The Wildlife Society
PROGRAM FOR CERTIFICATION OF PROFESSIONAL WILDLIFE BIOLOGISTS
(Valid through 31 December 2015)

The Wildlife Society, a nonprofit, scientific and educational organization devoted to stewardship and enlightened appreciation of wildlife and its environments, is committed to the premise that these objectives can be achieved best with the guidance of well-educated, experienced, and dedicated wildlife biologists. The Wildlife Society has sought to promote and strengthen professional standards in all activities devoted to wildlife resources. To this end, the Society has developed a professional certification program designed to evaluate the education and professional experience of wildlife biologists.

A professional wildlife biologist is a person with demonstrated expertise in the art and science of applying the principles of ecology to the sound stewardship and management of the wildlife resource and its environment. An applicant for professional certification who demonstrates this expertise through education and experience and is judged to be able to represent the profession as an ethical practitioner will be designated as a Certified Wildlife Biologist.

Many professional disciplines have contributed to the creation of today’s wildlife biologist, and certification requirements need to encompass the full breadth of the wildlife field. However, it is vital that those criteria distinguish a wildlife biologist from professionals in other fields, including those disciplines that have a stake in wildlife resources. Some natural resource professionals do not meet the criteria for certification as wildlifers, but this fact does not diminish their important contributions.

Strict application of rigidly defined criteria would be detrimental to the continuing evolution of the wildlife biologist profession. The certification requirements are structured to demonstrate the special expertise required to practice as a wildlife professional. If an applicant does not meet the specified minimum requirements, a Certification Review Board (CRB), composed of highly qualified wildlife biologists, must determine whether the applicant’s education, experience, and professional contributions satisfy the intent of the established minimum requirements.

The program for certification of wildlife biologists is a service provided by The Wildlife Society for its members, as well as nonmembers and the public, who may desire a peer evaluation statement. Certification constitutes recognition by The Wildlife Society that, to its best knowledge, an applicant meets the minimum educational, experience, and ethical standards adopted by the Society for professional wildlife biologists. Certification does not constitute a guarantee that the applicant meets a certain standard of competence or possesses certain knowledge.

The Wildlife Society has established the following objectives, rules, and procedures for certification and the administration of the program. The Society will maintain, annually update, and disseminate a registry of Certified Wildlife Biologists. An appropriate schedule of fees ensures that the program is financially self-sustaining. Certification applications are available at http://www.wildlife.org/
I – OBJECTIVES

The primary objective of The Wildlife Society certification program is to provide public and private clients and employers more positive access to professional advice in matters concerning wildlife resources. Specific goals include:

- To guide biologists, governmental agencies, courts, and the public in defining minimum standards of education and experience for professional wildlife biologists, and to encourage all practicing wildlife biologists to meet such standards.

- To create and maintain public confidence in the advice and opinions of Certified Wildlife Biologists as well educated and experienced professionals who have pledged to uphold the Code of Ethics and the Standards for Professional Conduct of The Wildlife Society and to act in the best interest of wildlife resources and the public.

- To assist the public in evaluating wildlife biologists by establishing a procedure for critical peer evaluation based upon defined minimum educational, experience, and ethical requirements.

II - CERTIFICATION CATEGORIES

Application for certification may be made in one of two categories:

Certified Wildlife Biologist (CWB)--Persons who have completed acceptable educational and experience requirements.

Associate Wildlife Biologist (AWB)--A preliminary step designed for persons who have completed the educational requirements, but not the experience requirements.

III - REQUIREMENTS FOR ELIGIBILITY

A. Education

The educational requirements were approved initially by The Wildlife Society membership. Subsequent educational requirements were approved by the Council of The Wildlife Society.

The Council shall review the educational requirements at least once every five (5) years and may revise the requirements as necessary. Once certified, wildlife biologists currently are not required to conform to changes in educational requirements resulting from future revisions.

All applicants for Certified Wildlife Biologist must renew their certification every 5 years by completing a minimum of 80 hours of Organized Activities (Category I) in The Wildlife Society’s Professional Development Program.

