

Certified Urban Forester Application

INTRODUCTION

The California Urban Forests Council (CaUFC) *Certified Urban Forester* program provides professional certification, not a license. The certification program is voluntary, and is not intended to create a barrier to entering or being successful in the profession or practice of urban forestry. Certification is not a guarantee of competency, but rather an assessment or indication of a person's level of achievement and commitment to the future.

The requirements for the CaUFC *Certified Urban Forester* program correspond to knowledge, abilities, skills and experience commensurate with the professional practice of urban forestry designated by the program. The CaUFC *Certified Urban Forester* program is designed to recognize urban forestry professionals who are qualified at the Advanced or Expert-level of practice, NOT someone who is entering or at the mid-level of urban forestry knowledge or practice.

Subject to the terms of the CaUFC *Certified Urban Forester* Agreement, individuals who successfully meet certification requirements are entitled to become CaUFC *Certified Urban Foresters* and to use the *Certified Urban Forester* designation and the *Certified Urban Forester* logo on business cards and literature.

CERTIFICATION PROCESS

To obtain certification as a California *Certified Urban Forester* each applicant must complete the attached application, pay all fees, and successfully comply with all the certification requirements and prerequisites indicated in this application, as well as obtaining a passing score on the certification examination. After meeting all prerequisites and upon successful completion of the examination, the recipient will receive a CaUFC *Certified Urban Forester* Welcome Kit that includes confirmation that the recipient has complied with all certification requirements to become a CaUFC *Certified Urban Forester*; their signed copy of the CaUFC *Certified Urban Forester* Agreement; and the CaUFC *Certified Urban Forester* Logo Guidelines.

All applications must be submitted no later than 90 days prior to the date of the next scheduled exam. CaUFC will notify all applicants 30 days prior to the exam if they have met all the prerequisites. Date, time and instructions will be mailed at that time. Those applicants who do not meet the prerequisites may submit additional documentation and file a request to be reconsidered for the exam.

PREREQUISITES FOR CERTIFICATION

To take the examination to become a CaUFC *Certified Urban Forester*, an applicant **MUST** meet the qualifications detailed in EACH of the following areas:

- **Education and experience:**

1. 13 years of verifiable experience working in an urban forestry related position (experience may include summer employment and internships) two of which must be in a supervisory position (*supervisory* may include project or program supervision/management or the supervision/management of personnel) **or**
2. An Associates Degree in an Urban Forestry-related discipline from an accredited college or university (for this program, urban forestry related disciplines include Urban Forestry, Forestry, Horticulture, Arboriculture, Natural Resource Management, Landscape Architecture, Environmental Sciences or Environmental Studies, Urban Planning or Land Use Planning, or other areas approved on a case by case basis) **and** have 9 years of verifiable experience working in an urban forestry related position (experience may include summer employment and internships) two of which must be in a supervisory position (*supervisory* may include project or program supervision/management or the supervision/management of personnel) **or**
3. Bachelors Degree in an Urban Forestry related discipline from an accredited college or university (for this program, urban forestry related disciplines include Urban Forestry, Forestry, Horticulture, Arboriculture, Natural Resource Management, Landscape Architecture, Environmental Sciences or Environmental Studies, Urban Planning or Land Use Planning, or other areas approved on a case by case basis) **and** have 5 years of verifiable experience working in an urban forestry related position (experience may include summer employment and internships) two of which must be in a supervisory position (*supervisory* may include project or program supervision/management or the supervision/management of personnel)**or**
4. An advanced degree (Master's or Doctor's) in an Urban Forestry related discipline (for this program, urban forestry related

disciplines include Urban Forestry, Forestry, Horticulture, Arboriculture, Natural Resource Management, Landscape Architecture, Environmental Sciences or Environmental Studies, Urban Planning or Land Use Planning, or other areas approved on a case by case basis) **and** 3 years of verifiable experience working in an urban forestry related position (experience may include summer employment and internships) two of which must be in a supervisory position (*supervisory* may include project or program supervision/management or the supervision/management of personnel)

- **Licensing or certification**

hold one of the following certifications or licenses (or other appropriate licenses or certifications as approved on a case by case basis):

- o *California Registered Professional Forester*
- o International Society of Arboriculture *Certified Arborist*
- o *California Licensed Landscape Contractor*
- o American Society of Consulting Arborists *Registered Consulting Arborist*
- o *California Licensed Landscape Architect*
- o *California Licensed Architect*
- o California Association of Nurseries and Garden Centers *Advanced Certified Nursery Professional*
- o American Planning Association *Certified Planner*

Table 1: Summary of requirements to sit for the CCUF Exam			
Education (Degree)	Experience	Supervisory Experience*	Certification or License
No degree	13 years	2 years	required
Associate Degree	9 years	2 years	required
Bachelors Degree	5 years	2 years	required
Post-baccalaureate Degree	3 years	2 years	required

*Supervisory experience is part of, not in addition to, the experience requirement.

