Continuing Forestry Education Handbook

Society of American Foresters

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Society of American Foresters

Acknowledgement

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The CFE program is supported by CFE coordinators throughout the country, overseen by the Certification Review Board and managed through the SAF National Office.

CFE Coordinators Responsibilities

(1) Receive, evaluate, and assign CFE credit hours for categories 1 and 2 except for distance learning or web activities. Distance learning activities are evaluated by the CRB via the SAF National Office. All provider requests must be received prior to the activity or no later than one-week after the activity. After one week, individuals, not providers are to submit activities directly to the SAF National Office.
(2) CFE coordinators MAY NOT assign CFE credit for a meeting where a conflict of interest occurs.
(3) Ensure that the activity meets the standards of the Certified Forester program credit requirements.
(4) Enter meeting information, credit hours, and categories into the online events calendar **immediately** after assigning credit
(5) Provide sign-in sheets, sample attendance certificate, and notify providers of approved credit for events.
(6) Remind providers of their responsibilities, especially timely submission of final agenda, attendance records and sign-in sheets to the SAF National Office after the event.
(7) Retain the past three-years of initial applications for CFE evaluation for auditing purposes.

SAF National Office Responsibilities

(1) Maintain CFE credit hour records for individual members, Certified Foresters, or for others who subscribe to the service.
(2) Maintain all final agendas, registration lists, and sign-in sheets for events for a four-year period.
(3) Forward appeals of CFE evaluations to the Certification Review Board.
(4) Support CFE coordinators in determining categories and credit hours for activities.
(5) Provide CFE credit hours and attendance verification for Category 1 and 2 activities and credit hours for Category 3 activities to state credentialing boards, if requested.
(6) Evaluate and approve CFE credit for events and activities where a conflict-of-interest occurs between the event and a CFE coordinator.

Certification Review Board Responsibilities

(1) Audit CFE coordinators.
(2) Provide training for CFE coordinators.
(3) Evaluate and approve CFE credit earned through programs of self-learning.
(4) Update the continuing education section of the CF Handbook.
(5) Update the CFE evaluating process and management, when needed.
(6) Oversee the appeals of CFE credit assigned to an activity.
(7) Investigate any misuse of CFEs, and reported conflicts of interest.
(8) Work with state societies to identify and appoint new CFE coordinators when needed.
(9) Evaluate and approve CFE credit conducted through distance learning.

Selection of CFE Coordinators

Each state society or division should consider recommending an individual to serve as a CFE coordinator. Multi-state societies that include divisions should have either one CFE coordinator per division or one per state society, not both. Every three years, the state society chair shall recommend, to the CRB, an individual to serve as CFE coordinator by November 1. The CRB will either accept the recommendation or request a new recommendation. The CRB will make all appointments by December 1st.

The appointments will be for a three-year term and a CFE coordinator may be selected for two terms.

All CFE coordinators must participate in a training session or refresher training offered by the CRB. Failure to do so may result in removal from the CFE coordinator position.

General Information About Evaluating Activities

If a CFE coordinator will not be able to evaluate programs for longer than one week, the coordinator needs to inform the national office staff. The national office staff will serve as back-up support for CFE coordinators.

A CFE coordinator must receive the complete agenda and submission form from the provider. A draft agenda is acceptable as long as it includes the required information. Requests from individuals for credit after-the-fact must be submitted to the national office staff. CFE coordinators MAY NOT assign CFE credit for an individual.

CFE coordinators can only evaluate meetings that take place <u>within</u> their state society or division. If a request is received for an event that does not occur within the boundaries of the state society or division, it should be forwarded to the national office staff for evaluation.

Conflict of Interest

The following situations are considered conflicts of interest for CFE coordinators:
(1)   Evaluating events or programs that are organized or managed by the CFE coordinator
(2)   Evaluating events or programs organized or managed by their employer

In the event of a potential conflict of interest, program information must be forwarded to the national office staff for evaluation. The Certification Review Board reserves the right to reevaluate and alter CFEs for meetings where the evaluator is considered to have had a conflict of interest.

CFE coordinators may be required to sign a conflict of interest statement.

Recording Hours and Categories for an Activity

Credit hours and categories can be recorded directly into the online events calendar by CFE coordinators and the national office staff. The calendar allows an individual to search for a meeting based on several criteria including date, topic, and state. Since the calendar is in real time, once a meeting is entered it becomes immediately available for reviewing.

