

STATE OF MAINE

BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS

APPLICATION FOR LICENSURE



Department of Professional and Financial
Regulation

Office of Licensing and Registration

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APPLYING FOR A LICENSE TO PRACTICE FORESTRY IN MAINE

INSTRUCTIONS

READ INSTRUCTIONS THOROUGHLY BEFORE COMPLETING APPLICATION

Section 1: General Information:

According to 32 MRSA Chapter 75, §5002 of the Board's license law, persons must be licensed to practice forestry in the State of Maine. Forestry is defined in Chapter 75 as "the science, the art and the practice of managing, harvesting and using primarily for human benefit, the natural resources that occur on and in association with forest land." Licenses are issued by the Dept. of Professional and Financial Regulation, after approval by the Board of Licensure for Professional Foresters.

When to apply:

Forestry Education Method: After graduation and as soon as you begin working. (If your final transcript is not available when you apply, the board will act on your application pending its receipt.) Applicants from another state who wish to work in Maine should apply before beginning work in Maine.

Experience Equivalency Method: After 6 years of education/experience acquired under the supervision of a Maine Licensed Professional Forester or acquired outside the State of Maine. Applicants from another state who wish to work in Maine should apply before beginning work in Maine.

To apply for a license to practice forestry in Maine, obtain a **current application packet**, which will include:

- a copy of the licensing statute,
- a copy of the rules governing licensure, including the Code of Ethics,
- an application form, and
- instructions.

What the Board will do:

Forestry Education Method Applicants: The Board will contact references listed on the application to verify past experience, if any. Past experience will be evaluated and may be credited toward the two-year internship period if requested. The Board will then issue a license identifying you as a Licensed Forestry Intern or approve you to sit for the licensing exam.

Experience Equivalency Method Applicants: The Board will contact references listed on the application to verify your experience. The Board will evaluate your experience and determine if it is sufficient to begin an internship. If experience is not deemed sufficient, the application will be denied and the applicant may reapply after 6 years of full-time experience are obtained. If prior experience is deemed sufficient, the Board will issue a license identifying you as a Licensed Forestry Intern and will identify the areas where additional experience will be required during the internship.

Prior credit toward the internship may be awarded if the applicant has more than 6 years of forestry experience. If the Board determines that at least 8 years of your prior experience is sufficient, the Board will approve the applicant to sit for the licensing exam.

Section 2: Determining Application Method:

1. FORESTRY EDUCATION METHOD: Individuals who have graduated from a Baccalaureate or post-graduate (Masters or Ph.D.) forestry curriculum accredited by the Society of American Foresters or its equivalent, should apply under this method. Applicants must also acquire two years of forestry experience and pass a written examination. (See Section 3 of these instructions for clarification.)

2. EXPERIENCE EQUIVALENCY METHOD: Individuals who do not meet the requirements in 1. above, should apply under this method. Applicants must acquire the equivalent of 8 years of forestry experience and pass a written examination. Applicants may combine education in an accredited technician program, in an accredited forestry curriculum (without graduating), or in a non-accredited forestry curriculum with a minimum of two years field experience to meet the 8 year requirement. (See Section 3 of these instructions for clarification.)

Section 3: Applicant Scenarios:

1. FORESTRY EDUCATION METHOD APPLICANTS

- **Applicants with no experience** must apply for a two year internship with a Maine Licensed Professional Forester as a sponsor. You must provide the name and signature of your sponsor on the license application. Upon presentation of a complete application and proper documentation, you will be approved as a Licensed Forestry Intern.
- **Maine applicants with some experience** acquired either as a student (summer job, co-op semester) or after graduation may apply for internship or to sit for the exam. In order for experience to be credited as time towards the 2 year internship requirement, it must have been acquired under the supervision of a Maine Licensed Professional Forester. Such supervision must be deemed sufficient by the Board.

Applicants requesting waiver of all or part of the 2 year internship must provide the name(s) of the Maine Licensed Professional Forester(s) under whose supervision the experience was acquired. Documentation of this experience, including a detailed description of your job responsibilities, an evaluation of your ability to carry out professional work independently, and an evaluation of your character and ethical conduct must be provided by the Maine Licensed Professional Forester under whose supervision you acquired your experience.

- **Applicants from out of state** with the requisite amount of experience who request a waiver of internship and **applicants who have previously held a Maine license** will be approved to sit for the exam upon presentation of a complete application and proper documentation.

2. EXPERIENCE EQUIVALENCY METHOD APPLICANTS:

- **Applicants from out of state** with only 6 years experience/education must apply for a two year internship with a Maine Licensed Professional Forester as a sponsor. The applicant will be approved as Licensed Forestry Intern upon presentation of a complete application and proper documentation of experience/education.