CERTIFICATION EXAMINATION

In order to maintain the highest possible level of integrity, all exams will be administered in a closed-door setting by proctors who follow strict testing protocols and procedures.

Exams are *closed book*. No printed material of any kind, computers, calculators, cell phones or electronic devices will be allowed in the testing area during an exam.

Each exam includes 150 multiple-choice items that test for knowledge, abilities and skills. One hundred (100) questions are of a general nature pertinent to the advanced practice of urban forestry anywhere in the United States, and fifty (50) are specific to issues and laws encountered in California.

The general topics and domains of practice covered on the exam, as well as the average percentage of questions that deal with each are as follows. *Candidates should note that exam questions do not necessarily follow the precise order listed below, but rather are randomly distributed throughout the examination to provide an even distribution of questions with respect to degrees of difficulty relative to an individual candidate's education and experience.*

PRACTICAL (45%)

- Arboriculture
- Horticulture
- Pest Control
- Pathology
- Landscape Architecture
- Land Use Planning & Ordinances
- Public Works (including Utility perspective)
- General Architecture & Engineering
- Inventory Assessment and Management including GIS

ENVIRONMENTAL (30%)

- Urban Ecology
- Ecosystem & Watershed Management
- Fire Management & Interface issues
- Economic Sustainability (including Bio-Mass Utilization and Recycling)

MANAGEMENT (25%)

- Community Relations
- Public Administration & Funding
- Legal & Risk Management
- Volunteerism (including Creating and Managing Constituencies and Partnerships)

The candidates will have up to four hours to complete the examination unless a special exception is requested at the time of application and approved prior to the exam.

Prior to being admitted to the testing area, all prospective exam takers will be required to accept the terms of and sign the CaUFC *Certified Urban Forester* Test Non-Disclosure and Confidentiality Agreement. All exam takers also must present two forms of identification; one of which is a photo ID (such as a Passport, Driver's License or Company ID).

Exam results will be mailed within six (6) weeks of the exam to the address provided on the application. A passing score on the exam is 75%.

If someone does not pass a certification exam, up to three (3) additional exams may be taken at a regularly scheduled time and place during a maximum two (2) year period from the time of the original exam. However, in order to maintain the highest possible level of integrity of the testing process as well as the confidentiality of exam items, a **minimum** of 60 days must elapse between attempts to take the exam. If someone does not pass an exam during that two-year (2-year) period, they will be provided with recommended remedial education guidelines, and be required to wait one (1) full year before reapplying to become certified. *Please note that applicants must pay \$100 for each additional exam.*

CaUFC reserves the right to revise any part of the prerequisites, examination or procedures surrounding the examination at any time.

LIMITATION OF LIABILITY

THE CANDIDATES AGREE THAT NEITHER THE CALIFORNIA URBAN FORESTS COUNCIL NOR ANY OF ITS OFFICERS, BOARD MEMBERS, STAFF OR MEMBERS WILL UNDER ANY CIRCUMSTANCES BE LIABLE FOR ANY DIRECT, CONSEQUENTIAL, INCIDENTAL, OR SPECIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOSS OF BUSINESS PROFITS) ARISING FROM OR RELATED TO ANY CERTIFICATION, FAILURE TO ACHIEVE CERTIFICATION, OR USE OF OR INABILITY TO USE THE CaUFC CERTIFIED URBAN FORESTER LOGO(S) OR DESIGNATION(S), OR ARISING FROM OR RELATED TO THE TERMINATION OF ANY CERTIFICATION, EVEN IF CaUFC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY IN ALL STATES.

Non-Disclosure and Confidentiality

Every applicant acknowledges and agrees that the CaUFC *Certified Urban Forester* program certification test questions and materials are subject to confidentiality and non-disclosure, and may not be disclosed to or discussed with others, or posted or published in any forum or through any medium.

