



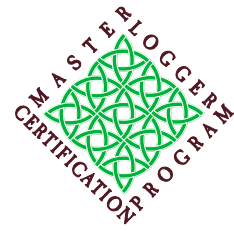
**The Trust to Conserve Northeast Forestlands**

110 Sewall St. ~ PO Box 1036

Augusta, ME 04332

Tel- (207) 688-8195

Fax- (207) 688-8197



Dear Master Logger Applicant,

I thank you for your interest in the Northeast Master Logger Certification Program (NEMLC). The Board of Directors of the Trust to Conserve Northeast Forestlands has worked with the region's loggers over fifteen years to build the world's first third-party certification system for logging companies. We have supported a credible program that is providing increased recognition in the marketplace for Master Logger companies. This increased recognition has led to more demand for certification and costs for maintaining the integrity of the program.

A fee of \$3,800.00 per company for the Master Logger certification process is normally charged in two installments: \$800.00 to begin the process with the company interview, and \$3,000.00 for the field verification and completion of the process. At the completion of the interview the company has the option of withdrawing from the process or paying the second installment to complete the process. Please be aware that payment of the fee is not a guarantee that your company will achieve Master Logger certification. **Because our program has received grants to assist logging companies with 50% of the enrollment costs, the first installment is \$400 and the second installment will be only \$1500!** Once certified, companies are required to pay an annual fee. Presently this fee is \$300.00 for companies as sole proprietor/non-partnership, \$500.00 for companies with 1-2 employees (in addition to yourself and including partnerships) and \$700.00 for companies with 3 or more employees (in addition to yourself). This fee will be due in January each year. These annual fees fund the random audits, recertification, Rainforest Alliance certificate maintenance, and program services for each NEMLC company.

We accept applications year round and typically schedule the interviews and field audits beginning in late winter, early spring. The process can continue through the summer and autumn months with field verifications and document write-ups and review. The entire certification process can take 3 to 6 months to complete.

To begin the process, please complete and return the enclosed Enrollment and Company Data Sheet with the first installment payment of \$400.00. If you have any questions, please contact our office at 688-8195 or my cell at 532-8721. We look forward to working with you.

Sincerely,

Ted Wright  
Executive Director, The Trust to Conserve Northeast Forestlands

## ML Enrollment and Company Data Sheet

Company Name:

Company Type (circle one in each) Sole Proprietor or Contractor  
Conventional, Mechanical or Both

Company Owner:

Company Contact:

Company Address:

Phone: (Home)

Phone: (Office)

Phone: (cell)

Fax:

E-mail:

Please return form and first installment (\$400) to: Trust to Conserve Northeast Forestlands, PO Box 1036, Augusta, ME 04332 - **There are scholarships for additional funding to cover the cost of enrollment.**

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Office Use Only

Company Code: \_\_\_\_\_

First Installment Payment Received \_\_\_\_\_

Letter acknowledging successful interview and continuance of process \_\_\_\_\_

Second Installment Payment Received \_\_\_\_\_

## ***Readiness Checklist***

We want to make the application process as easy as possible for you. This checklist and the attached documents should help you to prepare for the initial interview and field verifications that will be conducted to determine whether you qualify for certification as a Northeast Master Logger.

To prepare for the interview, please collect the following information:

### **Basic Company Data**

- ✓ Number of Employees
- ✓ Equipment Used
- ✓ History of past work sites and employers, three professional references
- ✓ List of markets that you supply
- ✓ Description of employee training, supervision and conditions of employment, including safety and equipment use training
- ✓ Professional affiliations and partnerships
- ✓ List of recent workshops and other forms of training you have attended

The Northeast Master Logger Certification Program looks to recognize the advanced practices that you exhibit in the natural resources harvesting industry. We will ask you to demonstrate your commitment to the following nine NEMLC Goals:

1. Superior harvest operations planning
2. Protections of water quality
3. Maintenance of soil productivity
4. Improvement of forest ecosystems
5. Management of forest aesthetics
6. Attention to workplace safety, with clear regulatory compliance
7. Commitment to continuous improvement, including the application of recent forest research and emerging technologies, up-to-date training and accurate documentation, as well as an “above-and-beyond” approach
8. Ensuring business viability by active participation in many levels of the industry, and
9. Upholding Certificate Integrity

For more information, please review the detailed descriptions of the program goals, interview questions and field verification assessments that are included in this folder.

**Trust to Conserve Northeast Forestlands**  
**Fee Structure for Northeast Master Logger Certification**

<b>New Member Enrollment Fee</b>	
Master Logger Certification fee: <del>\$3,800</del>	<b>Fee with sponsorship from the Professional Logging Contractors of Maine (PLC): \$1,900</b>
<b>Existing Member Annual Fee</b>	
sole proprietor/non-partnership	\$300.00
1 - 2 employees in addition to self, including partnerships	\$500.00
3 or more employees in addition to self	\$700.00

**250.00** with PLC membership

**400.00** with PLC membership

**600.00** with PLC membership

NEMLC members are responsible for the Annual Membership fee. Fees cover the administrative costs of certification and other services identified in this program. The membership fee is payable to the Trust to Conserve Northeast Forestlands. TCNEF reserves the right to raise fees if necessary.



**THE TRUST TO CONSERVE NORTHEAST FORESTLANDS**  
**NORTHEAST MASTER LOGGER CERTIFICATION PROGRAM**

**CONTACT INFORMATION**

**The Trust to Conserve Northeast Forestlands**

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[www.tcnf.org](http://www.tcnf.org)  
[www.masterloggercertification.com](http://www.masterloggercertification.com)

<b>Staff Member</b>	<b>Title</b>	<b>Phone</b>	<b>E-Mail</b>	<b>Purpose</b>
Ted Wright	Executive Director	207-688-8195	executivedirector@tcnf.org	For all inquiries and issues related to Master Logger Certification, FSC Group Forest Management Certificate, and Chain of Custody Certificate
Jessica Clark	Member Services	207-688-8195	jessica@maineloggers.com	Back-up support and troubleshooting