Applicants from out of state with 8 or more years of experience/education should provide detailed documentation of their experience (as for Forestry Education Method applicants requesting waiver of internship). The applicant will be approved to sit for the exam upon presentation of a complete application and proper documentation of experience.

- **Maine applicants** with 6 or more years experience/education should apply for a two year internship with a Maine Licensed Professional Forester as a sponsor. If any part of the experience has been acquired in Maine, it must have been acquired *under the supervision of a Maine Licensed Professional Forester*. Such supervision must be deemed sufficient by the Board.

Applicants must provide the name(s) of the Maine Licensed Professional Forester(s) under whose supervision this experience was acquired. Detailed documentation of this experience, as for Forestry Education Method applicants requesting waiver of internship, must be provided by the Maine Licensed Professional Forester under whose supervision you acquired the experience. The applicant will be approved as a Licensed Forestry Intern or may be approved to sit for the exam upon presentation of a complete application and proper documentation.

- **All applicants who have previously held a Maine license** will be approved to sit for the exam upon presentation of a complete application and proper documentation.

Section 4: Internship:

Obtain agreement from a Maine Licensed Professional Forester to sponsor your internship, if necessary. Normally this would be a supervisor or co-worker, although it is not required. If you choose to request waiver of all or part of the internship requirement, indicate the number of months of work experience credit you are requesting. Applicants requesting credit toward the internship requirement should read the applicant scenarios described in Section 3 carefully. Experience acquired in Maine without the supervision of a Maine Licensed Professional Forester is considered unauthorized practice and will not be credited toward the internship requirements.

What kind of experience qualifies during Licensed Forestry Internships? In general, any type of employment or work experience in any of the four fields in forestry qualifies (see Rules and application form), **as long as the internship has been approved by the Board.** Because Forestry Education Method applicants have complete coverage of forestry from their formal education, their internships may involve experience in any combination of the four fields of forestry. Internships of Experience Equivalency Method applicants **must** include substantial experience in the fields of forestry lacking from their record prior to the internship. Such deficiencies will be specified by the Board at the beginning of the internship, based on the applicant's application and references.

Responsibilities of the Applicant: if the circumstances of an approved internship change, the applicant must notify the Board in writing. Specifically, this includes:

- a change in address;
- a change in circumstances that influences your ability to obtain the required experience during the internship;
- a change in circumstances that prevents the Licensed Professional Forester listed as the original sponsor from continuing in this role. In this case, the applicant must obtain a new sponsor.

You are expected to communicate with your sponsor so s/he can remain familiar and knowledgeable about your work as an intern, and can adequately evaluate your internship after its completion. As an intern, you, not your sponsor, are responsible for your work during the internship.

Responsibilities of a Sponsor: The sponsor is not required to provide day-to-day, direct personal supervision, and is not responsible for the intern's work (except in cases where the intern actually carried out the work but Maine law requires the signature of a Licensed Professional Forester.) However, the sponsor must have sufficiently detailed, current knowledge of the intern's work to be able to evaluate the intern's performance after completion of the internship.

After Internship is Completed: The intern must submit a letter to the Board requesting permission to sit for the licensing examination. The letter must include the name and complete address of the intern's sponsor as well as the names and addresses of two additional references. References must be Maine Licensed Professional Foresters familiar with the intern's work during the internship period.

The Board will contact the sponsor and references and ask them to assess (1) the applicant's knowledge of forestry; (2) the applicant's ability to carry out professional forestry work independently; (3) the applicant's character and ethical conduct during the internship; and (4) any other items relevant to the practice of forestry in Maine. Particular weight will be given to the sponsor's evaluation.

The intern will be approved to sit for the licensing examination upon receipt of the evaluations indicating acceptable experience and ability.

Section 5: References:

All applicants must provide the names of five (5) references, three (3) of which must be professional foresters who can support your academic and/or professional employment experience. References cannot be Board members.

Any portion of work experience acquired in Maine after January 1, 1990 must have been acquired under the supervision of a Maine Licensed Professional Forester. All foresters who have supervised your work in Maine should be listed as references.

References will be contacted to verify and evaluate (a) any employment claimed in support of Experience Equivalency Method applications, and (b) prior credit for internship requested by the applicants.

Section 6: Education:

Document your formal education after high school (if any). Provide official transcripts to support enrollment and graduation from forestry curricula.

Section 7: Professional Experience:

Document your employment in forestry. Forestry Education Method applicants should include only employment after 60 semester hours (or equivalent) of enrollment in an accredited forestry curriculum. Such employment may qualify for prior credit towards the two-year internship.

Experience Equivalency Method applicants must document at least 6 years of forestry experience to qualify for internship or at least 8 years of forestry experience to sit for the exam. Applicants may combine education in an accredited technician program, in an accredited forestry curriculum (without graduating), or in a non-accredited forestry curriculum with a minimum of two years field experience to meet the experience requirements.