Each CFE coordinator is able to add, update, or delete a meeting only in their state society; you cannot alter meeting information in another state society. If you are a CFE coordinator for a division, you will have access to all the meetings in the state society. When adding meetings, please remember:

- If the same meeting is being held on multiple dates in your state or state society, you must enter each meeting separately.   This is so that individuals can sort meetings by date or location. A meeting that is held on multiple dates and outside the state society, must be evaluated by the SAF National Office.

- If the CFE credit hours for a meeting are broken down by day, session, field trip, etc, place the TOTAL CFE credit hours in the appropriate category. Use the field titled "Event description/notes" to provide a breakdown of the CFE hours, if needed.

- Please remember if you DELETE a meeting, it is GONE! It cannot be retrieved.

Specific directions and pictures of web pages are posted at http://www.safnet.org/meetings/cfeinstructions.pdf Abridged instructions on using the system are as follows:

(1) Log onto the SAF website at www.safnet.org/events/update and enter your login and password. Login is your membership number and the password is your last name.

(2) Once you login, you will see a list of events within your state society. CFE coordinators for divisions will see all the events within the state society.

(3) You can now add, modify, and delete an event. Before entering new events, check the list to ensure the event is not already listed.

(4) When entering a new event, enter as much information as possible. You must enter the event name and start and end dates. You will be required to enter an event topic and select if the event is active or inactive. The active or inactive feature controls the listing of a meeting on the SAF website. Meetings marked inactive, will appear in the database, but cannot be seen online.

(5) Then click on "save" and the event will be entered.

Activities must be posted online within two weeks of approval. Consistent failure to do so may result in the removal of the individual from the CFE coordinator position.

Record Maintenance

CFE coordinators are required to retain CFE applications and supporting material submitted for the past three-year period since they may be utilized during an annual audit or appeal. Failure to maintain applications and supporting material may result in the removal of the individual from the CFE coordinator position.

Audit

The Continuing Education Committee (CEC) of the Certification Review Board will annually conduct an audit on meetings and activities evaluated by CFE coordinators and national office staff. The objective is to verify conformance to the guidelines for granting CFE credits for the Certified Forester program.

A percentage of meetings evaluated by CFE coordinators and national office staff will be reviewed. The committee will evaluate the final agendas submitted from the provider. If a

discrepancy is found between the agenda and the assigned CFE credit hours, the following steps will be taken:

(1) The CEC will request the CFE coordinator or national office staff to submit the original CFE application and supporting material.

(2) The CEC will determine if any guideline was breached and, if so, notify the CFE coordinator, national office staff and/or provider and request future evaluations or process conform to the CFE Standard.

(3) The CEC may reaudit the CFE coordinator, national office staff, or provider in the future to ensure the evaluation or process guidelines are being followed.

(4) If the committee concludes that the evaluation or process guidelines were not properly followed, the CEC committee may request that the state society or division recommend a new CFE coordinator, submit a written report regarding staff action to the SAF CEO and Executive Vice-President, or take appropriate action against the provider.

The CEC reserves the right to alter the CFE credit hours assigned to any meeting based on the results of an audit.

The coordinator promotes continuing education in forestry and related subject areas to enhance the professional abilities of foresters.

Committee Responsibilities/Organization:
(1) An individual is recommended by the state society chair to the Certification Review Board (CRB) for a three-year appointment as CFE coordinator and is eligible for reappointment.

Specific Responsibilities:
(1) Evaluate and approve CFE credits for continuing education activities held within the boundaries of a state society or division.
(2) Enter all assigned CFE credits into the online events calendar.
(3) Collect and publicize, through the avenues available (newsletter, website), information on CFE opportunities.
(4) Encourage federal and state agencies, associations, colleges, and businesses to offer CFE credit hours on programs and promote credit hours on promotional material.

Attendance Responsibilities:
(1) Complete training or refresher course when conducted by the CRB.
(2) Attend the state society or division leadership workshop, recommended.
(3) Attend the national SAF Leadership Academy, recommended.

This position will require an estimated 3-6 hours a month. Skills/experience needed to serve successfully in the position include the following:
(1) An interest in continuing education.
(2) Organizational skills.
(3) Communication skills.

Type of event

The CRB categorizes continuing education activities into the following three types.

- Live Programs – educational workshops, seminars, conferences, lectures, live videoconference, field trips, or phone broadcasts.
- Subscription Self-Study – credit awarded through quizzes contained within professional periodicals.
- Online Self-Study – educational programs with quizzes or a system that can track attendance on the Internet.