Applicants agree that they do not have authorization to use the *Certified Urban Forester* designation or the *Certified Urban Forester* logo, until they have met all prerequisites, passed the *Certified Urban Forester* examination, and signed the *Certified Urban Forester* Agreement.

The California Urban Forests Council, CaUFC, the California Urban Forests Council logo, *Certified Urban Forester* and the *Certified Urban Forester* logo are service marks or registered service marks of the California Urban Forests Council.

Application for the California Certified Urban Forester Program

Contact Information

Name _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Employer/Occupation _____

Day Phone _____ Eve Phone _____

Prerequisites:

Check which of the following prerequisites you have and fill in the required information:

1. Bachelors Degree in an Urban Forestry related discipline from an accredited college or university (for this program, urban forestry related disciplines include Urban Forestry, Forestry, Horticulture, Arboriculture, Natural Resource Management, Landscape Architecture, Environmental Sciences or Environmental Studies, Urban Planning or Land Use Planning, or other areas approved on a case by case basis)

Bachelors Degree in

From

Date Received _____ Attach official documentation

2. An Associates Degree in an Urban Forestry-related discipline from an accredited college or university (for this program, urban forestry related disciplines include Urban Forestry, Forestry, Horticulture, Arboriculture, Natural Resource Management, Landscape Architecture, Environmental Sciences or Environmental Studies, Urban Planning or Land Use Planning, or other areas approved on a case by case basis)

Associates Degree in

From

Date Received _____ Attach official documentation

- 3. an advanced degree (Master's or Doctor's) in an Urban Forestry related discipline (for this program, urban forestry related disciplines include Urban Forestry, Forestry, Horticulture, Arboriculture, Natural Resource Management, Landscape Architecture, Environmental Sciences or Environmental Studies, Urban Planning or Land Use Planning, or other areas approved on a case by case basis),

Degree in

From

Date Received _____ Attach official documentation

And one of the following certifications or licenses (or other appropriate licenses or certifications as approved on a case by case basis):

California Registered Professional Forester

International Society of Arboriculture Certified Arborist

California Licensed Landscape

Contractor # _____

American Society of Consulting Arborists Registered Consulting Arborist # _____

California Licensed Landscape

Architect # _____

California Licensed

Architect # _____

California Association of Nurseries and Garden Centers Advanced Certified Nursery Professional

American Planning Association Certified Planner # _____

Other (to be approved)

List and document all qualifying experience as required in Table 1 above.

Fees (all fees are nonrefundable)

Application Processing Fee

CaUFC Members* - \$ 75 _____

Non-CaUFC Members - \$100 _____

Examination Fee

CaUFC Members* - \$150 _____

Non-CaUFC Members - \$200 _____

Retake Fee

First retake is at no additional charge

Second or later retake \$150 _____

Total Enclosed or Charged _____

(please make all checks payable to CaUFC)

VISA/MASTERCARD/DISCOVER/AMERICAN EXPRESS EXP DATE

SIGNATURE

PRINT NAME AS IT APPEARS ON THE CARD

*To qualify as a member, an individual must have been a member of CaUFC for at least one full year prior to application

I hereby agree to all conditions set forth in this application.

Signed _____ Date _____

Print Name _____

I hereby affirm that all information included on this application is accurate.

Signed _____ Date _____

Print Name _____

California Certified Urban Forester Agreement

The following agreement is between the California Urban Forests Council, hereinafter known as CaUFC and _____ hereinafter known as applicant.

Upon successful completion of all prerequisites and the California Certified Urban Forester Examination, CaUFC agrees to certify applicant as a California Certified Urban Forester subject to the conditions and agreements contained within this agreement.

CODE OF ETHICS

Business Practices:

All *Certified Urban Foresters* who are certified under the CaUFC *Certified Urban Forester* program recognize that such certification is a privilege that must be both earned and maintained. In support of this, all CaUFC *Certified Urban Foresters* commit to fully support this Code of Ethics.

CaUFC *Certified Urban Foresters* agree that all business they conduct and services they provide in their capacity as a CaUFC *Certified Urban Forester* shall be performed in a manner that:

- Does not, in any way, harm CaUFC's reputation;
- Avoids deceptive, misleading, or unethical practices;
- Avoids making any representations, warranties, or guarantees to customers or the public on behalf of CaUFC or the CaUFC *Certified Urban Forester* program or otherwise;
- Complies with all applicable U.S. and other applicable governmental laws and regulations; and
- Protects CaUFC's copyright and other intellectual property and proprietary rights, which includes but is not limited to the use of designation "Certified Urban Forester" and the certified urban forester logo.

