

# ALABAMA BOARD OF REGISTRATION FOR FORESTERS

## 2014 Renewal and CFE Guidelines and Procedures

### General Information

1. All licenses expire and become invalid on September 30 each year unless renewed by that date. This includes licenses of registered foresters who have been licensed for less than one year.
2. Renewal notices are mailed by the Board annually on or around July 1 to each licensee at his/her last registered address. It is the responsibility of the licensee to inform the Board of address changes. An online change of address form is available at <http://asbrf.alabama.gov/vs2k5/changeofaddress.aspx>.
3. Licensees may renew online, by mail, or by hand-delivery. If you would like to hand-deliver your renewal form and fees to the Board's office, please contact Alexis London at (334) 240-9301 to schedule a convenient time.
4. The online renewal application and printable form will be made available at <http://asbrf.alabama.gov/renewalform.htm> beginning July 1. If you do not have access to the Internet, please call the Board's office at (334) 240-9301 to request a copy of the renewal form. **(Please do not attempt to process renewals online prior to July 1 as the application will be in test mode.)**
5. All licensees must sign a declaration of citizenship/legal presence. (*Code of Alabama 1975* §§ 31-13-7(g))
6. All licensees must provide documentation of U.S. citizenship/legal presence at the time of renewal. (*Code of Alabama 1975* §§ 31-13-3(10) and 31-13-29(g)).
7. The current renewal fee is \$100.00 for all licensees and \$30.00 for inactive/unlicensed persons.
8. Licensees who renew their licenses between October 1 and December 31 must pay a late renewal fee in addition to the renewal fee. The current late fee is \$100.00. Therefore, the current amount charged for late renewals is \$200.00 (renewal fee + late fee).
9. Licensees renewing online will be charged a convenience fee of \$3.50 if processed by September 30 and \$7.00 if processed between October 1 and December 31. Inactive persons will be charged \$3.50 for the duration of the renewal period. Online services are payable by Visa, MasterCard, American Express, and Discover credit and debit cards or E-check. Licensees renewing by mail or hand-delivery must pay by check or money order. Make checks or money orders payable to: Alabama Board of Registration for Foresters, 513 Madison Avenue, Montgomery, AL 36130-4500.
10. Licensees who renew online should receive a confirmation receipt shortly after completing the online renewal process. Please print this receipt for your records.
11. The Board will mail new ID cards as soon as renewals are processed. Please notify the Board if you do not receive your card.
12. Final renewal notices will be mailed thirty days prior to the expiration date.
13. Licensees failing to renew their licenses by September 30 will be notified by mail by October 31 that their license will be revoked if not renewed by December 31.

### Continuing Forestry Education (CFE)

14. Licensees are required to have annually completed 10 hours of acceptable continuing education which can be taken during the two-year period immediately preceding the renewal date as a condition for license renewal. Classes taken more than two years prior to the renewal date may not be used. Credit for a class may only be used once. A minimum of 5 contact hours must be in Category 1 and/or 2. However, the entire requirement may be met with hours in Category 1, only. A maximum of 5 contact hours may be claimed in categories 3 through 6.

**Note: The timeframe for completion of CFE's is based on the state's fiscal year (October 1 – September 30). The official cutoff date for completing CFE's on time each year is September 30. The Board will accept any unused approved CFE hours acquired within the previous two-year (fiscal year) period prior to expiration of the license. Last year, the Board accepted CFE's acquired October 1, 2010 thru September 30, 2012. This year, the Board will accept CFE's acquired October 1, 2011 thru September 30, 2013. If you listed a course on your renewal form last year and you did not use all of the hours earned for that course, you may list the course again this year and use the remaining hours up to 10 Category 1 hours and up to 5 Category 2 thru 6 hours. These hours are referred to as "carryover" hours and can be carried over one year provided the hours have not been used to satisfy the previous year requirements. Courses that were not listed on last year's form should not be listed as "carryover" this year.**

15. Licensees will report their continuing education credits on their license renewal form. Documentation must be retained by each licensee and must include evidence of completion of each course or program, a description of the

contents of each course or program, and verification of the number of hours of each course or program; or, for other activities which meet the requirements, such documentation as to ascertain their completion. **Please do not submit continuing education documentation unless you are selected for audit.**

16. Acceptable continuing education credit hours can be carried over **one** year provided the hours have not been used to satisfy the previous year requirements. **The Board is not responsible for maintaining licensees' carryover hours.**
17. On the renewal form, list only the 10 CFE hours required for the current renewal year. If a course earned hours in excess of 10 hours, the additional hours may be entered as carryover on next year's renewal form, up to 10 hours max in the appropriate categories.
18. The Board will not accept renewal fees or forms without the required **completed** continuing education.
19. All licensees who are required to submit CFE's are subject to an annual Board of Registration audit of continuing education documentation. Licensees who renew online are randomly selected by computer for CFE audit and will receive the audit notice as part of the renewal confirmation receipt. **If you renew online, please read your renewal confirmation receipt to find out if you have been audited.** All others are notified by mail. Audit documentation is due immediately upon receipt of the audit notice. Licensees who fail to submit sufficient documentation could lose their license.
20. Responsibility for documenting the fulfillment of the continuing education requirements rests with the licensee, and the licensee must retain for a period of two years, from the date of license renewal, copies of the evidence to support fulfillment of the requirements.
21. No licensee shall have his or her active license renewed unless the minimum continuing annual education requirements are met. Exceptions: Licensees who: 1) have been licensed for less than one year at the date of license expiration; 2) are 65 years of age or older at the date of license expiration; or 3) are in the armed services of the United States.

