CONNECTICUT FOREST PRACTITIONER ANNUAL REPORT
INSTRUCTIONS

SUPERVISING FOREST PRODUCTS HARVESTER

All Certified Forest Practitioners (Foresters, Supervising Forest Products Harvesters and Forest Products Harvesters) are required by law to submit an annual report of their forest practice activities as a requirement of certification **prior to June 1st of each year**. ***Failure to submit an annual report could result in the denial or loss of certification.***

The annual report is a summary of all the forest practices in which the practitioner has participated for the past twelve months. The twelve-month *reporting period* begins May 1st and ends on April 30th of the following year. ***Only forest practices conducted within the State of Connecticut during the designated period should be reported!***

The reports should be mailed to: Division of Forestry, 79 Elm Street, Hartford, CT 06106

Practitioner information:

It is very important that the requested practitioner information be complete and accurate. Changes in a mailing or residence address should be reported, using the address space provided on the annual report form. Periodically, important information will be mailed to forest practitioners regarding certification or regulations. It is in your best interests to notify the Department of any changes to your address as soon as they occur.

General Guidelines for Reporting:

Jobs Extending Into More Than One Reporting Period:
Often, a harvest may begin in one reporting period and not be completed until a following period. You should report your harvests based only on the date when harvesting actually began. Report the entire volume and acreage of the job and do not split volumes or acreages between two reporting periods.
No Harvesting in One or More Types of Harvest:
Do not leave blanks! If you had no harvests of a particular type during the reporting period, enter a zero.
No Harvests to Report:
You must file an annual report even if you have no harvests to report. There is other information you must report, such as continuing education credits received.
Who Reports a Harvest:
When two or more certified forest practitioners are involved in the same harvest, *only the practitioner who purchased the job* from the landowner should enter the information into their annual report. By law, a person who purchases such jobs must be certified as a Forester or Supervising Forest Products Harvester.
Certified for Only a Portion of the Reporting Period:
Complete the annual report form even if you have only been certified for part of the reporting period. Use the best available information to complete the form.
Have a Question?
If you have a question as to how or what you should report, contact the Division of Forestry at 860-424-3630.
How the Reported Information Will Be Used:
The information tabulated from the annual reports will be used to monitor the overall health and condition of Connecticut's forest and forest industry. This information will provide important data on forest resource issues, will aid efforts to educate the public about the benefits of forest resource management, and will be an important tool in promoting Connecticut's forest products and forest products industry.

Commercial Forest Product Harvest Operations:

a. Record the total number of woodlots on which *you purchased* standing trees, whether for sawtimber, firewood, biomass, etc.
b. For the woodlots on which you purchased standing trees, report the total number of **acres** you harvested.
c. For the total number of acres you harvested, report the percentage of that acreage by the type of the timber harvest conducted. The five general types of timber harvests are described below. Although there may be other types of timber harvests which are not listed, **use only the 5 types listed**, selecting the types which your harvests most closely resemble.

Conversion to non forest land - A harvest designed to accommodate a long-term change in land use from forest uses to agriculture, residential housing, industrial development, commercial development, etc.

Selection Harvest - A harvest applied to unevenage stands or to stands composed of shade tolerant species in order to either maintain an unevenaged forest or to create an unevenaged stand.

Regeneration Harvest - A harvest designed to remove a third to a half of the canopy, leaving an open residual stand of desirable trees, (as in a "shelterwood"), thereby creating conditions suitable for regeneration to become established or for emerging regeneration to properly develop.

Intermediate Harvest - A harvest designed to accelerate growth or to prolong an acceptable rate of growth on a residual stand. Trees remaining after the harvest are of desirable form, health and species and are expected to be maintained throughout the length of a planned rotation. Trees harvested are usually of undesirable form, health or species.

Final Harvest - A harvest designed to provide established regeneration with full sunlight. The harvest usually occurs several years after a successful shelterwood harvest, when acceptable regeneration has been fully established. This type of harvest is also known as an overstory removal and may appear similar to a clearcut.