It is the applicant's responsibility to provide full documentation of education. Each applicant must submit original or certified transcripts documenting completion of the educational requirements.

All courses must be taken for credit and passed (i.e., D or better or a "Pass" in the case of pass-fail). When course titles do not describe content, a written description or course syllabus must be provided. In addition, applicants must provide catalog or own word course description wherever specified and as needed to demonstrate content relevant to the requirement category.

Applicants who do not clearly meet the stated minimum educational requirements, but believe they satisfy their intent, must submit detailed documentation of comparable qualifications. For continuing education or professional experience to substitute for educational requirements, the
applicant must have at least one college or university course (at least 3 semester hours
documented on a college transcript) in that educational category. This experience must be
detailed in the application in the same fields as a college course. To meet requirements, applicants
may split and distribute credits in a course with broad coverage to two (2) categories where
course content is appropriate; for example, 4 credit hours in general biology may be used to
satisfy up to 2 credit hours in zoological courses and up to 2 credit hours in botany. Similarly, 4
credit hours in general genetics may be used to satisfy up to 2 credit hours in zoological courses
and up to 2 credit hours in botany.

The smallest unit of credit that may be distributed is one semester hour and applicants must
provide documentation supporting the credit distribution for each course that is split. Full course
credits cannot be listed or counted in more than one category.

College credits taken outside the United States often vary from the American system. Canadian
and other non-U.S. applicants must organize and present course titles, credits, and contents in the
format listed below to facilitate evaluation. When the educational program differs considerably
from the American system, applicants must present a detailed description of courses taken and the
credits obtained. Wildlife graduates and scientists from all countries are invited to apply for
certification. High School A.P. classes will be accepted provided the applicant validates the
course either through college transcripts or A.P. test score of 4 or 5.

Applicants must have completed a course of study in a college or university leading to a Bachelor
of Science, or Bachelor of Arts, or equivalent, or higher degree, and should have the following, or
equivalent, course work (see paragraphs 2, 3, and 4 on Page 1) listed below:

1. Biological Sciences: Thirty-six (36) semester hours* in biological sciences are required
and must include courses in the following subcategories (Note: the sum of hours required
in subcategories a-e is 33; the remaining 3 hours may be in any of these five subject areas):

   a. Wildlife Management: Courses emphasizing the principles and practices of
      wildlife management. **Course descriptions, immediately following course
listing, are required** and should demonstrate training in understanding and
manipulating habitat relationships and population dynamics in the context of
objectives and influences established by human concerns and activities.
Conservation biology courses count if they contain a specific focus on
management and decision making (6 hours).

   a. Wildlife Biology: Courses in the biology and behavior of birds, mammals,
      reptiles, or amphibians. **Course descriptions, immediately following course
listing, are required.** Courses should demonstrate training in understanding the biology of wildlife species and their habitat relationships
as the basis for management and must include at least one course dealing
solely with the science of mammalogy, ornithology, and/or herpetology (this
course must be taken at a college/university and cannot be substituted by
another course or experience). A course that combines mammalogy,
ornithology, or herpetology will meet the “ology” requirement in this
category. Ichthyology, marine biology (except courses focusing on marine
mammals or reptiles), microbiology, entomology, or related courses will not
count in this category, but will qualify in the Zoology category (6 hours).

   b. Ecology: Courses in general plant or animal ecology (excludes human
ecology). **Course descriptions, immediately following course listing, are
required** (3 hours).
c. Zoology: Courses in the taxonomy, biology, behavior, physiology, anatomy, and natural history of vertebrates and invertebrates. **Course descriptions, immediately following course listing, are required.** Courses in genetics, nutrition, physiology, disease, and other biology or general zoology courses are accepted. Ichthyology or fisheries biology courses are accepted (9 hours).

d. Botany: Courses in general botany, plant genetics, plant morphology, plant physiology, or plant taxonomy (9 hours). **Course descriptions, immediately following course listing, are required.** One of the following courses – dendrology, silvics, or silviculture are accepted. **At least one course must be primarily concerned with plant taxonomy or identification** (this course must be taken at a college/university and cannot be substituted by another course or experience).

