

PROFESSIONAL FORESTERS REGISTRATION PROGRAM POLICIES OF THE BOARD

The following policies have been readopted by the State Board of Forestry and Fire Protection at an open meeting held on January 10, 2007 upon the recommendation of the Professional Foresters Examining Committee (PFEC). The policies are provided as guidance to registrants and other interested parties and do not supersede existing law or regulation. These policies will remain in effect until such time as the Board with notice to the public and in consultation with the PFEC determines otherwise.

POLICY NUMBER 1: REVIEW OF APPLICATIONS FOR REGISTRATION AS A PROFESSIONAL FORESTER

All applications are reviewed first by the Executive Officer of Foresters Registration who determines what further action to be taken based upon Public Resources Code (PRC), Sections 750 *et seq.*, and Title 14, California Code of Regulation (14 CCR), Sections 1600, *et seq.* as follows:

- (a) Applications which are incomplete will be returned to the applicant for completion, or retained pending submission of supporting documents. The burden of proof rests with the applicant and, therefore, so does the responsibility for any such delays beyond the time frames and deadlines established by codes.
- (b) The applicants whose applications are complete and verified as meeting the experience requirements, will have their names forwarded to the Professional Foresters Examining Committee with recommendation of authorization to take the examination.
- (c) If an applicant's qualifications are unclear or in doubt, the application is reviewed by the Professional Foresters Examining Committee and appropriate action may be taken. The Committee may request clarifying information and/or delegate to the Executive Officer the option of authorizing the applicant to take the exam immediately prior to the examination offering. Such authorization may only be granted if the applicant agrees to waive the thirty (30) day examination authorization notice, and provides the requested clarifying information.