Other - Other types of harvests include diameter limit cuts, salvage harvests following storms or insect/disease infestations with high mortality; and sanitation harvests to remove particular species or groups of trees presenting forest health hazards.

d.1. For each species listed, report the combined board foot volume of all sawtimber, veneer, poles and pilings harvested. Use only board feet. Do not use any other unit of measure. If desired, the Division of Forestry can provide you with a practical and reasonable conversion factor to use.

d.2. Roundwood (cordwood, posts, biomass, sawdust or chips) harvested should be reported separately from the products reported in d.1., above, and should be reported in either tons or cords. Make sure you indicate which measure you have used. Do not report roundwood by species, but only whether it is hardwood or softwood. Do not report tree bark as a part of the roundwood category.

Only the Division of Forestry's annual report form, or a clear copy, will be accepted.

CONNECTICUT FOREST PRACTITIONER ANNUAL REPORT
PART 1 OF 2

SUPERVISING FOREST PRODUCTS HARVESTER ANNUAL REPORT FORM

For Forest Practice Activities Conducted During The Period Circle Correct Period Below:
5/07 - 4/30/08 5/08 - 4/30/09 5/09 - 4/30/10 5/10 - 04/30/11

I. Practitioner Information:

Name: _____ Certification No: _____
Mailing Address: _____ Business Tel: _____

_____

Should your mailing address change at any time, notify us as soon as possible so you will continue to receive training and other information.

II. Activities Summary: *NOTE: Report only those forest practices you worked on within the State of Connecticut during the designated reporting period!*

Commercial Forest Product Harvest Operations

a. Total number of commercial forest products harvest operations *purchased:* _____

b. Total number of acres covered by commercial forest products harvest operations *purchased:* _____

c. Acreage breakdown of commercial forest product harvest operations:
Of the total number of commercial forest products harvest operations purchased, estimate the percent (%) of acres harvested in each of the below categories. Use the definitions found in the instructions.

Conversion to non forestland: _____% Intermediate cuts: _____%

Selection cuts: _____% Final Harvests: _____%

Regeneration cuts: _____% Other (Specify): _____%

_____
_____

d. Volume breakdown of commercial forest product harvests:

1. Sawtimber, veneer, poles and pilings purchased for harvest in Connecticut. (In board feet)

White & Chestnut Oak: _____BF Red, Black & Scarlet Oak: _____BF
Ash: _____BF Birch: _____BF
Beech: _____BF Maple: _____BF
Other Hardwoods: _____BF
Red Pine: _____BF White Pine: _____BF
Hemlock: _____BF Other Softwood: _____BF

2. Cordwood, posts, or biomass purchased for harvest in Connecticut. (Specify cords or tons)

Softwood: _____❒ cds ❒ tons Hardwood: _____❒ cds ❒ tons

(OVER)

SUPERVISING FOREST PRODUCTS HARVESTER ANNUAL REPORT FORM

III. Continuing Education Summary:

Supervising Forest Products Harvesters must submit 4 Continuing Education Units (CEU's) each two-year period of their certification for a total of 8 units over the duration of their current certification. Failure to do so will result in the revocation of their certification or denial of their renewal application.

Proof of attendance to an educational event approved by CT DEP's Division of Forestry must be submitted in order to receive CEU's. The only proof accepted by the Division of Forestry is an original Certificate of Completion from the course or workshop sponsor that contains the following information:

The title of the course or workshop
The date it was taken
The name and certification number of the attending practitioner
An original signature from a representative of the course or workshop sponsor

Certificates of Completion should be attached to the Annual Report being submitted. As a future option, practitioners are encouraged to submit the Certificate of Completion immediately upon completing the course or workshop. Please mail course certificates to the attention of the Forest Practices Act Program, Division of Forestry, 79 Elm Street, Hartford, CT 06106.

It is the responsibility of the practitioner to obtain a Certificate of Completion from the course or workshop sponsor and submit it to CT DEP's Division of Forestry. The Division of Forestry staff will not obtain and submit this information for you.

Note that all educational events must be evaluated and awarded CEU's by the CT DEP's Division of Forestry before CEU's are granted. For events that have already been awarded CEU's, you only need to submit the Certificate of Completion as proof of attendance. For events that have not been awarded CEU's, you must submit proof of attendance AND a **copy of the event's program or agenda**. The agenda must include the program title, date held, length of the program in hours, the instructors name, the program sponsor, and identify a contact person.