



Pennsylvania Sustainable Forestry Initiative[®] Implementation Committee Training Program Policy

Effective: 01/01/2012

Revised: 12/13/2019

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, skill improvement, 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; however, it is open to any individual interested in participating.
- 3.2. 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 should refer to themselves as a "Qualified Logging Professional" and avoid representing themselves as being "certified" through the program.
- 3.3. Training program participants that maintain a current training status as specified by the Training Program Policy are recognized by the PA SIC as SFI Qualified Logging Professionals in accordance with the SFI Standards and Rules.
- 3.4. Training program participants are ultimately responsible for 1) understanding and following the requirements of the Training Program Policy, 2) ensuring that their training records are complete and accurate, and 3) providing the PA SIC with their current contact information.

4. Core Training

- 4.1. 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

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course they will receive a record that includes their training expiration date and a summary of all training completed.

- 4.2. 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 and CPR certification.
 - 4.2.1. Game of Logging courses must be administered by a certified Game of Logging instructor or someone approved by the PA SIC. Wildland Fire Chainsaws (S-212) and other similar trainings can be accepted as a substitute for Game of Logging – Level 1; 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 certificate of completion must be submitted to the PA SIC office to receive credit for S-212 or approved equivalent training.
 - 4.2.2. 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.
- 4.3. Core training can be accomplished in any order, but all requirements must be completed within a 24 month (2 year) period.
- 4.4. 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.
- 4.5. If an individual's training card date has been 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 been 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).
- 4.6. Core training courses will be reviewed annually by the PA SIC to ensure the information presented is current and applicable.

5. Continuing Education

- 5.1. 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.
- 5.2. 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 training hours that add up to a minimum of four (4) hours (*see 5.7*).

- 5.3. 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. Training program participants with expiration dates extending beyond three (3) years as of 01/01/2012 will still be valid through their current date.
- 5.4. 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.
- 5.5. 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*).
- 5.6. 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 are excluded, but can only be taken once per calendar year.
- 5.7. 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*” (<http://www.sfiopa.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. Individuals can submit multiple approved trainings at the same time under a single \$20 administrative fee. Trainings being offered outside the program that have been preapproved for credit are advertised on the PA SIC website: <http://sfiopa.blogspot.com/>. Preapproved training or credit requests made after attending a training session must be submitted within 1-year of the session’s ending date.
- 5.8. 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.
- 5.9. CE courses will be reviewed annually by the PA SIC to ensure the information presented is current and applicable.

6. Approved Content

- 6.1. Training must address one or more of the following content areas, per the SFI Standards and Rules.
 - 6.1.1. Awareness of sustainable forestry principles and the SFI program
 - 6.1.2. Best management practices, including streamside management and road construction, maintenance and retirement
 - 6.1.3. Reforestation, invasive exotic plants and animals, forest resource conservation, aesthetics and special sites

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- 6.1.4. Awareness of responsibilities under the U.S. Endangered Species Act, the Canadian Species at Risk Act, and other measures to protect wildlife habitat (e.g., Forests with Exceptional Conservation Value)
- 6.1.5. Awareness of rare forested natural communities as identified by provincial or state agencies, or by credible organizations such as NatureServe, The Nature Conservancy, etc.
- 6.1.6. Logging safety
- 6.1.7. U.S. Occupational Safety and Health Administration (OSHA) and Canadian Centre for Occupational Health and Safety (CCOHS) regulations, wage and hour rules, and other provincial, state and local employment laws
- 6.1.8. Transportation issues
- 6.1.9. Business management
- 6.1.10. Awareness of emerging technologies

7. PA SIC Trainings

- 7.1. Pre-registration and payment for all classes is required by the registration deadline.
- 7.2. 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.
- 7.3. Registration fees are non-refundable and non-transferrable after the course registration deadline if the course is held and the registrant does not attend.
- 7.4. Courses may be canceled if a minimum number of students are not registered by the registration deadline.
- 7.5. 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 due to rude or disruptive behavior.

8. Training Cards

- 8.1. 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 will include a training card that can be cut out and carried with the individual, if they choose.

9. Records

- 9.1. The PA SIC will be responsible for keeping records that verify the training status of all training participants.
- 9.2. A database showing each participant's 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.sfiopa.org/search. Individuals that do not want to have their information posted on the website must contact the PA SIC office.

- 9.3. 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.

10. Reciprocity

- 10.1. 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” (<http://www.sfiopa.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.
- 10.2. The PA SFI Professional Timber Harvester Training Program maintains partial reciprocity with the following neighboring SICs: New York and Maryland/Delaware. Refer to <http://sfiopa.org/page/training-reciprocity/> for additional details.