Category 1 – Core Education

Category 1 activities are the core requirement for the Certified Forester program and many state boards of licensure.

All category 1 activities MUST satisfy ALL of the following conditions:

(1) It is an organized program of learning conducted in a setting physically suitable to continuing forestry education objectives.

(2) Speakers must be qualified to address their topics and be considered experts in their presentation subject by virtue of special education, training, and/or experience.

(3) The subject matter must directly relate to the approved content area for the appropriate credential. Individual presentations within a workshop or conference may qualify while others do not.

(4) The program content must be of a technical level and nature such that it supplements and builds upon the knowledge necessary to ensure professional competency. Training sessions targeted specifically for landowners do NOT meet this criterion.

(5) The program content cannot be:
- specific to protocols of an individual organization, company, or agency;
- about organization-specific procedures and operations;
- employee training in organization-specific practices/policies.

However, attendance can be limited to individuals of a particular organization.

Depending on the program content, an activity will be classified under a specific credential:
- Cat 1-CF   Certified Forester, including Candidate Certified Forester
- Cat 1-FCA   Forest Certification Auditor

If the program content falls under the approved content area, but does not meet all the criteria of category 1, it must be assigned to category 2.

Category 1-CF

**Program content must be directly related to the Topics / Knowledge
content areas defined for the four Certified Forester Domains**

Domain	Topics / Knowledge
Resource Assessment	• Understanding soil properties and processes specific to forested areas • Understanding photo interpretation and remote sensing • Understanding how to use GIS and GPS in data collection and maintenance • Understanding the interactions between forest ecological factors and ecosystem services • Understanding forest measurements, land surveying concepts, inventory and sampling techniques, and new technology • Identifying impacts from forest insects and diseases • Identifying basic aquatic and terrestrial flora & fauna • Understanding how climate, fire, pollution, genetics, insects, diseases, invasive species affect forest health and productivity • Understanding how to access and evaluate current economic and market conditions
Stakeholder Analysis & Relations	• Communications including conflict resolution, mediation, how to conduct effective stakeholder surveys and meetings, and techniques • Understanding how polices, federal, state, and local laws and regulations directly govern the practice of forestry, including voluntary standards and guidelines • Understanding changing forest landowner demographics and identifying stakeholders • Understanding how social, cultural, political, legal, educational, economic and institutional histories influence the practice of forestry
Management Planning	• Understanding hydrology, water quality, and watershed functions and management and constraints • Understanding the relationship between forest management and wildlife, fisheries, range, or wetlands management • Understanding how tax policies impact forest management • Understanding of silvicultural principles and techniques to achieve objectives • Developing management plans with specific objectives including forest products, recreation, non-timber products, wildlife • Developing a fire risk assessment and understanding of suppression techniques, • Understanding fire weather and prescribed fire methods • Understanding how to use GIS in land management planning • Analyzing economic, environmental, and social consequences of forest resource management strategies and decisions • Analyzing inventory data and projecting future forest, stand and tree conditions • Understanding basic real estate and legal records such as land records, deeds, and land surveys
Execution of Management Plan	• Developing harvesting plans including road maintenance, roadbed stabilization, timber appraisal, and logging costs • Understanding methods to achieve silvicultural objectives • Understanding contract law and interpreting contract specifications • Recognizing and determining the impact and severity caused by catastrophic agents and corrective methods such as rehabilitation or salvage harvesting • Understanding harvesting systems, techniques, and methods and how economic impacts effect harvesting schedules • Understanding reforestation methods and measuring success rates • Understanding control methods and pesticide application technologies for forest insects and diseases and vegetation management • Understanding professional ethics • Understanding how cost share programs impact the management plan

Category 1-FCA

Program content must be directly related to the Topics / Knowledge content areas
defined for the three Forest Certification Auditor Domains

Domain	Topics / Knowledge
Gathering & Reviewing Information	• Communication skills including interviewing and group facilitation • Understanding of professional ethics and identifying conflict of interest • Understanding of types of evidence required for specific SFM Certification Systems • Understanding of international protocols such as ISO 14001 • Understanding basic project management techniques such as organization, timeline development, and scheduling
Analysis, Interpretation & Conclusion	• Understanding standards required by various SFM certification systems • Understanding the definition of conformance and nonconformance • Analyzing evidence to determine conformance or nonconformance of SFM standards • Understanding the concepts of chain-of-custody
Reporting	• Understanding the minimum reporting requirements of various SFM Certification Systems • Utilizing leadership skills in a team setting • Knowledge of technical writing and developing reports

