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Longview, WA

CFEs –Continuing Forestry Education Credits – How Do They Work?




Joint Washington State/Oregon SAF
Leadership Conference




Agenda

- 🌲 Review CF recertification requirements
- 🌲 Describe CFE Categories
- 🌲 Compare roles and responsibilities of:
 - 🌲 CFE Coordinator
 - 🌲 SAF National Office
 - 🌲 Certification Review Board (CRB)
 - 🌲 Provider of the educational event
 - 🌲 Certified Foresters or others wanting to accumulate CFEs.


Why Bother with CFEs?


-  Many SAF members are Certified Foresters (CF), so offering CFE credits for your chapter meetings or other event is an incentive for them to attend.
-  Offering credits is also an incentive for CFs who are not SAF members to join.
-  CFEs may also be used for other continuing education programs.

CFE Catagories

 To meet the recertification requirements, a CF must accumulate 60 CFE contact hours per three-year period with:

 Minimum of 40 hours in Category 1, and

 Maximum of 20 hours in Category 2, and

 Maximum of 20 hours in Category 3.

Category 1: Core Education

Category 2: Related Education








Category 3: Professional Development &
Volunteer Activities

Definition of CFE Credit Hours





- 🌲 One (1) CFE Credit Hour = one 60-minute session of interaction between learner and instructor or learner and educational materials.
- 🌲 Can award in half-hour increments.
- 🌲 To calculate hours, I add all the minutes of scheduled interaction in one day and divide by 60 and round down to the nearest half hour.
- 🌲 For a multi-day event, each day is evaluated separately. Can add daily totals for a final total, or keep separate.
- 🌲 Credit hours for field trips are only for actual instruction time, so excludes travel time.

So I need a detailed agenda showing all start and ending times for each session.


What Doesn't Qualify for Credit?


-  Introductory, welcome, and closing remarks
-  Opening ceremonies or award presentations
-  Exhibits or poster sessions (unless speaking)
-  Breaks, meals, banquet or social events
-  Cultural performances, entertainment
-  Business or committee meetings
-  Work experience or on-the-job training


All Category 1 & 2 Activities Must Satisfy All of the Following Conditions:

-  Be an organized program of learning conducted in a suitable setting.
-  Speakers must be qualified to address their topics.
-  Content must be of a technical level and nature such that it supplements knowledge necessary to ensure professional competency.
-  Training sessions targeted specifically for landowners do NOT meet this criterion.


Category 1 - Forty Hour Minimum per Three-year CF Recertification Period

 Program content must be directly related to one of these four Certified Forester Domains:








 Resource Assessment

 Stakeholder Analysis & Relations

 Management Planning

 Execution of Management Plan

Category 2 - Twenty Hour Maximum per Three-year CF Recertification Period

-  Business/Marketing skills
-  Computer science
-  Personnel management
-  First Aid/Logging safety
-  Logging/Pesticide equipment maintenance
-  General agriculture
-  Wildlife, fisheries and ornithology (when not related to forest management)

Category 3 - Professional Development and Volunteer Activities - 20 Hour Maximum per Three-year CF Recertification Period







- 🌲 Activities must be undertaken outside of normal job responsibilities
- 🌲 Presentations, teaching and publications of forestry or related subject matter
- 🌲 Service to the profession through volunteer work
- 🌲 Submit directly to national SAF office for credit

Category 3 Examples










Examples	Credit Hours Allowed
Technical Presentation	2 credit hours/30-60 minutes
Non-technical e.g. K-12	0.5 credit hours/30-60 minutes of presentation
Service on state or local boards	2 credit hours /calendar year
Service on a national or state board of a forestry or allied profession	5 hours/calendar year if chair
Active participation as committee member	2 hours/year for active committee involvement

CFEs Coordinators' Responsibilities










The CFE program is supported by CFE coordinators, overseen by the CRB and managed through the national office. We serve for up to two 3-year terms.

