 2 hours per year for active committee membership. A **maximum of 10** of the CFE credits may be allowed in this category.

(3) A Licensed Forester shall submit a record of CFE credits taken, together with supporting documentation, to the Director with the application for his or her license renewal. It shall be the responsibility of the applicant to keep a careful record of the credits taken. The Director shall make forms for recording and reporting CFE credits available.

(4) Individuals or organizations providing activities, which they wish to have qualified for CFE credit, should submit the activity for approval and credit assignment. No activity can advertise credit before its sponsor has received written confirmation from the Director. The sponsor shall use a Credit Approval form developed by the Director. SAF approved CFE credits need not be approved by the Director.