

Registration Form

Wildlife Dangerous Tree Assessor Certificate

Student Information

LEGAL First Name	LEGAL Last Name	UNBC Student # (if applicable)	
Primary Telephone	Cell	Email Address	
Mailing Address			
City/Town		Province	Postal Code
Date of Birth (MM/DD/YYYY)			

Course Information

Which Module(s) are you registering in? Forest Harvesting & Silviculture Wildland Fire Safety Parks & Recreation	Course Date	Reason for Taking Course Recertification - Certification #: New Certification Government Issued ID Verification (Instructor use)
	Course Location	

Company Information - TO BE COMPLETED IF REGISTERING THROUGH EMPLOYER

Company or Provincial Ministry Name	Branch	Key Contact (First & Last Name)	
Key Contact's Telephone	Key Contact's Fax	Key Contact's Email Address	
Company's Mailing Address			
City/Town		Province	Postal Code

Payment

Course Fee(s)* Regular Fee: \$525.00 *Recertification Fee: \$480.00	Payment Method		
	Cash/Debit	Cheque	Credit Card (see below)
	Credit Card Number		Expiry Date (MM/YY)
Name on Credit Card		Signature	

***QUALIFICATION FOR RECERTIFICATION FEE:** Registrant must have successfully completed the same Wildlife Dangerous Tree module in the past.

REFUND POLICY: In the event that Continuing Studies cancels a Wildlife Dangerous Tree course due to low enrolment or other unforeseen circumstances, all registrants will automatically be issued a full refund in the manner of original payment, or by cheque if payment was made by cash or debit. If you withdraw from a course, you are required to notify Continuing Studies by telephone, email, fax or letter. Voice mail is not considered an adequate method of notification. Notification **MUST** be received up to and including 11 days prior to the course start date to qualify for a full refund, no financial penalty. For withdrawals after this time, 10 days prior to the course start date, a 100% financial penalty applies; a refund will **NOT** be issued.

Upon registration, participants must have the following prerequisites:

Three or more years of practical field experience in the area of forestry, resource management, parks management, wildland fire protection, arboriculture, geophysical exploration or a related field; and,

Grade 10 equivalency in reading, writing and arithmetic skills (including the ability to calculate percentages); and,

Ability to identify tree species native to BC; and,

Proven forestry measurement skills to determine tree diameter, height, lean, stem cross-section, and skill in distance measuring.

In addition to the above, for attending the Fire Module:

Persons must demonstrate that they have recent fire-line experience (at least 10 days over previous three years; OR

Persons must have a minimum five days of documented Dangerous Tree assessment experience (harvesting/silviculture, parks) in the previous calendar year.

Please note: You are required to check each course prerequisite that you meet, and then sign and date. This is your personal declaration that you meet the course prerequisites for this course. A false declaration or misrepresentation is fraudulent. Should you not meet the necessary course prerequisites, you will be denied certification.

We need to collect information from you:

UNBC Continuing Studies needs to collect information from you to:

1. Enroll you
2. Confirm sponsorship arrangements
3. Process your payment
4. Generate a class list for instructors
5. Ensure that grades and certificates are assigned to the correct student
6. Assist our partners in verifying certificate validity

We have permission to do this:

The University of Northern British Columbia collects, uses, shares, discloses, maintains and when applicable deletes and destroys Personal Information provided on this form according to the Freedom of Information and Protection of Privacy Act [RSBC 1996 c. 165].

How we will use and share your information:

Continuing Studies may disclose information regarding your course completion status to your sponsor, including your employer if you are sponsored through your job. This information would be shared via the identified mailing information in this form. Continuing Studies may need to share the information on this form with anyone repairing or maintaining electronic systems involved in this Continuing Studies course.

UNBC Continuing Studies is the training agency chosen to deliver the Wildlife Dangerous Tree Assessor courses on behalf of the Wildlife Dangerous Tree Committee of BC (WDTC). Under the terms of our agreement with the WDTC, Continuing Studies provides a list of current assessors upon request with the WDTC. Under the terms of this agreement UNBC also provides a list of current Fire assessors to BC Wildlife Services (BCWS), twice a year to support certificate verification. Personal information on this form will be shared confidentially with members of the WDTC. Certificate status may be confirmed upon request by contractors and employers for the purpose of confirming qualifications.

You have the right to revoke consent to the collection, use, retention, and disclosure of personal information at any time, but doing so will result in consequences including, but not limited to, forfeiting registration in the course.

How we will protect your information:

UNBC is obligated to protect your personal information and has various processes in place to ensure it is secure.

How long we will keep your information:

The Freedom of Information and Protection of Privacy Act allows us to keep your Personal Information for at least one year after collection and when its period of usefulness is over we will securely delete or destroy it. In the case of the Wildlife Dangerous Tree Assessor Certificate Program, hardcopy materials are kept for the life of the Certificate, which is four years, before being destroyed.

What to do if the information we have collected from you is incorrect, or you have questions?

Please contact UNBC Continuing Studies at: 250-960-5980 OR cstudies@unbc.ca

If you still have questions or concerns, please contact Privacy and Records Management at privacy@unbc.ca

By registering for this course, you indicate you have read, understand, and agree to the privacy statement.

You also understand that you have the option to ask questions about any part of this statement before registering.

Signature:

Date: