CTMI At-A-Glance:

What is CTMI? An advanced training course for employees from Alaska, Idaho, Oregon, and Washington cities who have tree related responsibilities.

When and Where Is it Held? There are five CTMI 2012 sessions, three of which are online. Participants must be able to attend all sessions in order to be accepted into CTMI.

Session I - March 6-7, 2012
Vancouver, WA

Session II - March 19 - April 27, 2012
Online

Session III - May 14 - June 22, 2012
Online

Session IV - September 3 - October 12, 2012
Online

Session V - October 22-24, 2012
Portland, OR

How Much Does it Cost? The fee for CTMI 2012 is $250, which includes all course materials, food costs for Session I, and both food and lodging costs for Session V.

Who Should Attend? Any local government employee interested in improving the quality of life in their city, keeping their public safe, and reaping the economic, environmental and social benefits that city trees can provide.

WHO IS MINDING YOUR COMMUNITY’S TREES?

Who manages tree issues in your city? Who determines if a street or park tree is hazardous and needs to be removed, or hires someone to evaluate it? Who talks with downtown business owners about the fact that shoppers pay more for goods purchased in business districts with trees than those without? Some cities have a city forester or city arborist position, but in many cities, particularly smaller ones, there is someone in the Parks, Planning, or Public Works Department who is the designated “tree person” or “tree manager”. It is for this city employee that the Community Tree Management Institute (or CTMI for short) has been developed.

Or what if your city isn’t dealing with its tree issues? Take a look around your city for a moment. What is it that makes your city a livable place? What is it that makes residents want to live there, or businesses want to relocate there? Chances are, one of the contributing reasons is that your city is a nice place to live and work due to the presence of trees in your city. Though we often take them for granted, the trees in our cities provide a wide variety of benefits to us. The presence of trees increase property values, and provide many environmental services like clean air and storm water control. In short, the trees in your city are an asset that needs to be managed properly. Without proper management, trees can become a liability for a city. It is for cities with issues like these that CTMI has been developed.

The CTMI is an advanced continuing educational curriculum offered every few years, specifically tailored to the needs of municipal parks, planning, or public works employees who have tree related responsibilities in their city. This year-long course is an intensive training experience covering the technical, managerial, and administrative aspects of managing trees in cities. This training is appropriate for anyone who coordinates community forestry issues, reviews tree plans, issues permits, or inspects trees in your city. Since 1994, over 100 people have completed this course.

The CTMI is one of most innovative and cost-effective training sessions in the Pacific Northwest, and it is now being copied in other states. Inside this brochure you will find more information about how your city can send a representative to be part of the CTMI class of 2012.
**Qualifying To Be A Part of CTMI**

Participants in previous CTMI courses have come from the ranks of city planners, park management staff, public works employees, tree board staff, horticulturalists, and other similar job classifications. Some CTMI participants spend $10\%$ of their jobs working with trees, and some spend $100\%$. The purpose of the CTMI is to provide participants with the necessary or additional education, leadership focus, and skills to carry out tree-related responsibilities in a more efficient and effective manner. The CTMI is an intensive training opportunity, so your personal commitment, your supervisor’s approval, and your city’s support are critical. The CTMI is an innovative and interactive course that will contribute to your professional development as well as your city’s urban forestry efforts.

**CTMI 2012 Instructional Staff**

The instructors for CTMI 2012 will include experienced urban forestry professionals from the Washington Department of Natural Resources and the Oregon Department of Forestry. They will be joined by past CTMI graduates, and urban forestry professionals from the public and private sectors.

**CTMI 2012 Registration Fees**

The cost per participant for the 2012 Community Tree Management Institute is $250.00. Since this fee is already significantly subsidized through the support of the USDA Forest Service, no scholarships are available. This fee covers the following:

- Tuition for the course, including all course materials, and curriculum expenses
- Food and lodging costs (double occupancy) at the conference center facilities for Sessions V,
- Food and refreshment costs, room rentals, and local transportation costs for Sessions I and V.

Participants are responsible for their own travel costs to and from the session locations, and any additional lodging related to Session 1 and 3. Participants are responsible for their own online access.

**The 2012 CTMI Course Schedule**

The 2012 Community Tree Management Institute consists of pre-institute readings and electronic discussions, and four sessions spread throughout the year. Participants must attend all five sessions and complete a community project in order to fulfill the requirements of the course. Sessions I and V are on-site sessions, and Sessions II, III, and IV are online sessions. The online sessions may be completed from any computer. Each online session consists of six individual modules and includes lectures, videos, website visits, readings, a discussion board, and a weekly live chat with instructors and participants.

Session I will be held on March 6-7, 2012 at the Water Resources Education Center in Vancouver, WA. At this session, you’ll get to know other participants and instructors, gain an overview of the CTMI course, receive a tutorial on how to participate in the online sessions, and dive into some of the important aspects of successful urban forestry programs.

Session II will be an online session with six weekly sessions from March 19 - April 27, 2012. This session will explore Building a Successful Urban Forestry Program.

Session III will be an online session with six weekly sessions from May 14 - June 22, 2012. The topic of this session will be Elements of Successful Urban Forestry Programs.

Session IV will be an online session with six weekly sessions from September 3 - October 12, 2012. This session will cover Technical Foundations of Successful Urban Forestry Programs.

Session V will be held on October 22-24, 2012 at the Menucha Retreat Center in Corbett, OR. The theme of this concluding session is Advancing Your Urban Forestry Program, and it will explore partnerships, leadership, communications, and urban forestry program sustainability.

