SUSTAINABLE FORESTRY INITIATIVE PENNSYLVANIA
SFI-01141

PENNSYLVANIA SFI® IMPLEMENTATION COMMITTEE INC.

Training Program Policy

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1. MISSION

1.1. The mission of the Pennsylvania (PA) Sustainable Forestry Initiative® (SFI®) Professional Timber Harvester Training Program is to provide an educational training system that promotes sustainable forest management, operational safety, regulatory compliance, skill improvement, professionalism, and profitability to meet the needs of the timber industry in Pennsylvania, Pennsylvania forest landowners, and Sustainable Forestry Initiative, Inc.

2. PENNSYLVANIA SFI IMPLEMENTATION COMMITTEE

2.1. The PA SFI Professional Timber Harvester Training Program is fully administered by the Pennsylvania SFI Implementation Committee (PA SIC). The PA SIC is responsible for oversight and review of course development, training program policy, and training program direction.

3. TRAINING PROGRAM PARTICIPANTS

3.1. The PA SFI Professional Timber Harvester Training Program is a voluntary education/recognition program geared towards professional timber harvesters operating in Pennsylvania; however, it is open to any individual interested in participating.

3.2. Training program participants that satisfy the requirements of this Training Program Policy and maintain a current training status as specified by this policy are recognized by the PA SIC as SFI Qualified Logging Professionals (SFI QLPs) in accordance with and as defined by the SFI Standards and Rules.

3.3. The PA SFI Professional Timber Harvester Training Program does not audit the work of those who participate in the program and therefore does not "certify" individuals who maintain a current training status. The PA SIC does not endorse the work of individual loggers or businesses but verifies that they have met the training standards described in the Training Program Policy. Participants who meet all requirements should refer to themselves as a SFI "Qualified Logging Professional / QLP" and avoid representing themselves as being “certified” through the program.

3.4. Training program participants are ultimately responsible for A) understanding and following the requirements of the Training Program Policy, B) ensuring that their training records are complete and accurate, and C) providing the PA SIC with their current contact information.

4. EXPECATIONS & ACCOUNTABILITY

4.1. As stated in the Mission, the Professional Timber Harvester Training Program aims to provide a program that results in training participants gaining applicable knowledge and skills related to safety and sustainable forest management. The PA SIC expects SFI QLPs (see 3.2) to follow and implement the skills and practices learned in the training program to the extent possible during their operations. Collectively, the PA SIC, SFI QLPs, and Pennsylvania’s forest products industry need to ensure the accountability of the training program.

As a result, the PA SIC will thoroughly investigate and address reports made about SFI QLPs through the PA SIC's Inconsistent Practices Program. If necessary, the PA SIC may act upon reports commensurate with the findings and may take actions such as requiring a SFI QLP to complete additional training or revoke training credits. For more information: www.sfiofpa.org/inconsistent

4.2. See also, Section 8 PA SIC Trainings.

5. CORE TRAINING

5.1. Core training is intended to provide a basic level of knowledge from which individuals will expand their professional development through continuing education. Once an individual has completed the Core training requirements, they will be considered a SFI Qualified Logging Professional. After completing each training course, they will receive a record that includes their training expiration date and a summary of all training completed. The PA SIC ensures that the PA SFI Professional Timber Harvester Training Program's Core training curriculum is in conformance with the criteria specified under SFI 2022 FM 13.2.1 and SFI 2022 FS 6.2.1 (see 6.1)

5.2. Core training consists of **Professional Timber Harvesting Essentials** (8 hours), **Game of Logging – Level 1** (8 hours), and proof of current **First Aid and CPR** certification. Prior to 01/01/2012 the Core training courses consisted of Environmental Logging (8 hours), Logging Safety (8 hours) and First Aid & CPR certification.

5.2.1. Game of Logging courses must be administered by a certified Game of Logging instructor, or someone approved by the PA SIC. Wildland Fire Chainsaws (NWGC S-212) and other similar trainings can be accepted as a substitute for Game of Logging – Level 1 at the SIC's discretion; however, Game of Logging – Level 1 must still be completed through a certified or PA SIC approved instructor before taking any higher levels of Game of Logging training. A completed task book must be submitted to the PA SIC office to receive credit for S-212 or a certificate of completion for approved equivalent training.

5.2.2. First Aid & CPR does not need to be taken through the PA SFI Professional Timber Harvester Training Program. However, training must be completed through an approved certification organization and include hands on practice in accordance with OSHA logging regulations [29CFR§1910.266 App.B]. Fully online training courses will not be accepted. Training certificates must be current at the time of submission.

5.3. Core training can be accomplished in any order, but all requirements must be completed within a 24-month (2 year) period. Once Core training has been completed, those classes cannot be counted towards a subsequent attempt to re-complete the Core training.