Section 8: Experience Equivalency Method Applicants Only:

On page 4 of your application, check the fields of forestry in which you have substantial professional experience that substitutes for formal education and describe how this knowledge and experience was obtained.

Section 9: Affidavit:

Read the **Code of Ethics** which governs professional conduct of Registered Forestry Interns and Licensed Professional Foresters in Maine.

Sign and have notarized the application form, and mail to the address indicated. Include the non-refundable \$30 application fee.

Your fully completed application will be presented to the Board at the earliest opportunity. You will be notified in writing as to the Board's decision regarding your application. The notification will include specific instructions (when applicable) regarding the term of internship, approval to sit for the exam, supplementary experience required or a request for any other documentation or education the Board deems necessary.

INTERNSHIP

IF YOU ARE APPLYING FOR INTERNSHIP, SUBMIT NAME, ADDRESS, TELEPHONE NUMBER, LICENSE NUMBER, AND SIGNATURE OF THE MAINE LICENSED PROFESSIONAL FORESTER WHO WILL ACT AS SPONSOR DURING YOUR INTERNSHIP. (SEE SECTION 4 IN APPLICATION INSTRUCTIONS.)

SPONSOR NAME ADDRESS TELEPHONE NUMBER

SPONSOR SIGNATURE LICENSE NUMBER

WAIVER OF INTERNSHIP (see Section 3)

ARE YOU REQUESTING A WAIVER OF ALL OR PART OF THE INTERNSHIP REQUIREMENT? YES NO

IF YES, HOW MANY MONTHS CREDIT ARE YOU REQUESTING? _____ MONTHS

REFERENCES

All applicants must submit names and complete addresses of five (5) references. At least three (3) must be professional foresters.

Any work experience gained in Maine after January 1, 1990 should have been gained under the supervision of a Maine Licensed Professional Forester. All foresters who have supervised your work in Maine should be listed as references (attach additional sheets as needed). Indicate which, if any, of your references have supervised your work in Maine.

NAME	ADDRESS	Maine License # if applicable
1.	Supervisor from / / to / /	
2.	Supervisor from / / to / /	
3.	Supervisor from / / to / /	
4.	Supervisor from / / to / /	
5.	Supervisor from / / to / /	

EDUCATION

List the names of all institutions of higher education attended, the beginning and ending dates at each institution, graduation dates, and degrees obtained (if applicable). Attach official transcripts.

NAME OF SCHOOL	DATES ATTENDED	DATE GRADUATED	DEGREE AWARDED

PROFESSIONAL EXPERIENCE

Please give full information on your forestry related experience and employment. Forestry Education Method applicants should only list experience obtained after 60 credit hours (or the equivalent) of enrollment. For each employer state the dates of employment, location of work, responsibilities, and percentage of time devoted to professional forestry activity. Attach additional sheets, if necessary, to explain.

DATES OF EMPLOYMENT	POSITION HELD	CHARACTER OF WORK	EMPLOYER AND SUPERVISOR

**FOR EXPERIENCE EQUIVALENCY METHOD
APPLICANTS ONLY**

Check the box in each area in which you have obtained substantial experience from your employment history and briefly describe how this knowledge and experience was obtained.

- FOREST BIOLOGY:** includes tree growth, species identification, forest ecology, wildlife and fish ecology and habitat manipulation, tree disease and insect problems, silviculture, soils and water relationships, and fire ecology.

- FOREST RESOURCES MEASUREMENT:** includes basic surveying, area determination, sample design and analysis, measurements of trees and forest products, and photo interpretation and mapping.

- FOREST RESOURCE MANAGEMENT AND HARVESTING:** includes multiple-use principles, road design and construction, harvest layout, harvesting methods, environmental protection, marketing and utilization standards, stand analysis and prescriptions, forest and wildlife habitat management, recreation management, urban forestry and fire, insect, and disease protection.

- FOREST RESOURCE POLICY AND ADMINISTRATION:** includes state environmental and forest practice laws, boundary and trespass laws, contract and sale administration, forest taxation, forest economics and financial management.

AFFIDAVIT

State of _____ County of _____

I, _____, the applicant, have read the contents hereof and to the best of my knowledge the foregoing statements are true in substance and fact and are made in good faith and I hereby subscribe to and agree to conform with the Code of Ethics.

Signature of Applicant

Sworn and subscribed to before me the _____ day of _____, 20 _____.

