

**MEMO**

**Last updated** DATE: July 11, 2024

**TO:** Wildlife Dangerous Tree Assessors and Contractors  
**FROM:** University of Northern BC (UNBC)  
**TOPIC:** Process Change – Issuing Wildlife Dangerous Tree Assessor Certificate (WDTAC) Course Outcomes

As of September 1<sup>st</sup>, 2022, UNBC has been following this process for issuing WDTAC course outcomes, wallet cards and letters with course comments:

1. Upon grade processing, an email will be sent to each student indicating whether they passed or failed. For students who passed, their Certificate number and expiry date will be indicated in the email.
2. A minimum of three weeks from grade submission, wallet cards and letters will be mailed to the address provided by each student in the Student Information Form that will be completed for each course.
3. Should contractors/employers need certificate information, it will need to be shared by students with their contractor/employer. UNBC will not release course outcomes to anyone aside from a student directly.

This process change is being made to expedite grade processing and to comply with FIPPA.

Should you have any questions regarding this process change, please reach out to me directly.

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