



STATE OF CONNECTICUT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
BUREAU OF NATURAL RESOURCES
DIVISION OF FORESTRY
DEEP.Forestry@ct.gov
860-424-3630

Application for Commercial Forest Practitioner Certification

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Printed on recycled paper

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Instructions for Completing an Application for Commercial Forest Practitioner Certification

General Information About Commercial Forest Practitioner Certification

Section 23-65h of the Connecticut General Statutes (CGS) provides that no person shall advertise, solicit, contract, or engage in commercial forest practices within this state at any time without a certificate issued by the Commissioner of Energy and Environmental Protection. The only exception to this requirement is for a person who only engages in the execution of commercial forest practices under the direct on-site supervision of a person who possesses a valid, effective forest practitioner certificate issued by the Commissioner of Energy and Environmental Protection. Such persons are not required to obtain a Commercial Forest Practitioners Certificate.

This application is intended for a person seeking a commercial forest practitioner certificate. To obtain a certificate a person must:

- Fully complete the *Application for Commercial Forest Practitioner Certification* (DEP-FOR-APP-100) and submit it, along with the required fees and a passport sized photo (2" x 2"), to the Department of Energy and Environmental Protection, Division of Forestry.
- Achieve a grade of 75 or greater on each section of an examination administered by the Department of Energy and Environmental Protection's Forestry Division. Note - an applicant for Forest Products Harvester may not have to take an examination if he satisfactorily demonstrates that he has engaged in commercial forest practices at least once per year between 10/1/81 through 10/1/91. See page 2, "Exemptions" of these

instructions.

- Certification is available in the following categories:

Forester: Required for a commercial forest practitioner who supervises or engages in the planning and design of a forest practice, including but not limited to, commercial forest products harvest operations, or acts as a property owner's agent in the sale of commercial forest products. A certified forester may also execute contracts or agreements, written or verbal, for the purchase of commercial forest products, act in the buyer's behalf in the supervision of commercial forest product harvest operations, and engage in the execution of commercial forest product harvest operations.

Supervising Forest Products Harvester: Required for a commercial forest practitioner who executes contracts or agreements, written or verbal, for the purchase of commercial forest products or who acts in the buyer's behalf in the supervision of commercial forest product harvest operations. A Supervising Forest Products Harvester may also engage in the execution of commercial forest product harvest operations.

Forest Products Harvester: Required for a commercial forest practitioner who engages in the execution of commercial forest product harvest operations.

Currently, forest practitioner certification or licenses issued by another state are not valid in Connecticut.

Instructions

Please read all instructions prior to filling out an application.

- The entire application and all attachments must be fully completed. An application must also be accompanied by the required fees and a passport sized photo (2" x 2"). Once received by the Department, any fees accompanying an application will not be returned to the applicant.
- The information required by this application or any attachments shall be printed in ink or, except for the applicant's signature, may be typewritten.
- An applicant who is already certified, but is applying for a different type of certification must submit a new application as well as a new application and examination fee.
- Attach additional pages to this application as necessary. Please use the format of this application when attaching additional pages.
- All fees submitted shall be in the form of a **check or money order** payable to the Department of Energy and Environmental Protection. The check or money order shall state on its face "Forest Practitioner Certification".
- In the event that any of the information provided in the application changes, either during the application process or after certification has been received, the applicant shall notify the Bureau of Natural Resources/Division of Forestry of all such changes.

A completed application, any accompanying attachments and the required fee shall be mailed or personally delivered to:

CENTRAL PERMIT PROCESSING UNIT
DEPT OF ENERGY & ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

Exemptions

1. An applicant applying for Forest Products Harvester certification who satisfactorily demonstrates that he has engaged in commercial forest practices at least once each year between 10/1/81 through 10/1/91 does not have to take an examination and is not required to pay the *examination* fee. An applicant who seeks certification through such a demonstration *must still* complete an *Application for Commercial Forest Practitioner Certification* (DEP-FOR-APP-100) and submit it along with *Attachment A: Forest Products Harvester Examination Exemption* (DEP-FOR-APP-101) and the application fee. A person seeking Forest Products Harvester certification who is otherwise eligible for exemption may forgo the demonstration noted in this paragraph and elect to take the examination. Anyone electing to take the examination must submit an application, the application fee and the examination fee.