2. Physical Sciences: Nine (9) semester hours in physical sciences such as chemistry, physics, geology, or soils, with at least two disciplines represented.

3. Quantitative Sciences: Nine (9) semester hours in quantitative sciences that must include:
   a. Basic Statistics: A course in basic statistics (3 hours). **Course description, immediately following course listing, is required.**
   
   b. Quantitative Sciences: Courses in calculus, biometry, advanced algebra, systems analysis, mathematical modeling, sampling, computer science, or other quantitative science. **Course descriptions, immediately following course listing, are required.** Elementary algebra, introductory algebra, algebra, introductory GIS, and introductory personal computing courses do not count in this category (6 hours).

4. Humanities and Social Sciences: Nine (9) semester hours in humanities and social sciences, such as economics, sociology, psychology, political science, government, history, literature, or foreign language.

5. Communications: Twelve (12) semester hours in courses designed to improve communication skills such as English composition, technical writing, journalism, public speaking, or use of mass media. **Course descriptions, immediately following course listing, are required.** A maximum of three (3) semester hours each will be allowed for a completed Master's thesis and Ph.D. dissertation. Courses in literature interpretation, foreign languages, classes requiring a term paper, class projects, and seminars in non-communication courses will not count toward this category.

6. Policy, Administration, and Law: Six (6) semester hours in courses that demonstrate significant content or focus on natural resource policy and/or administration, wildlife or environmental law, or natural resource/land use planning will apply; as will courses that document contributions to the understanding of social, political and ethical decisions for wildlife or natural resource management. **Course descriptions, immediately following course listing, are required.** Up to three (3) semester hours in classes dealing with human dimension issues may count in this category depending on course content. Conservation Biology courses that effectively integrate legal and policy aspects of conservation planning will count toward this category. Courses that are tools supporting professional practice, e.g., Landsat, GIS techniques, or more general courses such as environmental science, resource management, law enforcement, criminology, political science, and introductory survey courses in conservation will not apply.
Credit Hours. The educational requirements are expressed in semester hours. One semester hour usually reflects one lecture hour or 3 laboratory hours of instruction per week for a 16-week term. One quarter hour normally equals 0.67 semester hours. Applicants for certification who attended educational institutions that grant credits in different units must convert their credits to semester hours according to definitions above. For example, in many Canadian universities a one-credit course meets 3 hours per week for 2 terms and thus equals 6 semester hours. The Certification Board recognizes that the minimum number of credit hours may not be met exactly in some cases because of differing credits awarded to the same subject at different institutions and/or because of uneven conversions from quarter hours to semester hours.

Professional experience may be used to satisfy the educational requirements where specific deficiencies exist. Examples may include published papers or a completed thesis to meet course requirements in English composition or technical writing. Also, documentation of demonstrated professional competence through experience may meet the requirements for such courses as botany, resource policy, administration, land use planning, or public speaking. When using professional experience to substitute for a college course, make sure at least one college course is in that category already and any other specific category requirements are met. The same fields of the application must be filled out whether inserting a college course or professional experience.

Such documentation should be supported by attaching a letter of reference from a professional wildlife biologist. In many cases candidates would be best served by attaching a written explanation of why they feel that their formal and continuing education course work and work experience, taken as a whole, qualify them to be certified as a wildlife biologist. In unusual cases a special examination may be required. The form, content, and administration of such an examination shall be at the discretion of the CRB and shall be conducted without discrimination. The CRB shall evaluate the examination and shall determine, in its sole discretion, to grant or deny certification.

B. Experience
In addition to the educational requirements, the Certified Wildlife Biologist must have a minimum of five (5) years of professional experience gained within the ten (10) years prior to applying for certification.

Potentially relevant experience begins following completion of the education requirements which usually coincides with the conferral of the first wildlife-oriented degree at a baccalaureate or higher level. Information regarding pre-degree experience is of interest and value to document the applicant's "intent" to pursue a career as a wildlife biologist; however, it is not creditable for experience as a "practicing professional wildlife biologist."

Professional experience must demonstrate the application of current biological knowledge to problems and programs dealing directly with the wildlife resource (administration, education, research, or management) as a significant portion of job responsibilities. Professional experience provides demonstrated expertise in making decisions in the application of ecology to stewardship and management of the wildlife resource and its environment.

