

FORESTRY TECHNICIAN PROGRAM

45-Week Diploma Program

2022-23 HANDBOOK FOR APPLICANTS

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Algonquin College
Pembroke, Ontario

FORESTRY TECHNICIAN PROGRAM

THE OUTDOORS IS OUR BIGGEST LAB!

Thank you for applying to the Forestry Technician Program offered at Algonquin College's Waterfront Campus in Pembroke, Ontario. We believe our program is one of the most exciting, innovative, and field oriented programs in all of Ontario.

The following is specific information regarding the application process and details of the program. It is designed to complement the basic overview available on our website at <http://www.algonquincollege.com/pembroke/program/forestry-technician/>. Please refer to these sources for general college and course information.

The attached information will guide you through the application process and prepare you for the program. Please keep this package and refer to it often.

Once again, thank you for considering Algonquin College as your preferred location to complete your post-secondary studies.

Sincerely,

Sarah Hall, BSc, MSc
Chair
Business, Technology & Outdoor Training

For additional information, please contact:

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FORESTRY TECHNICIAN PROGRAM

APPLICANT HANDBOOK

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STATEMENT OF RESPONSIBILITY, SAFETY, AND LIABILITY

In order to learn the skills necessary to become an effective member of the forestry technician discipline, students must perform beyond the limits of a mere participant and assume a greater degree of responsibility and risk.

In all of the activities involved, there is an inherent element of risk which is beyond human control. Although no effort is spared to ensure a safe learning environment, we can ultimately assume no responsibility for your safety or loss of personal equipment.

A signed liability release is required of all students before commencement of the program. The student is encouraged to read it carefully and fully understand its implications before signing. A parent/guardian consent and release is required for minors (under 18 years of age). These forms can be found on the program website:

<http://www.algonquincollege.com/pembroke/program/forestry-technician/>

Student Driving

For any activities where the College provides bus transportation, students are expected to use that transportation. The Forestry program provides bussing for all curricular activities with the exception of a limited number of student-selected certifications. Students are only granted permission to take their own vehicles to field sites under extenuating circumstances and with advance request for permission.

For students who believe that they have a valid reason to take their own vehicle, they must:

- Inform the professor, via email, of the reason, 48 hours in advance and clearly make a request to drive their own vehicle. The professor will reply to approve or decline the request. If approved, the professor will indicate where the student will park their vehicle. Students are not permitted to drive other students in their personal vehicles to field sites. In the absence of a reply from the professor, students must assume that permission has not been granted.
- Assume the risks associated with DRIVING and release liability, waive claims, indemnify all parties, and give up any right to sue, as outlined in the DRIVING WAIVER.
- Sign the DRIVING WAIVER and have the owner of the vehicle (if someone other than the student) sign the same agreement.
- Remain on the premises of the Forestry Technician Program activity location in non-instruction hours (i.e. lunch, rest breaks) unless specific permission is granted from the professor.

Students arriving at a Forestry Technician Program activity unscheduled and without permission are disrupting the learning environment and will be sent home for the remainder of the course activity. The student will not receive grades for the missed activities and there will be no opportunity to make up the missed activities.

Students cannot leave the field exercises conducted in remote locations until permission has been granted by the professor. Algonquin College's duty of care is released upon course completion and does not extend to the student's transportation home.

The College is not responsible for loss or damage to personal vehicles while parked at the College, activity location, or moving between any program locations.

Any student who drives in an aggressive or reckless manner will not be permitted to drive to any future field exercises.

Smoking Policy

The campus of Algonquin College is smoke free. Students must leave the College property in order to smoke.

While on field exercises that occur off the College property, students are permitted to smoke tobacco only when and where as indicated by the Professor. Smoking is never allowed in the forest as per the Ontario Forest Fire Prevention Act.

For each field trip, students will be informed of the rules around cigarette smoking and vaping at the site being visited, and will be expected to abide by those rules. The Professor will identify cigarette smoking and vaping areas only when it is safe and permitted. Cigarette smoking and vaping will only be permitted during designated break times. Students should seek professor approval before smoking at any field locations.

