

Provider Responsibilities

Approval Statements

Program organizers MAY NOT advertise approval of a certain number of CFE hours until a CFE coordinator or national office staff has reviewed and evaluated the meeting agenda.

CFE credits may be publicized only AFTER notification of approval has been received. The following approval statement(s) MUST be published in the final brochure and in any promotional material:

For lectures/field trips/workshops/ self-study programs

This program has been reviewed and is approved for professional CFE credits by the Society of American Foresters.

Category 1-CF: <X> Category 1-FCA: <X> Category 2: <X>

For a self-assessment

Successful completion of the self-assessment is required to earn CFE credit. Successful completion is defined as a cumulative score of at least <number>%. Approval is valid for one year from <the issue date of publication or video> and participants may submit the self-assessment at any time during that period.

Category 1-CF: <X> Category 1-FCA: <X> Category 2: <X>

Less than entire event qualifies for CFE credit

This event offers approved credit for events that meet CFE requirements. Sessions (or presentations) for which credit will be awarded are identified in the program agenda (or in the catalogue or website).

A provider waiting for approval must publish the following statement:

This program is not yet approved for CFE credit. Conference organizers plan to request CFE credit from the Society of American Foresters. The total number of approved credits is yet to be determined.

Attendance Documentation

Providers are responsible for producing and distributing certificates of attendance/completion to attendees for any activity including live, online, and subscription programs offering CFE credit. Certificates must include the following information:

- Provider: Name and complete contact information
- Title/Name of the program
- Date and location (city and state) of the program
- Name of the attendee to whom the hours are awarded
- The number of hours awarded – broken down when appropriate

The number of hours awarded must be broken down by day for multi-day events. Hours awarded may be broken down in a logical way to fit the event format. For example, if a daylong meeting has an indoor presentation in the morning and a field trip in the afternoon, the hours can be broken down to reflect the number of credits for the morning presentation and the number of credits for the afternoon field trip.

Names of attendees will preferably be pre-printed on the certificates to help ensure the security of the forms. Certificates of attendance may be made available at the conclusion of the event or may be mailed to people after the event. Certificates of attendance/completion should never be sent to the SAF but should always be given or sent to the attendee. Unused certificates should be destroyed.

Certificate of attendance templates are provided in the appendix.

Attendance Verification

Providers must ensure that the hours awarded to each participant represent the actual hours that the person attended an event or activity. This can be completed by one of the following:

- Registration records – Registration records should clearly indicate those individuals that registered for a single day, entire event, optional events, or were no-shows.
- Sign in sheets – Sign in sheets should be easily accessible for attendees. Sign-in sheets can also be used to track attendance at concurrent sessions and optional events.
- Self-assessment reports – Reports should indicate that an individual passed the assessment. It should not contain any specific scores.

After the Event

No later than three weeks after conclusion of an event, providers must submit the following information to the SAF National Office:

- Final Agenda AND
- Sign in Sheets OR Registration Records

The SAF National Office will retain the past three-years of agendas and attendance verifications.

If a provider fails to submit the above information, the CRB reserves the right to immediately remove CFE credit in its entirety.

Confidentiality

Attendance records will be available to the Certification Review Board and state boards of licensure upon request for validating continuing forestry education requirements within a specific credentialing program. It will also be used during the audit process of CFE coordinators and national office staff.

The information will not be used for any other purpose or distributed to a third party other than the state boards of licensure without the consent of the provider. If the provider will be utilizing a quiz/test as part of completing an activity, specific test scores should not be disclosed to a third party unless directed so by a valid and lawful subpoena or court order or with appropriate written release from the individual completing the activity.

Utilizing Registered Trademarks

The Continuing Forestry Education logo, pictured on right, is a registered trademark of the Society of American Foresters. The CFE logo can only be used for those programs approved for CFE credit.



The Certified Forester logo, pictured left, is a registered trademark of the Society of American Foresters.

Certification is an individual and personal credential. Certification trademark use or implied status cannot be transferred to another individual. This license permits the Certified Forester only to designate his/her Certified Forester status. A business, firm, or agency is not certified. Use of the term “Certified Forester”, and/or the CF trademark, must be in conjunction with the CF’s name, as on a business card or accompanying a signature on correspondence, and not on company, agency, or business advertisements or promotions where the certificant’s name is absent.

The CF trademark cannot be utilized when promoting continuing education events that have CFE credit hours. The continuing education event is not certified.

Approval for CFE credit does not entitle the provider to use the SAF shield logo (pictured on right) or SAF insignia (pictured below) on any materials. Only programs with pre-approved sponsorship or conducted by an SAF local unit can utilize the SAF logo and or insignia on promotional materials.



Limitation of Approval

The Certification Review Board retains the right to remove CFE credit at any time for one or more of the following reasons:

- (1) Misrepresentation of CFE credit approval by SAF.
- (2) Use of the Society of American Foresters name, including any local SAF unit name, SAF shield logo, SAF insignia, sponsorship, and/or endorsement of a program without written consent from SAF National Office or local SAF unit.
- (3) Improper use of the Certified Forester logo with promotion of CFE credit hours or meeting materials.
- (4) Major changes to educational content or presentation format after CFE credit hours are approved without notification to the CFE coordinator or SAF National Office.
- (5) Failure to follow proper approval procedures.
- (6) Release of self-assessment scores to anyone other than the participant without the participant’s written consent.
- (7) Potential violation of SAF’s *antitrust policy*.