Technician-level work, such as data collection, surveys, and habitat manipulation conducted under existing protocol or under the specific direction of another, is not considered professional-level experience. Identification of professional-level experience will require careful evaluation of each application. Therefore, it is the applicant's responsibility to fully document (not just submit a bulleted list) for each experience the percentage of time devoted specifically to activities of a professional wildlife biologist.
Time spent obtaining advanced academic degrees apply toward professional experience subject to the following guidelines:

1. Experience credit normally will be given only upon completion of a degree judged by the CRB as relevant to the wildlife profession. An abstract or research summary for each advanced degree must be provided by the applicant and accompany the application so the CRB may determine the nature of professional wildlife work.

2. A maximum of one (1) year's credit for a Master's degree, a maximum of two (2) year's credit for the Ph.D., and a maximum of three (3) year's credit for a Master's and a Ph.D.

3. When time intervals for education and employment overlap, a detailed explanation must be provided. Professional experience credit can simultaneously be granted for a job and advanced degree provided the job is independent of the degree.

Time credited as experience for practicing professional wildlife biologists is based upon the following guidelines:

1. Partial credit may be granted for experience gained in positions peripheral to wildlife such as forester, range conservationist, soil conservationist, naturalist, environmental specialist, and consultant when a significant portion of the job responsibilities are those expected of a professional wildlife biologist, based upon the following:
   a. Applicant's estimate of percent of time devoted specifically to professional wildlife work. (Full-time positions are defined as 40 hours/week.)
   b. The smallest component of creditable time is one (1) month.
   c. Description of specific duties, responsibilities, and accomplishments as a professional wildlife biologist. A "general job description" will not be acceptable.
   d. Working on two (2) or more jobs at the same time does not result in double credit.

2. Experience credit will not be granted for positions such as high school biology teachers, park managers, fisheries biologists, or field or laboratory technicians.

   Experience credit also will not be granted for wetland delineation work unless it specifically addresses wildlife management.

3. Up to 12 months of volunteer experience will be credited toward the 5 year experience requirement provided that the position constitutes professional wildlife duties described in this section and is supported by a letter from the supervisor.

4. Experience must be gained within the ten (10) years prior to the date the application is signed.

Certification as an Associate Wildlife Biologist (AWB) is available to an applicant who meets the educational requirements, but not the experience requirements. AWB status may be retained for a maximum of ten (10) years before application for certification as a Certified Wildlife Biologist is required. AWB certification will terminate on the tenth anniversary of the date such certification was conferred.
C. Ethical Requirements
All applicants must pledge to uphold and conduct their activities in accordance with the Code of Ethics and the Standards for Professional Conduct as prescribed by The Wildlife Society.

In the event any applicant has engaged in past activity or conduct that the CRB determines violates a provision of the Code of Ethics or Standards for Professional Conduct, or has a criminal record, the CRB shall request The Wildlife Society Council to thoroughly investigate such activity, conduct, or criminal record to determine whether such past activity, conduct, or record shows either a propensity on the part of the applicant to act contrary to the provisions of the Code of Ethics and Standard for Professional Conduct, or a likelihood that such person will act contrary to said Code and Standards in the future, and thereby constitutes grounds for denying certification.

IV - ETHICS AND PROFESSIONAL CONDUCT FOR WILDLIFE BIOLOGISTS
Associate and Certified Wildlife Biologists shall conduct their activities in accordance with the Code of Ethics and the Standards for Professional Conduct as prescribed by The Wildlife Society outlined below.

A. Code of Ethics
Associate and Certified Wildlife Biologists have a responsibility for contributing to an understanding of mankind's proper relationship with natural resources, and in particular for determining the role of wildlife in satisfying human needs. Certified individuals will strive to meet this obligation through the following professional goals: They will subscribe to the highest standards of integrity and conduct.

They will recognize research and scientific management of wildlife and their environments as primary goals. They will disseminate information to promote understanding of, and appreciation for, values of wildlife and their habitats. They will strive to increase knowledge and skills to advance the practice of wildlife management.