CGS Section 23-65f defines "commercial forest practices" as any forest practices performed by a person, other than the owner of the subject land, for remuneration, or which, when performed, yield commercial forest products.

Upon receipt of a properly completed application and Attachment A, the department will review all information provided. If the information in Attachment A does not demonstrate that the applicant has the requisite experience, the applicant shall submit the examination fee and must pass the examination in order to qualify for certification.

The information requested on Attachment A must be provided for each year from 10/1/81 to 10/1/91. *A separate Attachment A must be provided for each year.* Only Attachment A or a clear copy thereof may be used for each year.

The applicant may choose one of the following two methods, or use a combination of both methods to demonstrate that the applicant has the required commercial forest practice experience.

First Method: The applicant may complete Attachment A, providing all of the information requested in items 1 through 9 of Part I of Attachment A. The employer or landowner for whom the applicant performed commercial forest practices must certify by his or her signature in the space provided in Part I of Attachment A that the information on Attachment A is true, to the best of the landowner's or employer's knowledge or belief. A separate Attachment A must be provided for each landowner and/or employer for whom an applicant performed commercial forest practices; *or*

Second Method: An applicant may provide a copy of applicable contracts, agreements, wage statements, or other documents proving that he has engaged in commercial forest practices for each year or years between 10/1/81 to 10/1/91. If an applicant uses this method to demonstrate that he or she has the requisite experience, the applicant must also complete items 4, 5, 6, 7, 8 and 9 of Part I on Attachment A.

For either method, the applicant must complete Part II of Attachment A. The applicant's signature in Part II certifies that, to the best of his or her knowledge or belief, the information contained in the application is true, accurate and complete. An application will be considered insufficient unless all required signatures are provided.

2. Applicants who are certified in another state under a law which provides substantially similar qualifications for certification or through examination by the Society of American Foresters, or a similar organization, that provides substantially similar qualifications for certification do not have to take an examination and are not

required to pay the *examination fee* for all levels of certification, provided the applicant is applying for certification in Connecticut that is substantially similar to the applicant's current certification.

Applicants seeking this exemption must demonstrate knowledge of the forestry laws of Connecticut to the Commissioner's satisfaction.

An applicant who seeks certification through such a demonstration *must still* complete an *Application for Commercial Forest Practitioner Certification* (DEP-FOR-APP-100) and submit it along with *Attachment B Examination Exemption - Certified in Another State or by Other Organization* (DEP-FOR-APP-102) and the application fee. A person seeking certification at any level who is otherwise eligible for exemption may forgo the demonstration noted in this paragraph and elect to take the examination. Anyone electing to take the examination must submit an application, the application fee and the examination fee.

3. State or municipal employees who engage in activities for which certification is required and who do so solely as a part of their state or municipal employment may seek exemption from payment of the application and examination fees. The exemption from payment of the application and examination fees applies only to activities wholly performed as a part of an applicant's state or municipal employment and will expire upon the termination of such person's employment. A state or municipal employee *must still submit a completed application and pass the examination* unless an employee seeking forest products harvester certification demonstrates that he is exempt from the examination requirement.

Re-examinations

If you are filing an application in order to *retake* the examination, please read the following: An applicant who fails to pass the examination may

retake the examination. In order to be eligible to retake the examination, a person must submit a new application and a new examination fee. No new application fee is required provided the person is seeking the examination for the same type of certification previously sought and the re-examination application is made within two years of submission of the original application. A separate examination fee is required each time a person retakes an examination.

Renewal Applications

Completed applications for a standard renewal of certification must be submitted to the Department *no less than 60 days prior to the expiration date on the certificate*.

