

MARYLAND DEPARTMENT OF NATURAL RESOURCES FOREST SERVICE

Operation Order 2014-402

Annapolis, Maryland

To: All personnel

Effective: February 5, 2014

Tree Expert Licensing Procedures

This order supersedes all existing state or regional operations orders and procedures pertaining to Tree Expert Licensing dated prior to February 5, 2014, including Operations Order 2003-402.

Objective

This order establishes the procedures, which will be followed by state personnel and by prospective and existing licensees related to Tree Expert Licensing.

License Acquisition

Individuals wishing to obtain a Tree Expert license must:

- Meet the criteria established in Maryland Annotated Code, Natural Resources Article § 5-418 (“§ 5-418”), including:
 - o Registration and qualification for the tree expert exam
 - Registration consists of:
 - Completion of an Application for Tree Expert License; and;
 - Payment of exam fee (\$30.00)
 - Submitting the above to MD DNR no later than 5 working days prior to the scheduled exam date.
 - Qualification consists of:
 - Being at least 18 years of age;
 - o Completion of two years of approved college education in forestry, arboriculture, horticulture, applied agricultural sciences, or the equivalent education and a minimum of one year’s experience with a licensed tree expert in Maryland or with an acceptable tree expert company in another state, or;
 - o For at least three years immediately preceding the date of application been engaged continuously in practice as a tree expert with a licensed tree expert in Maryland or with an acceptable tree expert company in another state.
 - Determination of approved college education will be as

- determined by the Supervisor, Urban & Community Forestry.
- Determination of acceptable equivalent education will be:
 - College credits earned in a total amount equivalent to those that would be earned during two years of full time enrollment, in subjects related to the fields noted above as approved by the Supervisor, Urban & Community Forestry.
 - Qualification of acceptable experience with a tree expert company in another state will be:
 - Working under a licensee in a state whose requirements are analogous to the Maryland Tree Expert license in regards to the following:
 - Requires passage of an exam that is determined by the Supervisor, Urban & Community Forestry, to be equivalent to the Maryland Licensed Tree Expert exam;
 - Requires annual renewal that is current at the time of application for the Maryland Tree Expert exam.
 - Taking and passing the tree expert examination
 - The Department shall administer the examination at least once per year.
 - A candidate who has passed the examination in all but one of the subjects given may be reexamined in that subject only at any subsequent examination held. Registration and payment of the \$20.00 retake fee are required.
 - If the candidate passes that subject, the candidate is considered to have passed the examination.
 - If a candidate passes less than nine of the domains in any sitting, the applicant will be required to retest rather than retake; all previous scores will be discarded and the applicant must sit for all 10 domains and begin the process anew. Registration and payment of the \$30.00 exam fee are required.
 - A minimum passing score of 70% is required for each domain
 - Submission of proof of insurance
 - Every applicant shall carry and submit proof of valid liability and property damage insurance in the amount and type required by the Department at the time the license was issued.

The Department will issue the license within 30 days of receipt of the final item of the complete application requirements, including:

- Registration for the exam
- Qualification for the exam
- Passage of the exam
- Submission of proof of valid and adequate insurance

It is the responsibility of the licensee to:

- Notify the Department immediately of any change of address or other contact information;
- Provide the Department immediately with a copy of any changes or renewals in insurance policies or coverage.

License Renewal

Individuals wishing to renew a Tree Expert License must, in accordance with Maryland Annotated Code, Natural Resources Article §§ 5-418-19), by January 1st:

- Submit an application for renewal to the Department;
- Pay the renewal fee; and
- Provide proof of valid insurance in the amount and type required by the Department.

In addition, after September 1, 2017, individuals wishing to renew a Tree Expert License must also complete the professional development curriculum as describe in regulations.

The Department will attempt to issue renewal applications to all individuals that were licensed during the current calendar year by October of each year.

No checks for Tree Expert License renewals will be accepted unless accompanied by a valid certificate of insurance in the amount and type required by the Department. The Department will process and issue the license within 60 days of receipt of the complete renewal application that includes the items listed above.

Lapse of License

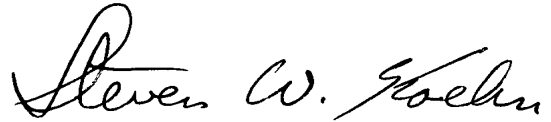
Individuals that experience a lapse of license by failing to renew their license by the last date of February of the year following the last year of licensure, and who wish to be licensed, must reapply for licensure. This includes taking and passing the current version of the Tree Expert Licensing exam.

If, at any time during a licensing period, a licensee experiences a lapse in insurance coverage, the Department may take action to suspend or revoke that license for lack of adequate insurance. It is the responsibility of licensee to provide the Department with copies of current, valid certificates of insurance.

Communication with Licensees Related to Program Issues:

The Department will communicate with licensees via newsletter regarding:

- Changes or updates in industry standards, such as ANSI A300 and ANSI Z133.1;
- Changes or updates in law, policy, or procedure related to Tree Expert Licensing; and
- Other pertinent matters.

A handwritten signature in black ink that reads "Steven W. Koehn". The signature is written in a cursive style with a large initial 'S'.

Steven W. Koehn, Director / State Forester