Use of any substance that leads to impairment and risk of injury to self, others, or property is prohibited by the Student Conduct Policy SA-07. All field activities in the following programs: Outdoor Adventure, Outdoor Adventure Naturalist, Forestry Technician, Environmental Technician, and Action Sports Park Development are deemed to be unsafe for recreational cannabis use due to the nature of activities being conducted during those field trips/activities. Recreational cannabis use in these programs is strictly prohibited.

Students using cannabis for medical reasons should contact the Centre for Accessible Learning (CAL) to set up an accommodation plan.

Drugs and Alcohol

A student behaving in any way that poses a risk to themselves or to other members of the college community will be immediately removed from field activities, or if remote, will be asked to stay in the bus for the duration of the field exercise and will not receive any marks for the exercise. Students putting themselves or others at risk of injury, including while under the influence of alcohol or drugs, will be subject to student misconduct penalties. Please refer to the Student Conduct Policy SA-07 for details related to misconducts and resulting sanctions.

College Equipment

Students, individually or as a team, are responsible for any College equipment issued to them for course or personal use. Damage beyond regular wear will be charged to the student as either “you break; you buy” or “you lose; you pay” at a replacement/repair cost.

A deposit may be required for certain College equipment for course or personal use.

A rental fee may be imposed on certain College equipment for PERSONAL use in order to offset the cost of maintaining and replacing the gear.

Any charges outstanding may be applied to the student’s financial account as an “encumbrance” inhibiting them from registering the next semester and receiving transcripts or diplomas.

ELIGIBILITY, SELECTION, AND ADVANCED STANDING

Applicants who have met the College Eligibility and Program Eligibility requirements as provided on the program web site (https://www.algonquincollege.com/pembroke/program/forestry-technician/#application_admission) will be accepted on a first come-first serve basis. Note that priority is given to those applicants who have applied prior to February 1.

Prior to the beginning of the first day of classes, registered applicants must:

- Sign and submit a Forestry Technician Program Assumption of Risk and Indemnifying Release form and a Parental Consent form if the applicant is under the age of 18 years. Website link: <https://www.algonquincollege.com/pembroke/program/forestry-technician/assumption-of-risk-release-form/>
- Provide proof of current Standard First Aid and CPR (Level A, B, or C) certification or acknowledge and make arrangements to ensure that they will obtain the certification within the first 2 months of the program.
- Have an up-to-date tetanus shot.
- Bring their own device. Please visit <http://www7.algonquincollege.com/byod/> to get information on the laptop model you will need for this program. MACs are not acceptable devices in this program due to software requirements.

Should an applicant not have a current First Aid and CPR certificate, then they must obtain one by the end of October otherwise they will not be permitted to attend, or participate in, any further program field activities. A tetanus shot is available free at this campus.

Graduates from this program can enter the **Urban Forestry-Arbiculture (UF-A) Program with Advanced Standing**. These same conditions apply to UF-A graduates entering the Forestry Technician Program. For a list of course exemptions, please consult the respective program coordinator.

FEES AND EXPENSES

Visit our program webpage for the most recent year's tuition fees and expenses: link [here](#).

Tuition fees cover: Instruction, use of major gear (such as chain saw, climbing ropes), and transportation to and from field activities (except for the Certification course).

ADDITIONAL FEES AND EXPENSES

Books

Cost of books \$450.00 (approximate) for duration of program. Second-hand books and manuals are available, yet the student must be cognizant that changes may occur with newer editions. A few books will be available as e-text.

Certifications

Students will be able to earn numerous industry, government, or college certifications through the Forestry Technician Program, most often at a significantly lower cost than if attained independently. Incorporating many certifications directly into the curriculum ensures graduates are immediately qualified for employment. NOTE: Some certifications must be completed outside of the regular class schedule and at additional cost due to regulations of the official governing bodies for testing, administration, and processing (e.g. Tree Marking, Pesticide Application, SP100).