Completed applications for a late renewal of certification may be submitted to the Department *no more than 60 days following the expiration date on the certificate* with the additional \$100.00 late fee. Late renewals may only be granted upon request to individuals who have met all of the renewal provisions as defined in CGS Sec. 23-65h-1(1)(1).

****** Certifications are legally expired on the expiration date, even if a late fee renewal has been submitted. Certification is not considered renewed until the applicant receives a copy of their renewed certification. *Conduct of commercial forest practices with an expired certification may result in civil penalties pursuant to Connecticut General Statutes Section 23-65n.* ******

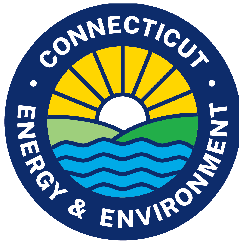
The certification regulations provide that if the statutes or regulations concerning forestry, forest practices or wetlands have changed and such change results in a change in the conduct of forest practices, an examination for recertification shall be required. You will be notified by the Department should an examination be necessary, of where and when the exam will be given. In order to renew a certification, the following requirements must be met. All annual reports must be submitted. The minimum number of continuing education units (CEU's) must have been submitted to the

Department:

Forest Products Harvesters:	6 CEUs
Supervising Forest Products Harvester:	8 CEUs
Forester:	12 CEUs

Fees

The application and examination fee for Forester, Supervising Forest Products Harvester and Forest Product Harvester certification is the same and is provided on the attached fee schedule. Payment of required fees must accompany each application and are non-refundable. An application will not be processed without payment of the required fees. Fees that are paid by a ***check or money order shall*** made out to the "Department of Energy and Environmental Protection". (State and municipal employees see "*Exemptions*").



Connecticut Forest Practitioner Certification Application Fee Schedule

For certification applications stamped received by the Division of Forestry	Application Fee	Examination Fee	Late Fee	Total Fee
<i>New Applications</i>	\$235.00	\$65.00		\$300.00
<i>New Applications Exempt from Examination Fee</i>	\$235.00			\$235.00
<i>Renewal Applications (60 days prior to expiration date)</i>	\$235.00			\$235.00
<i>Renewal Applications (No later than 60 days following expiration date)</i>	\$235.00		\$100.00	\$335.00

Fees paid by a check or money order shall be made out to the “Department of Energy and Environmental Protection”. (State and municipal employees see “Exemptions, 3.” in application instructions).

Please consult the certification application instructions (DEP-FOR-INST-100) completely prior to using this schedule to determine the correct fee.



Connecticut
 Department of Energy &
 Environmental Protection
 FORESTRY DIVISION

CPPU USE ONLY

App #: _____
 Doc #: _____
 Check #: _____

Program: Forestry Certification

FPH SFPH F #
 EE O G

Application for Commercial Forest Practitioner Certification

Please complete this form in accordance with the [instructions](#) (DEEP-FOR-INST-100) to ensure the proper handling of this application. Print or type unless otherwise noted. The completed application, appropriate fees, and a photo must be submitted to the address specified at the end of this form.

Please affix with tape or staples a passport sized photo (2" x 2") within this box

Part I: Application Type and Fee Information

Select one type of certification: See *General Information About Commercial Forest Practitioner Certification* of the application [instructions](#) for a description of the different types of certification.