### **CFE Categories**

22. There are six categories of continuing forestry education which cover the various activities for which credit may be granted.

**Category 1.** Organized course work or activities in forestry or forestry-related subject matter such as silviculture, mensuration, forest pest management, habitat management, urban forestry, forest policy, or professional ethics. Included are seminars, short courses, and workshops conducted or sponsored by public or private organizations, forest management related seminars and courses held by forest industry and public employers for their employees, as well as technical sessions of professional forestry society meetings or conferences. A Category 1 activity must satisfy all of the following conditions:

1. It constitutes an organized program of learning (including a meeting, workshop or symposium) which contributes directly to the professional competency of the registered forester.
2. It deals primarily with matter directly related to the practice of forestry or to the professional responsibility or ethical obligations of foresters.
3. It is conducted by foresters or individuals who have special education, training and experience by reason of which they can be considered experts in the subject matter of the program.
4. It is conducted in a setting physically suitable to the educational objectives.
5. The subject matter is applicable to foresters in general. (Activities may be approved where attendance is limited to the members of a particular company, firm or governmental agency but only if the subject matter is broad enough to be of interest to foresters in general).

**Category 2.** The development, preparation, and presentation of professional level forestry or forestry-related course work, in an instructional capacity such as described in Category 1, which 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.

**Category 3.** Other organized course work or activities not specifically forestry or forestry-related but which are professionally enriching or directly benefiting the individual in his or her present position. Examples include general sessions of forestry or other professional meetings or course work in areas such as real estate, finance, appraisal, business management or computer science.

**Category 4.** The preparation, writing and publication of forestry or forestry-related subject matter, which requires effort beyond the general scope of the individual's normal duties or job description. Credit accrues at the rate of 15 hours for each publication requiring technical review or 5 hours for an article or a series of articles of a substantial nature in magazines, newspapers, or similar publications.

**Category 5.** Self-improvement in forestry or forestry-related subjects. Examples are attendance at meetings of state boards of forestry, forestry licensing committees, or tree improvement associations. This may not include the business or social portions of professional society meetings that do not qualify for Categories 1 or 2. Also included is self-improvement through publications or audio-visual presentations on technical forestry subjects. Independent study programs that are forestry related but do not qualify for Category 1 are included. Credit accrues at the rate of one hour for each hour of activity.

**Category 6.** Holding elected or appointed office or active committee assignment in forestry or allied professional organizations and on national, state or local boards as a representative of the forestry profession. Credit accrues at the rate of 5 hours per year for holding office, chairing an assignment or one active committee membership.

**Note: Category 2 CFE's are assigned for the development, preparation, and presentation of professional level forestry or forestry related course work, in an instructional capacity such as described in Category 1, which require effort beyond the general scope of the individual's normal duties or job description. Some CFE certificates may include both Category 1 hours (for participants) and Category 2 hours (for instructors). If you have such a certificate and you were not an instructor, please do not include the Category 2 hours on your renewal form. If you were an instructor, but the instruction is within the scope of your normal duties or job description, please do not include the Category 2 hours on your renewal form.**

**Category 2 CFE's are professional level presentations only. Do not list class presentations to elementary or secondary school students, Boy Scouts, 4-H clubs or presentations to civic groups or garden clubs as Category 2 CFE's.**

### Non-Renewals

23. The Board will revoke the license of any licensee who fails to renew annually by December 31.
24. A licensee who allows his license to lapse and does not renew within the grace period allowed by statute must apply for a new license as if he or she had never received a license and must satisfy existing requirements for registration. If a new license is issued, the original license number is retired and a new number assigned.
25. A revoked, expired, or invalid license shall not be displayed in any public office or place of business by any registrant, person or firm in connection with the practice of forestry. Any violation of this rule will be cause for the Board to require the possessor of said license to surrender the same to the Board.
26. Licensees whose licenses have expired for non-renewal are prohibited from identifying themselves as registered foresters and practicing professional forestry. All licenses expire on September 30.
27. A person who has been a Registered Forester in the past and has allowed their license to lapse may be listed as "inactive/unlicensed" in the State of Alabama Roster of Registered Foresters for a fee of \$30.00. Those with "inactive/unlicensed" status are no longer Registered Foresters and may not practice forestry. A person who has been listed as "inactive/unlicensed" and wants to again become a Registered Forester must apply for a new license as if he or she had never received a license and must satisfy existing requirements for registration. If a new license is issued, the original license number is retired and a new number assigned.

### Reciprocity Renewals

28. All of the above also applies to persons practicing forestry in the state through reciprocity.
29. In addition to the above, reciprocity foresters must provide the Board with proof of current forester registration in their resident state. Reciprocity foresters who have allowed their licenses to lapse in their resident state are ineligible for license renewal in Alabama.

### Renewal Do's & Don'ts

#### **Do's:**

- Review the Board's laws and rules concerning license renewal at <http://asbrf.alabama.gov/forestrylaw.htm>.
- Submit course information for CFE evaluation and approval prior to attending the course.
- **Complete and submit a "Change of Address" form to update roster information. Updated information entered on the renewal form will not be used to update roster or database information. An online change of address form is located at <http://asbrf.alabama.gov/vs2k5/changeofaddress.aspx>.**
- Keep copies of your CFE documentation, renewal form, and renewal confirmation receipt (online renewals).
- If you have questions, please call the Board's office at (334) 240-9301.

#### **Don'ts:**

- Do not list CFE courses for which you do not have supporting documentation of completion.
- Do not list any courses which you are scheduled to attend but have not already attended at the time of renewal.
- Do not guess at the names of courses and the number of hours earned for CFE's.
- Do not wait until the renewal period begins to start searching for CFE courses to attend.