Category 2 – Related Education

Category 2 activities directly benefit professionals, but do not meet the requirements for Category 1. Category 2 activities MUST satisfy ALL of the following conditions:

(1) It is an organized program of learning conducted in a setting physically suitable to continuing forestry education objectives.
(2) Speakers must be qualified to address their topics and be considered experts in their presentation subject by virtue of special education, training, and/or experience.
(3) The program content must be of a technical level and nature such that it supplements and builds upon the knowledge necessary to ensure professional competency and performance.
(4) The program content cannot be:
   • specific to protocols of an individual organization, company, or agency
   • about organization-specific procedures and operations
   • employee training in organization-specific practices/policies

However, attendance can be limited to individuals of a particular organization.

Type of program	Examples
• Organized sessions not directly related to the CF-1 or FCA-1 Topics / Knowledge content areas • Organized sessions that meet the content area of CF-1 or FCA-1, but do not meet the required conditions • The content is clearly capable of improving the professional performance of the individual completing them	• Computer science ● OSHA or similar • Personnel mgt. ● Business/Marketing skills • First Aid/Logging safety • Logging/Pesticide equipment maintenance • General Agriculture • Wildlife, fisheries, and ornithology (when not related to forest management)

Category 1 activities classified under Category 1-CF include organized course work which appears under one of the four approved content areas of the Certified Forester credential: Resource Assessment, Stakeholder Analysis and Relations, Management Planning, and Execution of Management Plan.

Activities classified under Category 1-FCA include organized course work which appears under one of the three approved content areas of the Forest Certification Auditor credential: Gathering and Reviewing Information, Analysis, Interpretation and Conclusion, and Reporting. Please notice that some presentations will be evaluated for FCA-1 and not qualify for CF-1 and vice-versa, while some presentation may be evaluated as qualifying for both.

Activities in Cat 1-CF and Cat 1-FCA will be approved <u>only if all 5 CFE criteria</u> are met and it falls under the approved content area.

An activity where the content does not fall under Cat 1-CF or Cat 1-FCA, but is clearly capable of improving the performance of a professional will be assigned to Category 2.

An activity where the content does fall under Cat 1-CF or Cat 1-FCA, but does not meet all category 1 criteria will be assigned category 2.

Category 2 includes organized course work or activities not specifically in forestry or forestry-related subject matter, but which are professionally enriching or directly benefit the individual in his or her present position. Examples include course work in areas such as general computer science e.g. Excel, Word, PowerPoint programs, general wildlife, fisheries and ornithology (when not related to forest management practices), and managerial skills.

Many times the context of the subject presented will determine the relevant category. For example: forest finance presented by a forestry professor using forestry examples to a professional forestry audience is Cat 1-CF. Corporate finance presented by a business school professor to a general audience is Category 2.

If, however, that same business school professor presented essentially the same course to a forestry audience with specific forestry examples, it could be classified as Cat 1-CF if it meets all the criteria and guidelines.

Category 3 – Profession Development and Volunteer Activities

Category 3 activities must satisfy ALL the following conditions:

(1) Professional activities undertaken outside of **normal** job responsibilities

(2) The subject matter qualifies under category 1, such as presentations in a classroom, field, or lab setting; writing and publishing of forestry or forestry-related subject matter; or, service to the profession through volunteer work

The following chart only reflects example activities under this category. Requests for category 3 CFE credit must be sent directly to the national office staff.

