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TITLE 200  
LEGISLATIVE RULE  
STATE BOARD OF REGISTRATION OF FORESTERS  
SERIES 1  
CERTIFICATION OF REGISTERED FORESTERS

OFFICE WEST VIRGINIA  
SECRETARY OF STATE

**§200-1-1. General.**

1.1. Scope. -- This legislative rule establishes educational and experience requirements, approved job titles and continuing education requirements for foresters and forestry technicians, and meeting requirements for the board.

1.2. Authority. -- W. Va. Code §30-19-6.

1.3. Filing Date. -- *April 20, 2012*

1.4. Effective Date. -- *April 20, 2012*

**§200-1-2. Definitions.**

As used in these rules, the following words and terms have the following meanings:

2.1 "Board" means the State Board of Registration of Foresters.

2.2 "Certificate" means a certificate issued to practice as a registered forester or registered forestry technician.

2.3 "Certification" means a certificate issued under the provisions of this article.

2.4 "Certified" means a person holding a certification issued under the provisions of this article.

2.5 "Forester" means a person who has acquired specialized forestry training by reason of his or her knowledge of the natural sciences, mathematics, silviculture, forest protection, forest management, forest economics and forest utilization, acquired by professional forestry education and practical experience.

2.6 "Forester-in-training" or "Forestry technician-in-training" means a person who possesses the necessary educational qualifications as prescribed in this article for certification, but who has not completed the experience requirements in the field of forestry as required for certification.

2.7 "Forestry" means the professional practice embracing the science, business, and the art of creating, conserving and managing forests and forestlands for the sustained use and enjoyment of their resources, material or other forest produce.

2.8 "Practice of forestry" means professional forestry services, including the consultation, investigation, evaluation, planning or responsible supervision of any forestry activities when such professional service requires the application of forestry principles and techniques.

2.9 "Permit" means a document issued as evidence of qualification to practice as a forester-in-training or forestry technician-in-training under W. Va. Code §30-19-1 et seq. and this rule.

2.10 "Permittee" means a person holding a permit issued under the provisions of W. Va. Code §30-19-1 et seq. and this rule.

2.11 "Registered Forester" means a forester certified under W. Va. Code §30-19-1 et seq. and this rule.

2.12 "Registered Forestry Technician" means a forestry technician certified under W. Va. Code §30-19-1 et seq. and this rule.

**§200-1-3. Applications.**

3.1. An applicant for certification as a registered forester shall submit evidence to the board of the following:

3.1.a. A bachelor's degree in forestry from a four year school, college or university accredited by the Society of American Foresters and at least two years of full-time equivalent work experience as a professional forester within the ten years preceding the date of filing an application for registration; or

3.1.b. An associate's degree from a two year technical forestry program recognized by the Society of American Foresters plus a bachelor's degree in another natural science or business and at least four years of full-time equivalent work experience in the field of forestry acceptable to the board within the ten years preceding the date of filing an application for registration.

3.2. An applicant for certification as a registered forestry technician shall submit evidence to the board of an associate's degree from a two year technical forestry program recognized by the Society of American Foresters and at least four years of full-time equivalent work experience in the field of forestry acceptable to the board within the ten years preceding the date of filing an application for registration.

3.3. All applicants must complete the application form provided by the Board and supply the following:

3.3.a. Personal information;

3.3.b. Educational information;

3.3.c. Qualifying work experience;

3.3.d. Verification of license, certification or other authority to practice from other state licensing boards, if applicable;

3.3.e. Written responses to questions regarding criminal offenses;

3.3.f. Written responses to questions regarding child support obligations; and

3.3.g. Applicable fee or fees as provided in 200 CSR 4.