Upon completing all sessions of the Community Tree Management Institute, each participant will receive a Certificate of Completion, a notebook of resource materials, and an extensive network of professional contacts. ISA Certified Arborists may also obtain up to 15 recertification credits from attending the CTMI.
**The CTMI Curriculum**

The Community Tree Management Institute is offered only every few years, and the course content is revised and updated each time to reflect current trends and needs in urban forestry. Local and national urban forestry professionals are called upon to help define the Institute’s core curriculum. Upon acceptance into the Institute, each participant will define specific urban forestry-related needs so that the course structure can be further honed to meet those needs. The following themes and subjects are illustrative of the curriculum that will be a part of CTMI 2012:

◊ Principles of Urban Forestry Program Leadership
  • Improving community livability through trees
  • Sustainability and green infrastructure

◊ Elements of Successful Urban Forestry Programs
  • Writing and administering tree ordinances
  • Community forestry strategic planning
  • Tree inventories and management plans
  • Community Involvement

◊ Technical Foundations of Healthy Urban Forests
  • Arboricultural principles
  • Tree risk management policy and legal issues
  • Hazard tree evaluation

◊ Addressing Contemporary Urban Forestry Issues
  • Protecting trees during construction
  • Trees and infrastructure conflicts

◊ Partnerships that Advance Urban Forestry Programs
  • Working cooperatively with volunteers
  • Organizational dynamics and effectiveness

◊ Sustaining a Successful Urban Forestry Program
  • Communicating the costs & benefits of trees
  • Solving community problems with trees

Each CTMI participant will also complete one out-of-class urban forestry project specifically tailored to their community’s needs.

Come to the CTMI prepared to be challenged. This training was the first of its kind in the US. The CTMI strives to offer a variety of learning opportunities such as lectures, “hands-on” learning, small group exercises, large group discussions, and informal networking. You won’t just be sitting in a classroom (or in front of a computer) listening to lectures.

Talk to someone who has completed one of the previous CTMI sessions in 1994, 1996, 2000, 2003, 2005, 2007 or 2009. Chances are, they still use their resource notebooks, they stay in contact with fellow CTMI graduates, and they still apply what they learned during their CTMI experience. Their city’s urban forest is healthier, too.

**What Past Participants Say About the Community Tree Management Institute:**

"The CTMI provided me with an arsenal of tools, resources and contacts that has greatly improved my ability to manage the City’s urban forest”

— Chris Neamtu, Planner, City of Wilsonville, OR.

“Since communities are relying on their trees for more than aesthetic beauty, things like improving air quality, assisting in stormwater management, reducing the heat island effects, it is important to have knowledgeable staff to deal with these issues. CTMI can provide the knowledge. I still use the CTMI notebook as a resource”

— Rob Crouch, Urban Forester, City of Portland, OR.

“CTMI was one of the best training experiences I have ever had. It addressed urban forestry in a very comprehensive manner, in a logical sequence. I only wish that I could have received this type of training much earlier in my career.”

— Alan Haywood, Horticulturist, City of Issaquah, WA.

“The networking was wonderful. There was more reference material than I could cover in a year. The organization of the material and the range of professional and experienced presentations set me up for program development for years to come.”

— Robbin Pearce, Conservation Analyst, City of Ashland, OR.

“I was fairly "green" to Urban Forestry and this training equipped me with the necessary skills and resources to pursue a comprehensive program. The classroom lectures, field trips, and real world workshops really made this a rewarding and memorable experience. I’ve made some great connections and friends through CTMI. I would highly recommend this training.”

— Jennifer Shiu, Engineering Associate, City of Tacoma, WA

**How To Apply for CTMI 2012**

To apply for a slot in the 2012 CTMI, complete the application form on the next page. DO NOT SEND THE APPLICATION FEE WITH YOUR APPLICATION. Successful applicants will be notified by payment instructions and additional registration information after the January 31, 2012 deadline. Space may be limited; apply today.

**Questions?**

Questions about the 2012 Community Tree Management Institute should be directed to Paul Ries, Urban and Community Program Manager, Oregon Department of Forestry - (503) 945-7391 email (pries@odf.state.or.us), or to Sarah Foster, Urban and Community Forestry Program Manager, Washington DNR, (800) 523-8733, email (sarah.foster@dnr.wa.gov).
2012 COMMUNITY TREE MANAGEMENT INSTITUTE APPLICATION FORM

TO APPLY FOR THE 2012 CTMI, PLEASE COMPLETE THIS FORM. DO NOT SEND THE APPLICATION FEE WITH THIS FORM. IF YOU ARE ACCEPTED INTO THE 2012 CLASS, YOU WILL RECEIVE AN INVOICE AND INSTRUCTIONS.

Name __________________________________________ Title _____________________________________
Department ____________________________________ City _____________________________________
Address __________________________________________________________________________________
Phone _____________________ Fax ______________________  Email ___________________________

What percentage of your duties are spent dealing with tree issues? ________________________________

What is your city’s population? ____________ Does your city have a tree ordinance? □ Yes □ No

List your college degree if any, and in what field _______________________________________________

Are you an ISA Certified Arborist? □ Yes □ No □ In Progress

Years of experience in Community Forestry _____________ Years in Current Position _____________

Other community forestry training or arboriculture workshops you have attended ___________________
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________________________________________________________
________________________________________________________

What do you hope to learn from your CTMI experience? _________________________________________
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Application deadline for the 2012 Community Tree Management Institute is January 31, 2012.
Return this form to: Urban Community Forestry Assistance Program,
Oregon Department of Forestry, 2600 State Street, Salem, OR 97310