



**TO:** Massachusetts Licensed Foresters  
**FROM:** Priscilla Geigis, Deputy Commissioner, Conservation  
**SUBJECT:** Forester License Renewal

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**Enclosed is your application for annual license renewal. All correspondence should be directed to:**

Colin Mettey  
MA Forester License Board  
P.O. Box 1433 – 740 South St.  
Pittsfield, MA 01202  
(413) 728-9136  
[MAForesterLicensing@mass.gov](mailto:MAForesterLicensing@mass.gov)

**According to 302 CMR 14.04(6),  
[Forester Licensing Regulations provided separately in this package]**

- (a) Not less than 30 days before the expiration of his or her license, a Licensed Forester shall submit a renewal application accompanied by the required fee to the Director of State Parks and Recreation.
- (b) If within sixty (60) days subsequent of the date of license expiration any Licensed Forester fails to renew his or her license, he or she shall not engage in the practice of forestry until a new license is issued. Each Licensed Forester seeking the renewal of his or her license shall comply with the Director's policy on continuing education for Licensed Foresters.
- (c) Any Licensed Forester who fails to renew his or her license or fails to meet the continuing education requirements of the Director of State Parks and Recreation's policy shall be ineligible for application for a new license for a period of twelve (12) months from the date of license expiration as depicted on the license. For any Licensed Forester who is called to, or serves on active duty with any branch of the armed forces for a period greater than 90 consecutive days during a license year, the CFE requirement for that year will be waived upon written request. Upon written request by any Licensed Forester, for good cause shown and documented, other service such as Peace Corps, extended jury duty, incapacitation due to illness or injury, the Director may waive the CFE requirement for that year.

COMMONWEALTH OF MASSACHUSETTS · EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS

Department of Conservation and Recreation  
251 Causeway Street, Suite 600  
Boston MA 02114-2119  
617-626-1250 617-626-1351 Fax  
[www.mass.gov/dcr](http://www.mass.gov/dcr)



Charles D. Baker  
Governor

Karyn E. Polito  
Lt. Governor

Matthew A. Beaton, Secretary  
Executive Office of Energy & Environmental Affairs

Leo Roy, Commissioner  
Department of Conservation & Recreation

DCR Forester Licensing Policy #2, which sets forth Continuing Forestry Education (CFE) requirements, is attached.

Policy #2 states that: **"Each Licensed Forester shall complete an average of at least 20 Continuing Forestry Education (CFE) credits per year to maintain his or her license. The average shall be calculated for the 3-year period coinciding with the terms of the license."** The FLB has interpreted that language to mean the following:

For those of you who have not completed 20 credits in the last year (1 year time period starting with the date of your "Last License Issue Date"), you will be allowed to go back as far as three years prior to your renewal date in your CFE submission in order to meet the 20 credit / yr. average. CFE's previously submitted may be resubmitted now in the three-year average calculation.

**For those of you who have completed 20 credits within the last year (1 year time period starting with the date of your "Last License Issue Date") you need to only submit those 20 credits.**

**All applications must have supporting documentation for CFE credits (i.e. course certificates, copies of articles written, certificates of membership on town boards, etc.)**

**Please use the enclosed forms to apply for license renewal.  
Submit with the \$50.00 renewal fee as soon as possible to:**

Colin Mettey  
MA Forester License Board  
P.O. Box 1433 – 740 South St.  
Pittsfield, MA 01202

Make checks payable to the **"Commonwealth of Massachusetts"**

If you have questions contact: Colin Mettey at (413) 728-9136 or  
[MAForesterLicensing@mass.gov](mailto:MAForesterLicensing@mass.gov)

**Enclosures**

# MASSACHUSETTS FORESTER LICENSE RENEWAL APPLICATION

I, \_\_\_\_\_, hereby apply to the Director of State Parks and Recreation for a renewal of my Massachusetts Forester License. I certify that I presently hold Massachusetts Forester License Number \_\_\_\_\_. Last License Issue Date: \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

NOTE: DCR creates a directory for public distribution of Massachusetts Licensed Foresters available by request and on the Commonwealth's web site: <http://www.mass.gov/dcr/stewardship/forestry/flb.htm>

Please answer the following questions and fill out your contact information below:

I would like to be listed in a directory of Foresters for public distribution: Yes\_\_\_\_ No\_\_\_\_

I would like my directory listing and/or mailings to use: Home Address \_\_\_\_\_ Affiliation Address \_\_\_\_\_

I am currently an SAF Certified Forester (CF): Yes \_\_\_\_\_ No \_\_\_\_\_

I am an employee of: State Government \_\_\_\_\_ Federal Government \_\_\_\_\_ Private Sector \_\_\_\_\_

Other-please specify \_\_\_\_\_

## Home Address

|                 |             |             |
|-----------------|-------------|-------------|
| <b>NAME:</b>    |             |             |
| <b>ADDRESS:</b> |             |             |
| <b>CITY:</b>    | <b>ST:</b>  | <b>ZIP:</b> |
| <b>PHONE:</b>   | <b>FAX:</b> |             |
| <b>E-MAIL:</b>  |             |             |

## Affiliation Address

|                     |             |             |
|---------------------|-------------|-------------|
| <b>AFFILIATION:</b> |             |             |
| <b>ADDRESS:</b>     |             |             |
| <b>CITY:</b>        | <b>ST:</b>  | <b>ZIP:</b> |
| <b>PHONE:</b>       | <b>EXT:</b> | <b>FAX:</b> |
| <b>E-MAIL:</b>      |             |             |