5.4. An individual will be considered a current SFI Qualified Logging Professional through December 31st of the year following the year their Core training was completed. (Example: Core training was completed during 2010 calendar year. Training status will expire after December 31, 2011, unless additional Continuing Education courses were completed. See 5.5). All cards expire after December 31st of the year listed on each card.

5.5. If an individual's training card date has expired for five (5) years or more, they will have to retake the Core training to reinstate their training card. If an individual's card has expired for less than five (5) years, they can bring their card up to date by completing a sufficient amount of continuing education credits (four hours per year).

5.6. Core training courses will be reviewed annually by the PA SIC to ensure the information presented is current and applicable.

6. CONTINUING EDUCATION

6.1. Continuing Education (CE) courses are intended to provide individuals with current training and information in specific subject areas. Training program participants should seek CE training opportunities that they feel will be most beneficial to them. After completing each training course, they will receive a record that includes their training expiration date and summary of all training completed. CE training is required to maintain a current training status. The PA SIC ensures that the PA SFI Professional Timber Harvester Training Program's approved CE course content and requirements are in conformance with SFI 2022 FM 13.2.2 and SFI 2022 FS 6.2.2 (see 6.2)

6.2. Each four (4) hours of approved CE training will count for one (1) year of CE credit and extend a training card expiration date by one (1) calendar year. Four (4) hours of training can be accumulated by attending four (4) one-hour qualified programs or any other combination of approved training hours that add up to a minimum of four (4) hours (see 5.7).

6.3. CE credits may only be accumulated to extend a training card expiration date up to a maximum of three (3) years beyond the "current" calendar year, regardless of the number of hours of training completed. The "current year" and three-year window is determined based on the date of course completion and not the date that courses are submitted for credit (i.e., a participant cannot delay the submission of a course to a later year so that the 3-year window is extended).

6.4. Professional Timber Harvesting Essentials and Game of Logging – Level 1 can count towards CE credit if the individual has not attended the training in the last five (5) years (see 5.6). No CE credit will be granted for First Aid and CPR.

6.5. CE credit received within 3 years prior to completion of the Core training requirements can be counted towards the training record expiration date (see 5.3). The three-year window is based on the date of course completion and not the date courses are submitted for credit.

6.6. CE credit will not be awarded for any class taken more than once in a 5-year period, unless significant changes have been made to the course curriculum, since the individual last attended the training. Annual CE Update Classes and Advanced Logger Rescue are excluded from this rule but can only be taken once per calendar year for credit. CE credit related to this five-year window is based on the dates of course completion and not the dates that courses were submitted for credit.

6.7. Credit may be awarded for training not sponsored by the PA SFI Professional Timber Harvester Training Program. These courses are still subject to the Core and CE requirements of this policy. An individual requesting to receive credit for training not sponsored by the PA SFI Professional Timber Harvester Training Program must submit an agenda for the session along with a completed copy of the "*Non-PA SFI Course Credit* Form" (www.sfiofpa.org/forms.php) to the PA SIC office to determine if the training is eligible for credit and how many credits will be awarded. If taking a course not sponsored by the PA SFI Professional Timber Harvester Training Program, the participant is responsible for submitting the training to the PA SIC. If the session is approved for credit, the individual must submit proof of attendance and a check made payable to "PA SIC" for $20 to cover administrative expenses and receive credit. A separate $20 fee is required for each individual course submitted. Preapproved training or credit requests made after attending a training session must be submitted within 1-year of the session's ending date.

6.7.1. In support of fire prevention programs identified within the Fire Resilience and Awareness Objective of the SFI 2022 Forest Management Standard, the PA SIC recognizes the training required to become a nationally qualified wildland firefighter for CE credit within this program (see 5.2.1).

National Wildfire Coordinating Group (NWCG)
- L-180 Human Factors in the Wildland Fire Service (4 hours / 1 year)
- S-190 Introduction to Wildland Fire Behavior (8 hours / 2 years)
- S-130 Firefighter Training (8 hours / 2 years)

FEMA National Incident Management System (NIMS)
ICS-100 Introduction to the Incident Command System (2 hours / 0.5 years)
IS-700 National Incident Management System, An Introduction (4 hours / 1 year)

Other wildland firefighter training courses will be reviewed for credit on a case-by-case basis.

CE credit could also be offered for attending the annual PA Prescribed Fire Council meeting.

6.8. For individuals who, at the time of assignment to active duty within any branch of the United States Military, have established a current trainings status, that status will be extended and protected throughout their entire active duty service period. It is the responsibility of the individual to notify the PA SIC of the time served on active duty so the appropriate adjustments can be made to their training records.