Forester Supervising Forest Products Harvester Forest Products Harvester

Application Type Check the appropriate box identifying the application type.	Application Fee	Examination Fee	Late Fee	Total Fee
<input type="checkbox"/> <i>New Application</i>	\$235.00 [#1895]	\$65.00 [#84]		\$300.00
<input type="checkbox"/> <i>New Application - Exempt from Examination Fee (see instructions) must complete Attachment A or B</i>	\$235.00 [#1895]			\$235.00
<input type="checkbox"/> <i>New Application - Retake of an examination (see instructions)</i>		\$65.00 [#84]		\$65.00
<input type="checkbox"/> <i>Renewal Application (Standard) – submitted 60 days prior to expiration date (see instructions)</i> <i>Existing Certification No.:</i> _____ <i>Expiration Date:</i> _____	\$235.00 [#1895]			\$235.00
<input type="checkbox"/> <i>Renewal Application (Late) – submitted no later than 60 days following expiration date (see instructions)</i> <i>Existing Certification No.:</i> _____ <i>Expiration Date:</i> _____	\$235.00 [#1895]		\$100.00 [#2409]	\$335.00
<input type="checkbox"/> Check here, in addition to above boxes, if the applicant is a State or Municipal employee for which certification is required for their employment. If this box is checked, the application and examination fee are waived.	\$0	\$0	\$0	\$0
<input type="checkbox"/> Check here, in addition to the above boxes, if the applicant is unable to read and is applying to take the oral examination. If this box is checked, the person preparing this application must sign and complete Part IV.				

Part II: Applicant Information

1. Please provide the following information regarding the applicant.

Name: Last First Middle

Mailing Address:

City/Town: State: Zip Code:

Home Phone: Cell Phone:

*E-mail address:

Date of Birth:

*By providing this e-mail address you are agreeing to receive official correspondence from DEEP, at this electronic address, concerning the subject application. Please remember to check your security settings to be sure you can receive e-mails from "ct.gov" addresses. Also, please notify DEEP if your e-mail address changes.

2. Applicant Residence Address (if different than above):

City/Town: State: Zip Code:

3. Emergency Contact Information:

Emergency Contact Name: Relationship: Phone Number:

4. Please provide the following information regarding each employer for whom the applicant engages in Commercial Forest Practices.

Name	Street Address	City/Town	State	Zip Code	Contact Person	Phone

5. For applicants who engage in Commercial Forest Practices under a business name, please provide the following information for each business under which the applicant engages in Commercial Forest Practices.

Name	Street Address	City/Town	State	Zip Code	Contact Person	Phone

6. For applicants who do not engage in Commercial Forest Practices for an employer or under a business name please provide the following information regarding each name or entity under which or for whom the applicant engages in Commercial Forest Practices.

Name	Street Address	City/Town	State	Zip Code	Phone

Part III. Additional Background Information

1. Applicants for Forester certification only (including renewal applications):			
Name of Institution	Graduation Date	Degree Earned	
2. For all Applicants:			
A. For each state (including Connecticut) in which the applicant is currently or has previously been registered, certified or licensed as a forest practitioner provide the following:			
Name of State	current registration, certificate or license identifier (i.e., number):	if no longer registered, certified, or licensed indicate why	Has a registration, certification or license as a forest practitioner been denied, revoked or suspended?
			<input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, give dates and explain:
			<input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, give dates and explain:
			<input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, give dates and explain:
			<input type="checkbox"/> Yes <input type="checkbox"/> No; If yes, give dates and explain:
B. Has the applicant ever been convicted of a felony associated with the conduct of a forest practice? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates and explain:			
C. Within the past 3 years, has the applicant engaged in a forest practice for which a cease and desist order, citation, or other administrative order has been issued from any federal, state, or local agency for conduct associated with a forest practice ? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give dates and explain:			

Part IV: Certification

The applicant and the preparer, if applicable, must sign this part.

"I have personally examined and am familiar with the information submitted in this document and all attachments and certify that, based on reasonable investigation, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that any false statement made in this application or its attachments may be grounds for denial, suspension, or revocation of a certification."			
Applicant Signature _____		Date _____	
<i>If an applicant is unable to read and has requested to take an examination orally, the person preparing this application must sign and provide the information requested below.</i>			
"I declare under penalty of false statement that I have completed this application based upon the information provided by the applicant and that to the best of my knowledge and belief the information in this application is true, complete and correct."			
Signature of Preparer _____		Date _____	
Preparer's Address:			
City/Town:		State:	Zip Code:
Preparer's Phone:		ext.	