Mail this renewal application to Department of Conservation and Recreation,  
MA Forester Licensing Board, P.O. Box 1433, Pittsfield, MA 01202

## OFFICIAL USE ONLY

|                               |                        |                           |
|-------------------------------|------------------------|---------------------------|
| <b>Date of Re-issue</b> _____ | <b>Check No.</b> _____ | <b>Check Amount</b> _____ |
|                               |                        | <b>Exempt (Y/N)</b> _____ |

## Continuing Education Summary

### Category I

**EIGHT HOURS MINIMUM:** Organized course work or activities in forestry or forestry related subject matters such as silviculture, mensuration, forest pest management, habitat management, urban forestry, or forest policy. Category I courses include seminars, short courses, and workshops conducted or sponsored by public or private organizations, as well as technical sessions of SAF meetings or conferences. Credit will be approved only for subject matter directly related to forestry or forest resources. Credit accrues at the rate of one hour for each hour of actual participation.

| CONTACT HOURS                     |                         |                  |                    |                           |
|-----------------------------------|-------------------------|------------------|--------------------|---------------------------|
| Course, meeting or session        | Sponsoring Organization | Date(s) Attended | Applicant Requests | Board Member Verification |
|                                   |                         |                  |                    |                           |
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| <b>Total Category 1   (8 Min)</b> |                         |                  |                    |                           |

## Category II

**TWELVE HOURS MAXIMUM:** Other organized course work or activities not specifically in forestry or forest-related areas, but which are professionally enriching or directly beneficial to the individual in his or her present position. Examples include general sessions of SAF or other professional meetings and course work in areas such as real estate, computer science, managerial and leadership skills, public speaking, or vertebrate zoology. Credit accrues at the same rate as for Category I.

|                            |                         |                  | CONTACT HOURS      |                           |
|----------------------------|-------------------------|------------------|--------------------|---------------------------|
| Course, meeting or session | Sponsoring Organization | Date(s) Attended | Applicant Requests | Board Member Verification |
|                            |                         |                  |                    |                           |
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| Total Category 2 (12 Max)  |                         |                  |                    |                           |

### Category III

**TWELVE HOURS MAXIMUM:** Preparation, and presentation of course work or activities such as described in categories I and II that requires effort beyond the general scope of the individual's normal duties or job description. Credit accrues at the rate of **2 credits for each 1 hour** of presentation.

| CONTACT HOURS              |                         |                  |                    |                           |
|----------------------------|-------------------------|------------------|--------------------|---------------------------|
| Course, meeting or session | Sponsoring Organization | Date(s) Attended | Applicant Requests | Board Member Verification |
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| Total Category 3 (12 Max)  |                         |                  |                    |                           |

### Category IV

**TEN HOURS MAXIMUM:** Preparation, writing and publication of forestry or forestry-related subject matter that requires effort beyond the general scope of the individual's normal duties or job description. Credit is 15 hours for each article that is technically reviewed and 5 hours for popular articles or series.

## CONTACT HOURS

| Course, meeting or session | Sponsoring Organization | Date(s) Attended | Applicant Requests | Board Member Verification |
|----------------------------|-------------------------|------------------|--------------------|---------------------------|
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| Total Category 4 (10 Max)  |                         |                  |                    |                           |

### Category V

**FOUR HOURS MAXIMUM:** Self-improvement in forestry and forestry-related subjects. Included is participation in or attendance at meetings not qualifying for category I or II, such as those conducted by state boards of forestry or forestry licensing committees. Also included is self-improvement through reading appropriate technical publications or viewing audiovisual presentations on technical forestry subjects. Credit accrues at the rate of 1 hour for each hour of an activity.

## CONTACT HOURS

| Course, meeting or session | Sponsoring Organization | Date(s) Attended | Applicant Requests | Board Member Verification |
|----------------------------|-------------------------|------------------|--------------------|---------------------------|
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| Total Category 5 (4 Max)   |                         |                  |                    |                           |

## Category VI

**TEN HOURS MAXIMUM:** holding elected or appointed office or active committee assignments in the SAF, Massachusetts Association of Professional Foresters, or allied professional organizations such as the Wildlife Society, Society for Range Management, or Association of Consulting Foresters. Credit is 5 hours per year for elected office or chair of committee and 2 hours per year for active committee membership.

## CONTACT HOURS

| Office or Assignment      | Sponsoring Organization | Date(s) | Applicant Requests | Board Member Verification |
|---------------------------|-------------------------|---------|--------------------|---------------------------|
|                           |                         |         |                    |                           |
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| Total Category 6 (10 Max) |                         |         |                    |                           |

| TOTALS | Beginning Date            |           |           |              |
|--------|---------------------------|-----------|-----------|--------------|
|        | Ending Date               | Applicant | Applicant | Board Member |
|        |                           | Accrued   | Requests  | Verification |
|        | Category 1 (8 hrs. min.)  |           |           |              |
|        | Category 2 (12 hrs. max.) |           |           |              |
|        | Category 3 (12 hrs. max.) |           |           |              |
|        | Category 4 (10 hrs. max.) |           |           |              |
|        | Category 5 (4 hrs. max.)  |           |           |              |
|        | Category 6 (10 hrs. max.) |           |           |              |
|        | TOTAL                     |           |           |              |

Having completed the contact hours listed above, I hereby apply for Continuing Forestry Education credits. To the best of my knowledge the information contained in this application is accurate and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Forester License # \_\_\_\_\_