6.9. CE courses will be reviewed annually by the PA SIC to ensure the information presented is current and applicable.

7. APPROVED CONTENT

7.1. The SIC ensures that Core training addresses at least the following criteria in accordance with SFI 2022 FM 13.2.1 and SFI 2022 FS 6.2.1:

7.1.1. Awareness of sustainable forestry principles and SFI's work across four pillars: standards, conservation, community, and education.

7.1.2. Best Management Practices, including streamside management and road construction, maintenance, and retirement.

7.1.3. Awareness of responsibilities under the U.S. Endangered Species Act, Forest with Exceptional Conservation Value (critically imperiled and imperiled species and ecological communities), and other measures to protect biodiversity and wildlife habitat.

7.1.4. Logging safety.

7.1.5. U.S. Occupational Safety and Health Administration (OSHA) regulations, wage and hour rules, and other state and local employment laws.

7.1.6. Other topics identified by Certified Organizations and/or the PA SIC that improve qualified logging professional responsibilities in meeting the SFI 2022 Standards.

7.2. The SIC ensures that approved CE course content and requirements are in conformance with SFI 2022 FM 13.2.2 and SFI 2022 FS 6.2.2, and address one or more of the following topics:

7.2.1. Awareness of sustainable forestry principles and SFI's work across four pillars: standards, conservation, community, and education.

7.2.2. Best Management Practices, including streamside management and road construction, maintenance, and retirement.

7.2.3. Reforestation, invasive species management, forest resource conservation, aesthetics, and special sites.

7.2.4. Awareness of rare forested natural communities as identified by provincial or state agencies, or by credible organizations such as NatureServe and the Nature Conservancy.

7.2.5. Transportation issues

7.2.6. Business management.

7.2.7. Public policy and outreach

7.2.8. Awareness of emerging technologies

7.2.9. Logging safety

7.2.10. Other topics identified by Certified Organizations and/or the PA SIC that improve qualified logging professional responsibilities in meeting the SFI 2022 Standards.

8. PA SIC TRAININGS

8.1. Pre-registration and payment for all classes is required by the registration deadline.

8.2. Registration is on a first come, first served basis. A registrant's space in a course is not reserved until their registration fee is paid.

8.3. Registration fees are non-refundable and non-transferrable after the course registration deadline if the course is held and the registrant does not attend.

8.4. Courses may be canceled if a minimum number of students are not registered by the registration deadline.

8.5. Rude or disruptive behavior during a course will not be tolerated. Training instructors have the authority to ask participants to leave and deny course credit for those exhibiting rude or disruptive behavior. Registration fees will not be refunded to individuals removed from a course.

8.6. Requests for the PA SIC to organize training courses at the requester's convenience (e.g., a mill or logging crew requesting training for their employees or subcontractors at their location) will incur a $1,000 fee in addition to any regular per-person registration or materials fees, regardless of the requester's SIC support status. General training requests submitted to the SIC through the website (www.sfiofpa.org/request-training/) for the regular training blocks do not incur this fee but are not guaranteed to be accommodated.

9. TRAINING CARDS

9.1. Individuals who have completed a Core training course or have been awarded CE credit will be provided with a comprehensive training report which includes their training expiration date and a summary of all training completed. The report includes a card that can be cut out and carried with the individual, if they choose.

10. RECORDS

10.1. The PA SIC will be responsible for keeping records that verify the training status of all training participants.

10.2. A database showing each participant's unique training ID#, name, city, county, state, general occupation classification, training expiration date, total training hours, and a summary of courses completed is publicly available on the PA SIC website, www.sfiofpa.org/search. Individuals that do not want to have their information posted on the website must contact the PA SIC office.

10.3. While the PA SIC strives to maintain a current and accurate database of training participant records, individuals are ultimately responsible for ensuring that their training records are complete and accurate. Notify the PA SIC office of any record errors found as soon as possible.

11. RECIPROCITY

11.1. SIC approved training from other states may satisfy one or all of the Core training requirements or count as Continuing Education depending on course content, training dates, and completion of special requirements where necessary. If taking a course not hosted by the PA SFI Professional Timber Harvester Training Program, participants are responsible for submitting the training to the PA SIC (see 5.7). The individual will be required to submit a completed copy of the "*Non-PA SFI Course Credit Form*" (www.sfiofpa.org/forms.php), proof of their training record(s) from the other state, and a check for $20 made out to the "PA SIC" to cover administrative expenses. All Core and CE training from other states must comply with the requirements in this policy and any reciprocity agreements in place.

11.2. The PA SFI Professional Timber Harvester Training Program maintains partial reciprocity with the following neighboring SICs: New York and Maryland/Delaware. Refer to http://sfiofpa.org/page/training-reciprocity/ for additional details.