Type of activity	Examples	Credit Hours Allowed
Presentations, teaching, and publications	• Juried articles published in juried journals.	First author – 10 Second author – 7 Third author – 5
	• Non-juried articles published in non-juried publications or juried journals such as, *Northern Woodlands, Tree Farmer Magazine, And National Woodlands*, state society newsletters, newspapers, magazines, or non-juried articles published in any SAF publication.	$\leq$ 500 words – 2 > 500 and $\leq$ 1000 – 3 > 1000 – 5
	• Professional / technical presentations and conducting workshops.	2 credit hours for each presentation of 30 - 60 minutes Activities lasting < a total of 30 minutes do not accrue credit
	Non professional/ non technical presentations and conducting workshops such as Project Learning Tree, Walk in the Woods, K-12 classroom presentations, radio/television broadcasts, Tree Farm Inspections* and other forest related activities. • *Tree Farm Inspections - Requests for CFE credit must include a form verifying that the inspection is outside of the individual's job responsibilities and no compensation was received and a sign off sheet from the inspection.*	0.5 credit hours for each presentation of 30 - 60 minutes Activities lasting < a total of 30 minutes do not accrue credit 2 credit hours per calendar year for one inspection. *(maximum)*
Professional development activities that involve *active participation* and significant contribution to the profession	• Service on state or local boards or equivalent of forestry related service organizations (e.g., Tree Farm, state Stewardship Committee, The American Chestnut Foundation, Woodland Owners Associations, RC&D forestry committees, NRCS and soil conservation boards). • Service on county or local municipal boards affecting land use planning and zoning (e.g., planning commission and board of zoning appeals).	2 credit hours per calendar year
	• Service on a national or state board of directors or equivalent of a profession representing forestry or allied natural resource professions. • Active participation as a member of a committee – e.g. a policy committee that drafts legislation that is passed by a federal or state legislature.	5 credit hours per calendar year for chairing the board or a subcommittee of the board. 2 credit hours per calendar year for active committee involvement.

University Courses

Formal university or college courses can be awarded CFE credit hours. Such courses will be evaluated as Cat 1-CF, Cat 1-FCA or Category 2 based on course description and content. Credit will not be allowed for courses in which the individual is earning a first degree in forestry or natural resources. Individuals must submit a transcript and course syllabus to receive CFE credit. Requests must be directed to the national office staff.

Credit Hour Determination

The following activities **do not qualify** for credit:

(1) Introductory, welcome, and closing remarks

(2) Opening ceremonies/award presentations

(3) Exhibits or poster sessions*

(4) Coffee, meal breaks, and banquet/social events

(5) Cultural performances, entertainment, or recreational activities

(6) Business meetings or committee meetings of volunteer organizations, state credentialing boards, companies, and agencies

(7) Transportation time to a specific site, loading and unloading, and dislocation to a point of interest

(8) Work experience or on-the-job training

*- Poster presentations, where the authors speak regarding poster subject matter, do qualify for CFE.

Definition of Credit Hours

One CFE Credit Hour (1.0) = 60 minutes of interaction between learner and instructor or learner and materials which have been prepared for learning.

½ CFE Credit Hour (0.5) = 30 minutes of interaction between learner and instructor or learner and materials which have been prepared for learning.

Programs shorter than 30 minutes in entirety are not eligible for credit.

Live Training/Events

Determine a daily total of credit hours by adding all minutes with an interaction between learner and instructor. If the event is multi-day event, the daily totals are added together for a final total. Hours are rounded down to the nearest 30-minute session.

Example: A learning event has six 50-minute sessions with organized, interactive learning over two days; three sessions each day. Each day would be computed as 3 x 50 = 150. Divide the total number by 60 (minutes) = 2.5 for each day. The total number of credit hours would be computed as: 6 x 50 = 300 total minutes. Divide the total number by 60 (minutes) = 5 CFE credit hours.

The same method is used to calculate credit hours for field trips. However, only the time when an interaction occurs between the learner and instructor is used in the calculation. Travel time is not part of the calculation.

Credit hours approved for an event are the maximum which may be claimed by the participant. If the participant attends only a portion of an approved course, credit can only be claimed for that portion.

Subscription Self-Study and Online Self-Study

The number of credit hours is based on an accurate word count for text-based materials, and on an accurate word count plus listening/viewing time for mixed text and audio/visual materials.

A reading speed of 180 words per minute is used to calculate the number of clock hours that may be awarded for text-based programs. One hour of continuing education credit may be awarded for a minimum of 10,800 words of text. Audio/visual materials are evaluated the same as live events.

For peer reviewed articles and/or publications multiply number of hours by 1.5.

Subscription and online home study activities must meet all the requirements of category 1 or 2.

Provider Responsibilities

Approval Statements

Program organizers MAY NOT advertise approval of a certain number of CFE hours until a CFE coordinator or national office staff has reviewed and evaluated the meeting agenda.

CFE credits may be publicized only <u>AFTER</u> notification of approval has been received. The following approval statement(s) <u>MUST</u> be published in the final brochure and in any promotional material:

For lectures/field trips/workshops/ self-study programs
This program has been reviewed and is approved for professional CFE credits by the Society of American Foresters.