Following is a sample of certifications which students may be offered, with approximate costs. Prices are subject to change and certifications are subject to availability. MNRF means Ministry of Natural Resources and Forests; WSN means Workplace Safety North:

- Accessible Customer Service for Emergency Responders (OMNRF), free
- Air Brake Endorsement (MTO), \$300
- Basic Global Positioning System, \$30
- Basic Search and Rescue, \$10
- Bear Awareness (OMNRF), \$30
- Cold Weather Survival, \$150
- Compliance Monitoring (free yet need a sponsor)
- Erosion and Sediment Control (MNRF), free
- Exterminator Licence (OMOECC), \$150 for first test, includes manuals; \$135 for second test
- Fall Protection Training, \$40-200
- Float Plane Safety and Operation, \$25
- Forest Operations Compliance Information System (OMNRF), free
- Geographic Information System (ESRI), free
- H2S Awareness, \$45
- Helicopter Safety and Operation, \$65
- Hunter Education, \$200

Installing Culverts (OMNRF), free
Introduction to Incident Management System (MNRF), free
Leave No Trace, free
Night Navigation, \$65
Ontario Recreation Canoe Association Certificates

Professional Chainsaw Operator's (WSN), \$100, includes manual and booklets
Prospector's Licence (OMNDM), \$25.50, includes manual
Restricted Radio Operator's (OMNRF), free
SP100 Forest Fire Fighters (OMNRF), \$500, includes manual
SP100 Pre-Fit, \$200
SP102 Forest Fire Fighters (OMNRF), \$30 , includes manual
Safe Boater's Certificate, \$50-65, may include manual
Scaler's Certificate, free – in-house training; not the provincial license

Transportation of Dangerous Goods, \$35-40
Tree Planting
Tree Marking (OMNRF), \$300
Useful Ropes and Knots, \$60
WHMIS, \$35-40 or possibly free
Wilderness First Aid, \$200, includes manual
Worker Health and Safety Awareness, free
Workplace Violence and Harassment, \$40

Clothing and Equipment

Suitable outdoor clothing and gear is vital, not only for comfort, but for safety. Most students will already own appropriate items; therefore, not all of the listed equipment needs to be purchased. Advice from faculty will ensure students spend their money on appropriate equipment. If starting from scratch, expect to spend \$500 on gear over year of the program. Keep in mind this equipment is required for work in the industry and has a useful life far beyond the Forestry Technician Program.

Basic Gear List: *Students must have this gear.*

- Calculator (Metric conversion type with a square root function is best) > \$10
- Clipboard/Notebook > \$10
- Compass (360°) with adjustable declination setting and mirror > \$60-90
- CSA approved boots (work or hiking variety – 6 inch for ankle support) > \$150 - \$200
- CSA approved hard hat > \$15-35
- CSA approved clear (not shaded) safety glasses > \$10
- Digital Camera (\$150); Smart Phone Camera is acceptable
- Emergency blanket > \$15-20
- Flashlight and batteries (LED,) > \$20
- FOX40 whistle > \$7-9

- Heavy duty winter mitts > \$30-60
- High visibility safety vests (size that will fit over your winter jacket) > \$30-55
- Multi-tool – Swiss or Leatherman > \$30-100
- Pencils > varies
- Personal first aid kit – band aids, swabs, Polysporin, etc. > \$45-100
- Large orange garbage bag (which can act as rain gear should one forget to bring it) > \$1
- Rain gear – jacket and pants > \$45-95
- Snowshoes > \$150-200
- Sunscreen and bug repellent, or bug shirt > \$7-70
- Warm layers: fleece pants and sweater - trim fit to be layered under and over other clothes > \$60-90
- Watch > \$20-200
- Waterproof matches > varies
- Windproof jacket – ‘warm up’ or gym style, among others > \$45-95
- Winter boots – e.g. Sorel type (-30C) with removable liner > \$130-160
- Wool or fleece liner for hard hat > \$5-20
- Work gloves > \$10-20