Trademark Restrictions:

Nothing in the CaUFC Certified Urban Forester Agreement authorizes any certified person to use any CaUFC trademarks, service marks, or logos except as expressly specified in the CaUFC Certified Urban Forester Agreement and CaUFC Certified Urban Forester Logo Guidelines included in the Welcome Packet.

MAINTAINING ACTIVE CERTIFICATION:

Every CaUFC certified person agrees to maintain their licensees or certificates required as prerequisites for the certified urban forester certification and every CaUFC certified person must comply with any and all applicable continuing certification requirements, of CaUFC which currently include successfully completing a minimum of thirty (30) Continuing

Education Units every two (2) years with a minimum of six (6) units from each of the four (4) major divisions of the CaUFC Certified Urban Forester Domains of Practice (Practical, Environmental, Management, and Skills), as detailed on the CaUFC website. CaUFC reserves the right to revise these continuing certification requirements.

NON-DISCLOSURE AGREEMENT

Every CaUFC certified person agrees to retain in confidence, all information identified as being proprietary and/or confidential or that, by the nature of the circumstances surrounding its disclosure, ought in good faith to be treated as proprietary and/or confidential, and they will not make use of any such information.

Every CaUFC certified person acknowledges and agrees that the CaUFC *Certified Urban Forester* program certification test questions and materials are subject to these confidentiality and non-disclosure obligations, and may not be disclosed to or discussed with others, or posted or published in any forum or through any medium.

Notwithstanding the foregoing, CaUFC certified persons have no obligation to maintain the confidentiality of information that:

- Has become generally available to the public through no wrongful act on their part;
- Has been independently developed; or
- Is known to be free of restrictions.

CaUFC certified persons may disclose confidential information as required by governmental or judicial order, provided they give CaUFC prompt written notice prior to such disclosure, and comply with any protective order (or equivalent) imposed on such disclosure.

CaUFC certified persons agree that their obligations under this Section shall survive the expiration or termination of the CaUFC *Certified Urban Forester* Agreement and continue after any termination of said Agreement.

AUTHORIZATION TO USE PROFESSIONAL DESIGNATIONS AND LOGOS

Upon successful completion of the initial certification requirements, and so long as each certified person remains in compliance with all applicable continuing certification requirements, Certified Urban Foresters will be authorized to use the Certified Urban Forester designation, and to use the Certified Urban Forester Logo according to the terms and conditions of the Certified Urban Forester Agreement, including the Certified Urban Forester Logo Guidelines. Each person certified acknowledges CaUFC's sole ownership of the Certified Urban Forester Logo and designation(s), and that

nothing in the Certified Urban Forester Agreement, or by virtue of one's use of or performance as a Certified Urban Forester, or that might otherwise be implied by law, shall operate to give any certified person any right, title or interest in the Certified Urban Forester designation(s) or Logo(s), other than the authorization specifically granted. Each person certified agrees to employ best efforts to use the Certified Urban Forester Logo and designation(s) in a manner that does not derogate from CaUFC's rights in the Certified Urban Forester Logo and designations, and shall take no action that may interfere with or diminish CaUFC's rights in the Certified Urban Forester Logo or designations, either during the term of the Certified Urban Forester Agreement or afterwards.

TRANSFER OF CERTIFICATION

Certifications granted by CaUFC are conferred on individuals, and are not transferable to other individuals or to organizations, regardless of whether or not an employer or other person contributes financially or otherwise toward the attainment of any certification.

TERMINATION

Termination Certified Party:

A CaUFC *Certified Urban Forester* may terminate the CaUFC *Certified Urban Forester Agreement* at any time by giving CaUFC 30-days prior written notice.

Termination by CaUFC:

Without prejudice to any rights CaUFC may have under the CaUFC *Certified Urban Forester Agreement* or in law, equity, or otherwise CaUFC may terminate the CaUFC *Certified Urban Forester Agreement* immediately, including termination of any certification(s) and designation(s) to which the Agreement relates, and termination of the use of any corresponding logo(s), and designation(s) upon the occurrence of any one of the following events (the Defaults):

Failure to comply with the applicable continuing certification requirements for such certification(s);

Failure to comply with any of the terms of the CaUFC *Certified Urban Forester Agreement*, including, without limitation, the terms governing the use of the CaUFC *Certified Urban Forester* designation(s) and logo(s); or

The misappropriation or unauthorized disclosure of any trade secret or confidential information belonging to CaUFC (including, but not limited to, any certification test materials or other CaUFC materials covered by a non-disclosure agreement), or infringement on any other CaUFC intellectual property right, or engaging in any other activities prohibited by law;

In the event any Default occurs, CaUFC will provide the certified person involved with written notice of termination of the CaUFC *Certified Urban Forester* Agreement.