Category 1-CF : <X> Category 1-FCA: <X> Category 2: <X>

For a self-assessment
Successful completion of the self-assessment is required to earn CFE credit. Successful completion is defined as a cumulative score of at least <number>%. Approval is valid for one year from <the issue date of publication or video> and participants may submit the self-assessment at any time during that period.

Category 1-CF : <X> Category 1-FCA: <X> Category 2: <X>

Less than entire event qualifies for CFE credit
This event offers approved credit for events that meet CFE requirements. Sessions (or presentations) for which credit will be awarded are identified in the program agenda (or in the catalogue or website).

A provider waiting for approval must publish the following statement:
This program is not yet approved for CFE credit. Conference organizers plan to request CFE credit from the Society of American Foresters. The total number of approved credits is yet to be determined.

Attendance Documentation

Providers are responsible for producing and distributing certificates of attendance/completion to attendees for any activity including live, online, and subscription programs offering CFE credit. Certificates must include the following information:

- Provider: Name and complete contact information
- Title/Name of the program
- Date and location (city and state) of the program
- Name of the attendee to whom the hours are awarded
- The number of hours awarded – broken down when appropriate

The number of hours awarded must be broken down by day for multi-day events. Hours awarded may be broken down in a logical way to fit the event format. For example, if a daylong meeting has an indoor presentation in the morning and a field trip in the afternoon, the hours can be broken down to reflect the number of credits for the morning presentation and the number of credits for the afternoon field trip.

Names of attendees will preferably be pre-printed on the certificates to help ensure the security of the forms. Certificates of attendance may be made available at the conclusion of the event or may be mailed to people after the event. Certificates of attendance/completion should never be sent to the SAF but should always be given or sent to the attendee. Unused certificates should be destroyed.

Certificate of attendance templates are provided in the appendix.

Attendance Verification

Providers must ensure that the hours awarded to each participant represent the actual hours that the person attended an event or activity. This can be completed by one of the following:

- Registration records – Registration records should clearly indicate those individuals that registered for a single day, entire event, optional events, or were no-shows.
- Sign in sheets – Sign in sheets should be easily accessible for attendees. Sign-in sheets can also be used to track attendance at concurrent sessions and optional events.
- Self-assessment reports – Reports should indicate that an individual passed the assessment. It should not contain any specific scores.

After the Event

No later than three weeks after conclusion of an event, providers must submit the following information to the SAF National Office:

- Final Agenda AND
- Sign in Sheets OR Registration Records

The SAF National Office will retain the past three-years of agendas and attendance verifications.

If a provider fails to submit the above information, the CRB reserves the right to immediately remove CFE credit in its entirety.

Confidentiality

Attendance records will be available to the Certification Review Board and state boards of licensure upon request for validating continuing forestry education requirements within a specific credentialing program. It will also be used during the audit process of CFE coordinators and national office staff.

The information will not be used for any other purpose or distributed to a third party other than the state boards of licensure without the consent of the provider. If the provider will be utilizing a quiz/test as part of completing an activity, specific test scores should not be disclosed to a third party unless directed so by a valid and lawful subpoena or court order or with appropriate written release from the individual completing the activity.

Utilizing Registered Trademarks

The Continuing Forestry Education logo, pictured on right, is a registered trademark of the Society of American Foresters. The CFE logo can only be used for those programs approved for CFE credit.

The Certified Forester logo, pictured left, is a registered trademark of the Society of American Foresters.

Certification is an individual and personal credential. Certification trademark use or implied status cannot be transferred to another individual. This license permits the Certified Forester only to designate his/her Certified Forester status. A business, firm, or agency is not certified. Use of the term "Certified Forester", and/or the CF trademark, must be in conjunction with the CF's name, as on a business card or accompanying a signature on correspondence, and not on company, agency, or business advertisements or promotions where the certificant's name is absent.

<u>The CF trademark cannot be utilized when promoting continuing education events that have CFE credit hours. The continuing education event is not certified.</u>

Approval for CFE credit does not entitle the provider to use the SAF shield logo (pictured on right) or SAF insignia (pictured below) on any materials. Only programs with pre-approved sponsorship or conducted by an SAF local unit can utilize the SAF logo and or insignia on promotional materials.

Limitation of Approval

The Certification Review Board retains the right to remove CFE credit at any time for one or more of the following reasons:

(1) Misrepresentation of CFE credit approval by SAF.