**§200-1-4. Qualifying Experience.**

4.1. Qualifying work experience acceptable to the board shall be:

Employment on a full-time basis, or, at the discretion of the board, equivalent part-time experience, with:

4.1(a) A business that provides professional forestry services, that is in good standing with respect to all lawful obligations imposed by state and federal law, that employs at least one registered forester in a supervisory position in West Virginia or

4.1(b) A unit of the state or federal government that provides professional forestry services and employs at least one registered forester in a supervisory position in West Virginia; and

4.2. Actual job responsibilities, under the supervision of or in consultation with a registered forester, that include, on a regular basis, at least four of the following:

4.2.a Consultation with respect to forestry activities;

4.2.b Investigation of forestry activities;

4.2.c Planning of forestry activities, which may include the laying out of roads, developing prescriptions, and selecting acreage or individual trees for present or future timber harvesting and/or timber resource preservation and management;

4.2.d Evaluation of forestry activities; and

4.2.e Responsible supervision of forestry activities.

4.3. Forms of Proof. Proof of qualifying experience includes:

4.3.a. Verification of experience on a form provided by the board and signed by the applicant listing the dates of all qualifying experience; or verification from the employer by signed letter containing the same information. A verification by letter shall contain sufficient employer identifying information to permit a check on the employer's standing with respect to lawful state and federal obligations.

4.3.b. Verification of experience on a form provided by the board shall be signed by at least three professional foresters who have knowledge of the applicant's actual job duties, indicating the actual job duties performed by the applicant, or the equivalent information provided in a signed letter.

**§200-1-5. Examination Scores.**

5.1. An applicant to be certified as a registered forester must take the examination as required by the board and obtain a passing score as determined by the Board.

**§200-1-6. Certification.**

6.1. Issuance. When the board has determined that an applicant for registration has satisfied the standards set forth in this rule, the board shall issue a certification containing the registered forester's or forestry technician's name and certification number.

6.2. Renewal. A registered forester or forestry technician who desires to continue in active practice shall, annually, on or before the July 1<sup>st</sup>, complete a renewal application, pay a renewal fee and maintain proof of acquisition of all required continuing education hours for random audit.

6.3. Renewal fees shall be paid by check or money order made payable to the State Board of Registration of Foresters.

6.4. Upon receipt of the application and renewal fee the secretary shall issue an renewal certificate card bearing the number of the license, the year for which renewed and any other information the board considers necessary.

6.5. When a registered forester or forestry technician has failed to pay his or her renewal fee by July 1st of that year, it is the duty of the secretary to notify the registered forester or forestry technician by mail at his or her last known address that the fee is due and unpaid and cite the penalties of using the title without the renewal.

6.6. The secretary of the Board shall make every effort to notify all registered forester or forestry technician that they are required to renew their certification. Failure to receive the notification does not relieve a registered forester or forestry technician of the duty to renew his or her certification.

6.7. A certification not renewed by with no specific request to place it in "inactive" status will be automatically classified as "delinquent".

6.8. A certification is not transferable.

6.9. In the event of the denial, revocation, cancellation, suspension or non-renewal of any certification, the registered forester or forestry technician shall immediately return the certificate to the board. The applicant or licensee may appeal the board's decision and the board shall conduct an appeal hearing.

6.10. Reinstatement of delinquent certificate: In the event that a registered forester or forestry technician fails to renew following the expiration date of his or her certificate, the board shall declare the registered forester or forestry technician delinquent and shall charge a delinquent fee for reinstatement of the certification. In no case shall the charge for reinstatement exceed the cost of initial registration. The board shall not include delinquent license holders whose renewal fee is unpaid as of October 1 in the published roster of members for the ensuing year.

#### **§200-1-7. Temporary Permit.**

7.1. An applicant for certification as a registered forester who has completed the minimum educational requirements may file an application for a temporary permit pending completion of the work experience requirements. Upon receipt of the application and fee and acceptance by the board, the board shall issue an identification card certifying that the applicant is a graduate forester who is working toward eligibility for certification as a registered forester in West Virginia. The board shall take final action leading to the issuing of a certificate at the first regular board meeting following completion of the minimum experience requirements.