-  Receive, evaluate and assign CFE credit hours only for **Categories 1 and 2 events** occurring within our specified geography.
-  Ensure that the education activity meets the standards of the SAF CFE program.
-  Enter meeting information and contact hours by category into the SAF online events calendar.
-  Provide CFE sign-in sheet and attendance certificate templates to the activity provider.
-  Retain initial CFE application for three years.
-  Can post events no later than one week after the activity has occurred.

SAF National Office Responsibilities

-  Post and maintain CFE credit hour records for members, CFs or others who subscribe to the service.
-  Maintain all sign-in sheets for events for a four-year period.
-  Forward appeals of CFE evaluations to the CRB.
-  Support CFE coordinators.
-  Provide CFE verification to state credentialing boards, if requested.
-  Evaluate and approve CFE credit for activities:
 -  Where a conflict-of-interest occurs between the coordinator and event
 -  Multi-state events
 -  For individuals and Category 3 activities.








Certification Review Board Responsibilities

-  Audit CFE coordinators.
-  Provide training for CFE coordinators.
-  Evaluate and approve CFE credit earned through self-learning programs.
-  Update the continuing education section of the CFE Handbook.
-  Update the CFE evaluating process and management.
-  Oversee appeals of CFE credits assigned.
-  Investigate any misuse of CFEs and reported conflicts.
-  Appoint new CFE coordinators when necessary.
-  Evaluate and approve CFE credit conducted through distance learning.

Provider Responsibilities

- 🌲 Program organizers MAY NOT advertise certain number of CFE hours until the program has been reviewed.
- 🌲 There are specific statements that MUST be used in any brochure or promotional material.
- 🌲 Providers NOT the CFE Coordinator are responsible for distributing certificates of attendance to attendees for approved events.
- 🌲 As WSSAF CFE Coordinator, I will supply a certificate of attendance in PDF format that will include:
 - 🌲 Provider name and complete contact information
 - 🌲 Title or name of program
 - 🌲 Date and location of program
 - 🌲 Number of hours awarded by category.

Provider Responsibilities, continued

-  Event Provider should print out one certificate, sign it, and make copies.
-  Certificates may be made available at the conclusion of the event or may be mailed afterwards.
-  Certificates should not be sent to the SAF, but always to the attendee.
-  These certificates are for the attendees' records.
-  Unused certificates should be destroyed.
-  If the event hours change substantially, then the Provider should correct the credit hours.
-  If credit hours change, the coordinator must be notified within a week to update the on-line events calendar.

Provider Responsibilities, continued

- 🌿 Providers must ensure that the hours awarded to each participant are accurate. This can be accomplished by:
 - 🌿 Sign in sheets – These should be easily accessible for attendees. Use them to also track attendance at concurrent and optional sessions.
 - 🌿 Registration records that clearly indicate who registered for a single day, entire event, optional events, or were no-shows.
 - 🌿 Self-assessment reports – Should indicate that an individual passed the assessment, but should not contain any specific scores.

After the Event:

- 🌿 Within three weeks of the event's conclusion, the provider must submit to SAF National Office:
 - 🌿 Sign in sheets OR registration records.

CFs – Responsibilities

CFEs are now posted by SAF national office to individuals' accounts based on sign-in sheets. Print legibly and include your identifying number.

Individuals may submit information directly to national to request CFEs for:

-  Events that are completed and were not posted.
-  Category 3 events.

CFs – Spread the word to event providers to have their sessions evaluated for CFE credits and attract CF attendance.

How to apply for CFEs


 Use email!!


 For WSSAF: ellie.lathrop@weyerhaeuser.com

Phone: 360-274-3044 Fax: 360-274-4118

 For OSAF: micksrs@yahoo.com

Phone: 541-388-4851

 Complete a Provider Application Form or include all the information this form requests.

 Send application and a detailed agenda to your CFE coordinator preferably at least two weeks ahead of the event. Earlier if you want to advertise credit hours.