



STATE OF CONNECTICUT  
DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION  
BUREAU OF NATURAL RESOURCES  
DIVISION OF FORESTRY  
860-424-3630

# Application for Commercial Forest Practitioner Certification

Revision Date: January 29, 2018

Printed on recycled paper

The Connecticut Department of Energy and Environmental Protection is an Affirmative Action/Equal Opportunity Employer that is committed to complying with the requirements of the Americans with Disabilities Act. Please contact us at (860) 418-5910 or [deep.accommodations@ct.gov](mailto:deep.accommodations@ct.gov) if you: have a disability and need a communication aid or service; have limited proficiency in English and may need information in another language; or if you wish to file an ADA or Title VI discrimination complaint.



# 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, to the Department of Energy and Environmental Protection, Division of Forestry.
- Achieve a grade of 75 or greater on 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. 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. 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 renewal of certification must be submitted to the Department no less than 60 days prior to the expiration date on the certificate. 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.

## **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 fee must accompany each application and is non-refundable. An application will not be processed without payment of the required fees. Fees shall be paid only by a ***check or money order*** made out to the “Department of Energy and Environmental Protection”. **Cash will not be accepted.** (State and municipal employees see “*Exemptions*”). The check or money order shall state on its face “Forest Practitioner Certification”.



## Connecticut Forest Practitioner Certification Application Fee Schedule

For certification applications stamped received by the Division of Forestry	Application Fee	Examination 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</i>	\$235.00		\$235.00

**Fees shall be paid by a check or money order made out to the “Department of Energy and Environmental Protection”. (State and municipal employees see “Exemptions, 2.” in application instructions).**

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