Signature of Notary

Commission Expiration Date

NOTARY SEAL:



STATE OF MAINE
DEPARTMENT OF PROFESSIONAL
AND FINANCIAL REGULATION
BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS
35 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0035

ANGUS S. KING, JR.
GOVERNOR

ANNE L. HEAD
DIRECTOR

TO: PROSPECTIVE APPLICANT
FROM: OFFICE OF LICENSING & REGISTRATION
RE: CRIMINAL RECORDS CHECK

Pursuant to 5 M.R.S.A. §5301-5303, the State of Maine is granted the authority to take into consideration an applicant's criminal history record. The Office of Licensing and Registration **requires** a criminal history records check as part of the application process for all applicants.

CRIMINAL HISTORY RECORDS CHECK PROCEDURE

Please complete the applicant information section and return it to the Board of Licensure for Professional Foresters with your completed application and supporting documentation as may be necessary.

You must provide a separate check in the amount of \$8.00, made payable to Maine State Treasurer, as payment for your criminal history record check in addition to the licensing fees presently required. The Department of Public Safety will not accept Visa or MasterCard as payment for the Criminal History Record Check. Please note that the criminal history record will be returned to the licensing board, not the applicant.

Public Law Chapter 401, sec. W-1, amends Title 25 §1541, sub-§6 to allow the State Bureau of Identification to charge a fee to government organizations for services provided. Therefore, as of October 1, 1999 all criminal background checks of individuals are subject to a fee as determined by the Commissioner of Public Safety.

Deborah A Fales
Board of Licensure for Professional Foresters
(207) 624-8521

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(207) 624-8563 (HEARING IMPAIRED)

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OFFICES LOCATED AT: 122 NORTHERN AVENUE, GARDINER, MAINE



STATE OF MAINE
 DEPARTMENT OF PROFESSIONAL
 AND FINANCIAL REGULATION
 BOARD OF LICENSURE FOR PROFESSIONAL FORESTERS
 35 STATE HOUSE STATION
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 GOVERNOR

ANNE L. HEAD
 DIRECTOR



AUTHORIZATION OF CREDIT CARD PAYMENT

Fees owed to this Department may be paid by the use of a credit card. If you wish to pay your fee(s) with your credit card, please complete this form and send it with your application. Payment through credit cards will not be processed without this authorization form.

Name of applicant: (fees being paid for)		
Mailing Address of applicant: (fees being paid for)		
City:	State:	Zip Code:
County:		Telephone #: () -
Name of cardholder: (if other than applicant)		
Mailing Address: (if other than applicant)		
City:	State:	Zip Code:

I authorize the State of Maine, Department of Professional and Financial Regulation, Office of Licensing and Registration to charge my:

[] Visa [] MasterCard _____
 Card number
 Expiration date: ____/____/____ in the amount of: \$ _____

Signature: _____ Date: ____/____/____

ACCOMMODATION REQUEST FORM

The information requested below and any documentation regarding your disability and your need for accommodation in testing will be considered strictly confidential and will not be shared with any outside source without your express written permission.

Name _____

Street/PO Box _____

City _____ State _____ Zip _____

Phone () _____

Accommodations requested for the _____ examination.
(type of exam)

I will require (Check all that apply)

_____ Accessible testing site

_____ Braille _____ Large print _____ Tape

_____ Reader as accommodation for visual impairment

_____ Scribe/amanuensis as accommodation for visual or motor impairment

_____ Reader as accommodation for learning disability

_____ Sign Language Interpreter

_____ Extended time

_____ Time-and-a-half _____ Double time

_____ Other (specify time) _____

_____ Separate testing area

_____ Use of computer or other adaptive equipment (specify): _____

_____ Other _____

Comments _____

Applicant's Signature _____ Date _____

**Some accommodation requests may require additional documentation
(see reverse side)**

DOCUMENTATION OF DISABILITY RELATED NEEDS

If you have a learning disability, a psychological disability, or other hidden disability that requires special accommodation for testing, please have this section completed by the appropriate professional, ie., education professional, doctor, psychologist, psychiatrist, to certify that your disabling condition requires the requested test accommodation.

I have known _____ since _____ in my
(test applicant) (date)
capacity as a(n) _____.
(professional title)

The applicant has discussed with me the nature of the test to be administered. It is my opinion that because of this applicant's disability, he/she should be accommodated by providing the following (check all that apply):

_____ Taped test

_____ Large print test

_____ Reader

_____ Scribe/amanuensis

_____ Extended time:

_____ Time-and-a-half _____ Double time

_____ More than double time (please justify):

_____ Separate testing area

_____ Use of computer or other adaptive equipment (please specify)

_____ Other (please specify):

Signed: _____ Title: _____

Date: _____ License # (if applicable): _____

Phone: _____

IF YOU HAVE EXISTING DOCUMENTATION OF HAVING THE SAME OR SIMILAR ACCOMMODATION PROVIDED TO YOU IN ANOTHER TEST SITUATION, YOU MAY SUBMIT SUCH DOCUMENTATION INSTEAD OF HAVING THIS PORTION OF THE FORM COMPLETED.