(2) Use of the Society of American Foresters name, including any local SAF unit name, SAF shield logo, SAF insignia, sponsorship, and/or endorsement of a program without written consent from SAF National Office or local SAF unit.

(3) Improper use of the Certified Forester logo with promotion of CFE credit hours or meeting materials.

(4) Major changes to educational content or presentation format after CFE credit hours are approved without notification to the CFE coordinator or SAF National Office.

(5) Failure to follow proper approval procedures.

(6) Release of self-assessment scores to anyone other than the participant without the participant's written consent.

(7) Potential violation of SAF's *antitrust policy.*

Applying for CFE Credit

When

All organizations should apply prior to the execution of the event, even if some speakers/topics are yet to be determined. Tentative approval of credit hours can be issued and then revised once the program is finalized. Organizations may apply NO LATER than one week after execution of the event.

For organizations that do not have prior CFE approval, appropriate documentation will have to be issued to all attendees after the event. If organizations do not apply for approval within one week after execution of the event, attendees will have to apply directly to the Certification Review Board (CRB) for CFE credit and provide appropriate documentation of attendance at the event.

Please check the CF Program handbook or with a state board of licensure for approved documentation.

Who

There are two ways to request CFE credits for an educational event.

- Through a CFE coordinator <u>in the state where the activity will be offered</u>
- Through the Certification Review Board (CRB) via the SAF National Office

Depending on the format of the event and if it's a one-time or multiple event, programs can be evaluated by the CRB via the SAF National Office or a CFE coordinator. A one-time event is held on one specific date and at one specific location. Multiple events occur when the same program is repeated at a different date and different location.

Please review the following chart to determine the appropriate approving body:

	Workshops/seminars Conferences, Lectures, Field Trips, Videoconferences (live)	Online Self-study Subscription Self-study Self-directed Professional Development Activity
One-Time Event	CFE coordinator	CRB
Multiple Event		
One-State	CFE coordinator	CRB
Multi State	CRB	CRB

Regardless whether it's a subscription or through the internet, all self-study and self-directed activities must be evaluated by the CRB. The CRB can direct the national office staff to evaluate programs on behalf of the CRB.

Contact Information:

<u>CRB</u>:	<u>CFE coordinators</u>:
CFE Approval	Please visit the SAF website for coordinators listed in
Society of American Foresters	your state. If there is no coordinator for your state,
5400 Grosvenor Lane	please submit the request to the CRB via the SAF
Bethesda, MD 20814	National Office.
Phone: 866 897-8720	http://www.safnet.org/education/cfecoordinators.cfm
Fax: 301 897-3690	

How

<u>All organizations must complete an application</u> for CFE credit including the following information:

- A complete agenda including times for presentations, breaks, meals
- Names and titles of presenters
- Brief description of individual presentations
- Field Trips: length of time at each stop

<u>Any incomplete application will be returned to the provider.</u>

After Evaluation

The meeting evaluator (CFE coordinator or national office staff) will enter the meeting information into the national database used for CFE program announcements.

After the evaluation, meeting providers will receive the following SAF sanctioned documents:
(1) sign-in sheet
(2) certificate templates

Please see the section titled "Provider Responsibilities" regarding usage of the above documents. All providers must follow guidelines in the section titled "Provider Responsibilities".

Provider Appeals

A provider can appeal the CFE credit hours evaluated for an event.

The process is as follows:
(1) A provider must contact the Continuing Education Committee (CEC) of the CRB via the SAF National Office within 14 days of receiving notification of evaluated CFE credit hours.
(2) The CEC will contact the meeting evaluator (CFE coordinator or national office staff) for a copy of the CFE request form, agenda, and supporting materials.
(3) The CEC will review the information and render a decision.
(4) The provider may appeal the CEC decision to the Certification Review Board. Appeal procedures will follow Section D of the *Administrative Rules of the Certification Review Board.*

Decisions made by the CRB regarding the appeal are final.

Attendance Certificate	Distributed to meeting attendees by the provider
Attendance Records	A list of meeting attendees who participated in the event and optional events.
CFE Credit Hour	One credit hour is equal to 60 minutes
CFE coordinator	A volunteer who evaluates programs in a specific geographic area
CRB	Certification Review Board has oversight over the Certified Forester program
Organized program of learning	Educational events where the learning objective is to supplement and build upon the knowledge necessary to ensure professional competency. For example: workshop, program, convention, meeting, and field trip
Provider	The individual or group responsible for program and logistical planning of an educational event.