

ALABAMA BOARD OF REGISTRATION FOR FORESTERS

2027 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 [Change of Address – Alabama State Board of Registration for Foresters](#).
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 Nicole Horn at (334) 240-9301 to schedule a convenient time.
4. The online renewal application and printable form will be made available at [Forms – Alabama State Board of Registration for Foresters](#) 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.
5. The current renewal fee is \$150.00 for all licensees.
6. 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 \$250.00 (renewal fee + late fee).

Licensees renewing online will be charged a convenience fee of \$6.50 if processed by September 30 and \$9.50 if processed between October 1 and December 31. Online services are payable by Visa, MasterCard, American Express, and Discover credit and debit cards or E-check (convenience fee, \$4.00). 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, P. O. Box 304500, Montgomery, AL 36130-4500

7. Licensees who renew on-line should receive a confirmation receipt shortly after completing the on-line renewal process. Please print this receipt for your records.
8. ID cards for On-line renewals will be sent via email from notifications@alabamainteractive.org. Manual renewals new ID cards will be mail as soon as renewals are processed. Please notify the Board if you do not receive your card.
9. Final renewal notices will be mailed thirty days prior to the expiration date.
10. 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)

11. 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. However, the entire requirement may be met with hours in Category 1, only. A maximum of 5 contact hours may be claimed in categories 2 or 3.

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, 2022 thru September 30, 2024. This year, the Board will accept CFE's acquired October 1, 2023 thru September 30, 2025. If you listed a course on your renewal form last year and you did not use all 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 or 3 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.

12. 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.**

13. 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.**
14. On the renewal form, list only the 10 CFE hours required for the current renewal year. If a course earned hours more than 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.
15. The Board will not accept renewal fees or forms without the required **completed** continuing education.
16. 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.
17. 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.
18. 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

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

Category 1. Organized course work and activities directly related to the practice of forestry, or to the professional responsibility or ethical obligations of foresters. This category requires that continuing education contributes to the professional competency of a registered forester and is conducted by foresters or experts in the subject matter. CFE credits accrue at a rate of one hour for each hour of contact. For foresters preparing and presenting Category 1 CFE instruction (not a primary occupation role) credit accrues at 2 hours for each hour of presentation. A Category 1 content college course (not including courses taken in pursuit of a degree to qualify for licensing) accrue at a rate of 15 hours per course semester credit hour upon passing the course.

Category 2. Published writing of forestry subject matter by foresters (not a primary occupation role) and accrues at 15 CFE hours for a technical reviewed publication and 5 CFE hours for a substantial audience news publication. Also includes holding elected or appointed office or active committee assignment or boards in forestry or allied professional forestry organizations as a representative of the forestry profession and accrues at a rate of 5 CFE hours per year. Self-improvement in forestry related subjects like attendance of state boards of forestry meetings and self-study accruing at 1 CFE credit hour per activity hour.

Category 3. Organized coursework or activities not specifically forestry-related but professionally enriching or directly benefiting the forester in their present job role. There is no preapproval application required as the forester reports the CFE hours but should retain proof of hours and attendance records. Credit accrues at a rate of 1 hour for each contact hour of instruction. For college courses fitting Category 3 description (not including courses taken in pursuit of a degree to qualify for licensing) can be accrued at a rate of 15 hours per semester hour upon passing the course.

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

20. The Board will revoke the license of any licensee who fails to renew annually by December 31.
21. 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.
22. 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.
23. 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.

Reciprocity Renewals

24. All the above also applies to persons practicing forestry in the state through reciprocity.
25. 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 [Laws and Rules – Alabama State Board of Registration for Foresters](#)
- 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 [Change of Address – Alabama State Board of Registration for Foresters](#)**
- **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.