Obligations Upon Termination

From and after termination of the CaUFC *Certified Urban Forester* Agreement, the formerly certified person agrees to immediately cease all use of any certification designation(s) and logo(s) to which the Agreement relates.

GENERAL PROVISIONS

Governing Law:

The laws of the State of California will, in all respects, govern the CaUFC *Certified Urban Forester* Agreement.

Compliance with Laws:

All CaUFC certified persons agree that at all times they will conduct their business in compliance with all applicable federal, state and local laws and regulations, including, but not limited to, laws regulating professional status and designation.

Modifications:

Except as otherwise expressly provided for in the CaUFC *Certified Urban Forester* Agreement, the terms of said Agreement may only be modified by CaUFC providing certified persons notification of any modifications by mail. Modifications to the Agreement shall be effective 30 days following the date on which CaUFC mails the notice of modification.

Any certified person who does not wish to accept the modified Agreement should send written notice of termination to CaUFC in accordance with the terms of the Agreement at the address specified in NOTICES, or provide notice to CaUFC in any alternative manner that CaUFC may have specified in the notice of modification.

LIMITATION OF LIABILITY

THE CALIFORNIA CERTIFIED URBAN FORESTER AGREES THAT NEITHER THE CALIFORNIA URBAN FORESTS COUNCIL NOR ANY OF ITS OFFICERS, BOARD MEMBERS, STAFF OR MEMBERS WILL UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY DIRECT, CONSEQUENTIAL, INCIDENTAL, OR SPECIAL DAMAGES (INCLUDING BUT NOT LIMITED TO LOSS OF BUSINESS PROFITS) ARISING FROM OR RELATED TO ANY CERTIFICATION, FAILURE TO ACHIEVE CERTIFICATION, OR USE OF OR INABILITY TO USE THE CaUFC

CERTIFIED URBAN FORESTER LOGO(S) OR DESIGNATION(S), OR ARISING FROM OR RELATED TO THE TERMINATION OF ANY CERTIFICATION, EVEN IF CaUFC HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. BECAUSE SOME STATES DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, THE ABOVE LIMITATION MAY NOT APPLY IN ALL STATES.

INDEMNIFICATION

Each person certified agrees to defend, indemnify and hold harmless the California Urban Forests Council and its officers, board members, staff and members, against any loss, liability, damage, cost or expense (including reasonable legal fees) arising out of:

Use of the CaUFC *Certified Urban Forester* Logo(s) and/or the CaUFC *Certified Urban Forester* designation(s) in a manner which is in any way inconsistent with the terms of the CaUFC *Certified Urban Forester* Agreement;

By reason of the performance or non-performance of any certified person as a CaUFC *Certified Urban Forester*

Any negligent or intentional act of the Certified Urban Forester, or CaUFC's termination of the CaUFC *Certified Urban Forester* Agreement.

In the event CaUFC seeks indemnification from a certified person under this Section, CaUFC will notify said certified person in writing of any claim or proceeding brought against him/her for which CaUFC seeks indemnification. In no event may any certified person enter into any third-party agreements that would, in any manner whatsoever, affect the rights of, or bind, CaUFC in any manner, without CaUFC's prior written consent.

NOTICES

All notices required by the CaUFC Certified Urban Forester Program Policies and Procedures and/or the CaUFC Certified Urban Forester Agreement must be addressed to:

Certification Manager
California Urban Forests Council
P.O. Box 8482
Riverside, CA 92515

All notices, required or permitted by said Agreement(s), to be mailed to a certified person will be sent to the address to which CaUFC shipped the CaUFC Certified Urban Forester Welcome Kit, or an updated address provided to CaUFC according to the then current criteria stated on the CaUFC Website.

Signed_____

Date_____

Checklist

Have you included the following?

- All required documentation
- Experience with references
- Check or signed credit card authorization
- Signed your application
- Signed the Certified Urban Forester Agreement