



Forest Professional Regulators of Canada
Organismes de réglementation des forestiers professionnels du Canada

CREDENTIAL ASSESSMENT PROCESS: INFORMATION TO APPLICANTS ABOUT WITNESSES

(April 2020)

TWO TYPES OF WITNESSES ARE REQUIRED TO SIGN OFF ON YOUR PORTFOLIO:

- 1) The first is a **character witness** who can attest to the character and repute of an Applicant. **Three character witnesses are required.**
- 2) The second type of witness, called a **competency witness**, is one who can attest to your ability to perform the Demonstrable Competencies (DCs) and Performance Indicators (PIs) given in the Self-Assessment Matrix. **Each Performance Indicator that is validated with experience-based evidence (i.e., not validated by a course or course outline but instead by work or volunteer experience) is to be signed-off by at least one competency witness.** When documentation for education is not available (for acceptable reasons as defined by the regulatory body) competency witnesses may also sign-off on evidence for education-based competencies. **You will likely need several competency witnesses.**

OTHER KEY POINTS:

- Witnesses may act as both character and competency witnesses.
- **Ideal witnesses are registered professional foresters/ingénieurs forestiers or the equivalent forest professionals** in other countries.
- Witnesses may come from other professions as well. However, **a competency witness must be familiar with the competency for which he/she is attesting.** For example, a professional geologist is not the ideal witness to sign-off on a competency related to creating a forest management plan, although the geologist may have abilities in preparing certain parts of the plan.
- Witnesses **should not** be an Applicant's spouse or family member.
- Witnesses **must** complete the confidential Witness Feedback Form (use this fillable form) and provide it directly to the regulatory body. If witnesses fail to provide

completed forms, you will be informed that your application is incomplete and that the assessment will not begin until the required Witness Feedback Forms are provided.

The following is copied from the [Supplemental Information PDF](#)

- Witness Feedback Form: there is no limit to the number of competency witnesses.
- **Competency witnesses must only sign-off on Performance Indicators where they can attest to experiential evidence.** Demonstrable Competencies and more specifically, Performance Indicators that are fully supported by course related materials do not require a sign-off. More than one witness/guarantor is allowed to sign-off on a Performance Indicator.
- Where you are claiming a competency in your self-assessment matrix, but are unable to locate a witness to verify the claim, ensure that you include sufficient documentation/reports that will enable the assessors to evaluate your competence.
- You and your competency witnesses **should cross-check and validate** the contents of the final version of the witness feedback table against your matrix to **ensure that the sign-offs match** the witness' first & last name initials listed in your matrix. If there are any discrepancies, update your matrix as needed and/or follow-up with your witness. If your witness will be sending the association an updated form please inform the registration staff.

SUBMISSION REQUIREMENTS

Witnesses must submit the following information directly to the association by email:

CHARACTER WITNESSES

- Anyone acting **only** as a character witness must **submit page 1** of the **Witness Feedback Form**.

COMPETENCY WITNESSES

- 1) **submit a completed Witness Feedback Form**, please use the form linked here, it has been updated to a fillable format;
- 2) **provide their detailed resume or biography** which includes reference to the attributes and/or experience that enables him/her to attest to the competencies of the applicant; and
- 3) **provide their testimonials/endorsement about the applicants competencies** as described in the following **CAP Process Information** documents:
 - Applicants must ask their competency witnesses to read the **3.1 CAP Process Information for Witnesses** prior to completing the witness feedback form.