7.2. An applicant for certification as a registered forestry technician who has completed the minimum educational requirements may file an application for a temporary permit pending completion of the work experience requirements. Upon receipt of the application and license fee and acceptance by the board,

the board shall issue an identification card certifying that the applicant is a graduate forestry technician who is working toward eligibility for certification as a registered forestry technician in West Virginia. The board shall take final action leading to the issuing of a certificate at the first regular board meeting following completion of the minimum experience requirements.

**§200-1-8. Approved Job Titles.**

8.1. Only a person certified as a registered forester may use the job titles registered professional forester, professional forester, forester or any other title connoting to the general public that the applicant is a registered forester qualified to perform professional forestry services,

8.2 Only a person certified as a registered forestry technician may use the job titles registered forestry technician or forestry technician.

8.3 The board may at its discretion issue a warning letter when cases of inappropriate use of job titles are brought to its attention and may at any time refer cases for prosecution under W. Va. Code §30-19-10 or apply for injunctive relief as authorized under W. Va. Code §30-1-5.

**§200-1-9. General Provisions.**

9.1. The board shall hold two regular meetings each year. The board may hold any additional necessary meetings, which shall be called by the secretary at the direction of the president or upon the written request of any three members.

9.2. A majority of members of the board constitute a quorum for the transaction of its business.

9.3. The seal of the board shall be affixed to all licenses or certificates of registration issued by it. The seal shall be two (2) inches in diameter and shall contain the words "state board of registration for foresters" and the state of West Virginia seal.

9.4. The president shall, when present, preside at all meetings, shall appoint all committees, and shall attest all certificates of registration.

9.5. The secretary shall receive and account for all monies in accordance with the West Virginia Code and shall attest all certificates of registrations. A record of the board's proceedings shall be kept, as well as other records required by law.

9.6. Robert's rules of order shall govern the procedure of the board when they are not in conflict with the provisions of the board's by-laws or the West Virginia Code.

9.7. A majority vote of the board members shall govern the action of the board. The presiding officer shall vote on any motion presented before the board. If only three members are present, then a unanimous vote is required on any matter presented to the board for official action.

**§200-1-10. Continuing forestry education.**

10.1. To renew a certificate, in addition to all other requirements, a registered forester or forestry technician shall attend ten hours of continuing forestry education for each twelve month period since the last renewal or initial certification, as the case may be, unless he or she is exempt from these continuing professional development requirements, as provided in subdivision 9.4 of this subsection. The board

shall not renew a certificate if the registered forester or forestry technician fails to comply with these requirements.

10.2. Continuing forestry education hours must be recognized by the Society of American Foresters, a college or university approved by the Society of American Foresters or by the board. One hour of technical forestry instruction is equal to one hour of continuing forestry education. Continuing forestry education hours may not carry over for any twelve month period to a subsequent twelve month period.

10.3. Reporting and record keeping. A registered forester or forestry technician shall complete and submit the forms prescribed or accepted by the board certifying the continuing forestry education hours. Forms may be audited by the board for verification of compliance. If the board disallows any continuing forestry education hours, then the registered forester or forestry technician has six months from notice of the disallowance either to provide further evidence of having acquired the hours disallowed or to remedy the disallowance by acquiring the required hours. A registered forester or forestry technician may not use hours acquired to remedy a disallowance to fulfill continuing forestry education requirements for the next renewal period.

10.4. Exemptions. A registered forester or forestry technician is not subject to requirements of subsection 10.1. of this section if:

- (a) the registered forester or forestry technician has been granted emeritus or other similar honorific but inactive status by the board or
- (b) the registered forester or forestry technician otherwise meets all renewal requirements and is a civilian called to active duty in the armed forces of the United States, is ill or disabled for a significant period of time or can demonstrate to the board another similar hardship.

10.5. The board shall provide forms to be used for reporting compliance with continuing forestry education hours.