Optional Gear List: *In addition to the above list, students should bring this equipment, but can hold off buying new gear until later. This gear does not need to be purchased all at once.*

- Binoculars – lightweight > \$40 - \$80
- Cruising vest > \$75-150
- Cutter’s boots > \$120-240
- Nylon or Kevlar Chainsaw Safety pants (Program will provide safety chaps)
- Hardhat with chainsaw safety screen and hearing protection (Program will provide when required if you do not have your own)
- ‘Day’ backpack – 25-45 Litre capacity, medium sized > \$55-95 (*not to be confused with a ‘book bag’, need sturdy, mid-sized pack for day hikes*)
- Down or synthetic insulated jacket or parka > \$200-250
- Long underwear tops and bottoms* > \$75-100 (*polyester or polypropylene – not cotton!!*)
- Map measurer – non digital > \$30-35
- Map scaled ruler > \$2-3
- Prospector’s magnifying lens > \$10-45
- Socks – polypro light liners and heavy wool winter > \$10-20
- Spare fleece layers – vest, pullovers etc. > \$25-35

Gear Provided by the Program:

- Area dot grid
- Calipers
- Chain saw personal safety equipment
- Densitometer
- Fire equipment for SP-100 and SP-102
- Grease pencil
- Hypsometers
- Measuring chain
- Pack sack
- Planting shovel
- Pruning saw
- Scaling ruler
- Soil testing kit
- Water quality kit
- Brushing saw
- Chain saws and related equipment
- Climbing gear
- Diameter tape
- GPS units
- Increment borer
- Metre ruler
- Planimeter
- Prism, 2BAF
- Radio telemetry
- Soil probe

Please bring any of the above gear you may already have. Should any of the faculty have safety related concerns with your gear, you may be asked to use program equipment instead.

FIELD PLACEMENT

In order to apply what the students have been learning and gain “real life” experience and knowledge, students will participate in a two-week, self-directed field placement in a forestry technician field (between semester two and three, i.e. spring). Students will research and apply for volunteer positions of their choosing in either industry, government, or the private sector, providing it meets course outline criteria. Algonquin College will hold the responsibility for student liability and insurance if the placement is unpaid. The staff of the Forestry Technician Program does not set up these particular placements. Since the nature of the work varies, it is dependent upon what the student chooses to pursue. Prior to their field placement, students must have a valid, up-to-date certificate in Standard First Aid and CPR, Worker Health and Safety Awareness, and WHMIS.

The Forestry Technician Program is involved in applied research within Renfrew County. Students may opt to undertake an Applied Research Project under the supervision of a professor and/or research partner. Also, should a student wish to take the Provincial Scalers Licence course, which may be held at the same time period, they can do so in lieu of Field Placement. Please meet with the program co-ordinator prior to the course to discuss.

FINANCIAL AID PROGRAMS

Financial assistance programs are meant to supplement, not replace, the financial resources the student is expected to contribute toward their own education. Financial aid is designed to help students meet the costs of tuition fees, books and supplies, and basic living expenses.

Students planning to apply for financial aid through OSAP (Ontario Student Assistance Program) or other provincial funding programs, are advised to do so as soon as applications are available, usually around May 1. Students do not have to wait until they are accepted into a program to apply. It is recommended students find more information and apply on-line: <http://osap.gov.on.ca>.

OTHER ALGONQUIN COLLEGE SUPPORT SERVICES

Many student services are available to help students succeed. Please click the link to see how support services can help: <https://www.algonquincollege.com/pembroke/all-student-supports/>

MORE INFORMATION

The information here reflects the most current at the time of publication. Modifications may be made prior to class start. For inquiries, contact the following at their extension below:

613-735-4700 or 1-800-565-4723

Peter Arbour, Program Co-ordinator	Ext 2738
Jamie Bramburger, Manager, Community and Student Affairs	Ext 2756
Emily Quenneville, Admissions/Registration	Ext 2811
Melissa Brasch, Fee Payments	Ext 2702