Note: Please submit this completed Application Form, including Attachment A if applicable, and Fee to:

CENTRAL PERMIT PROCESSING UNIT
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION
79 ELM STREET
HARTFORD, CT 06106-5127

The applicant will be notified in writing of the exam date.

For Renewal applications, all [annual reports](#) and required CEU's must have been submitted. The applicant must submit all outstanding annual reports and CEUs with this completed application.

For questions, please contact the Forestry Division at 860-424-3630 or email at: DEEP.Forestry@ct.gov

Attachment A: Forest Products Harvester Examination Exemption

This form is to be completed and submitted with the application only if the applicant qualifies for the Forest Products Harvester Examination Exemption.

Applicant's Name:

Last

First

Middle

Please reproduce and complete this Attachment for **each** employer for whom the applicant was employed by, or for whom the applicant contracted to in the engagement of commercial forest practices *and/or* for **each** landowner for whom the applicant engaged in commercial forest practices.

Part I. Employer or Landowner Information

Please check one of the following:

Employer

Landowner

1. Provide Information concerning the Employer/Landowner:

Name:

Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Contact Person:

Title:

2. The dates during which the applicant performed commercial forest practices:

From:

To:

3. The estimated hours the applicant worked per week performing commercial forest practices:

4. Briefly describe the commercial forest practice being performed (timber harvesting, tree planting, timber stand improvement, amount of volume harvested, acres planted, etc.):

5. Indicate the town(s) in which the commercial forest practice(s) were performed:

Part I. Employer or Landowner Information (continued)

6. Describe fully the applicant's role in the performance of the commercial forest practice noted above. For example: operated skidder, planted trees, operated a chain saw, etc.

7. Did the applicant receive remuneration (payment) for engaging in the activities described in number 6 above?
 Yes No

8. The following certification must be signed by the Employer/Landowner:

"I hereby certify under penalty of false statement that the above information related to forest practices performed by _____ for _____
(Applicant) (forest practice)
is true to the best of my knowledge and belief."

Employer or Landowner Signature

Date

Check the box if additional sheets are required. If so, please reproduce this sheet, and label, and attach additional sheet(s) with the required information to this sheet.

Part II. Applicant Certification

"I have personally examined and am familiar with the information submitted in this document and all attachments and certify that, based on reasonable investigation, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that any false statement made in this document or its attachments may be grounds for denial, suspension, or revocation of certification."

Signature of Applicant

Date

Attachment B: Examination Exemption: Certified in Another State or by Other Organization

This form is to be completed and submitted with the application only if the applicant qualifies for the Examination Exemption through certification in another state under which law provides substantially similar qualifications for certification or through examination by the Society of American Foresters or a similar organization.

Applicant's Name:

Last

First

Middle

Part I. State or Organization Issuing Certification

Please check one of the following: State Society of American Foresters Other Organization

1. Provide information concerning the Certifying entity:

Name:

Address:

City/Town:

State:

Zip Code:

Business Phone:

ext.

Contact Person:

Title:

2. Provide information on the Certification held by another State or Organization:

Name:

Certification Level:

Certification Number:

Certification Expiration Date:

3. Provide the level of certification being applied for

Forester

Supervising Forest Products Harvester

Forest Products Harvester

4. Briefly describe the commercial forest practices being performed (timber harvesting, tree planting, timber stand improvement, amount of volume harvested, acres planted, management plans, etc.) by the certification currently held:

Part I. State or Organization Issuing Certification (continued)

6. Please attach a copy of the Certification from another state or organization. This copy may be on a separate page if required.

Part II. Applicant Certification

“I have personally examined and am familiar with the information submitted in this document and all attachments and certify that, based on reasonable investigation, the submitted information is true, accurate and complete to the best of my knowledge and belief. I understand that any false statement made in this document or its attachments may be grounds for denial, suspension, or revocation of certification.”

Signature of Applicant

Date