They will promote competence in the field of wildlife management by supporting high standards of education, employment, and performance. They will encourage the use of sound biological information in management decisions. They will support fair and uniform standards of employment and treatment of those professionally engaged in the practice of wildlife management.

B. Standards for Professional Conduct
The following tenets express the intent of the Code of Ethics as prescribed by The Wildlife Society and traditional norms for professional service.

Wildlife biologists shall at all times:

1. Recognize and inform prospective clients or employers of their prime responsibility to the public interest, conservation of the wildlife resource, and the environment. They shall act with the authority of professional judgment, and avoid actions or omissions that may compromise these broad responsibilities. They shall respect the competence, judgment, and authority of the professional community.

2. Avoid performing professional services for any client or employer when such service is judged to be contrary to the Code of Ethics or Standards for Professional Conduct or detrimental to the well-being of the wildlife resource and its environment.

3. Provide maximum possible effort in the best interest of each client/employer accepted, regardless of the degree of remuneration. They shall be mindful of their responsibility to
society, and seek to meet the needs of the disadvantaged for advice in wildlife-related matters. They should studiously avoid discrimination in any form, or the abuse of professional authority for personal satisfaction.

4. Accept employment to perform professional services only in areas of their own competence, and consistent with the Code of Ethics and Standards for Professional Conduct described herein. They shall seek to refer clients or employers to other natural resource professionals when the expertise of such professionals shall best serve the interests of the public, wildlife, and the client/employer. They shall cooperate fully with other professionals in the best interest of the wildlife resource.

5. Maintain a confidential professional-client/employer relationship except when specifically authorized by the client/employer or required by due process of law or this Code of Ethics and Standards to disclose pertinent information. They shall not use such confidence to their personal advantage or to the advantage of other parties, nor shall they permit personal interests or other client/employer relationships to interfere with their professional judgment.

6. Refrain from advertising in a self-laudatory manner, beyond statements intended to inform prospective clients/employers of qualifications, or in a manner detrimental to fellow professionals and the wildlife resource.

7. Refuse compensation or rewards of any kind intended to influence their professional judgment or advice. They shall not permit a person who recommends or employs them, directly or indirectly, to regulate their professional judgment. They shall not accept compensation for the same professional services from any source other than the client/employer without the prior consent of all the clients or employers involved.

   Similarly, they shall not offer a reward of any kind or promise of service in order to secure a recommendation, a client, or preferential treatment from public officials.

8. Uphold the dignity and integrity of the wildlife profession. They shall endeavor to avoid even the suspicion of dishonesty, fraud, deceit, misrepresentation, or unprofessional demeanor.

V - CERTIFICATION REVIEW BOARD

A Certification Review Board (CRB) shall be comprised of at least five (5) members, chosen to provide equitable representation of The Wildlife Society sections and professional disciplines.

The Board shall determine eligibility of applicants, by majority vote if necessary, and shall have the authority to confer certification as an Associate or Certified Wildlife Biologist.

Members of the CRB will be appointed or reappointed by the Council of The Wildlife Society for three-year terms. Appointments will be made in successive years to ensure continuity of standards. CRB members normally shall be ineligible for reappointment after two (2) consecutive full terms, except under unusual circumstances when a third term is needed to maintain Board continuity.

Individuals appointed to the Board must exemplify high standards of professional judgment, competence, and integrity, and shall be Certified Wildlife Biologists. The Council shall strive to achieve a balance in the Board's membership which equitably represents the private and public
employment, educational, management, research, and international components of the Society's membership. Appointments shall take effect 1 October. Council shall fill vacancies immediately for unexpired terms. Appointees to fill vacant terms will be from Sections of The Wildlife Society and/or from professional disciplines currently not represented on the Board.

Certification normally will be confirmed or denied within four (4) months from the date a complete application is received unless the Board advises the applicant that additional time is needed for review.

An applicant who is denied certification shall be notified in writing by the chairman of the CRB, which notice shall set forth the reasons for denial, and the applicant shall be reimbursed 25 percent of the application fee. Unsuccessful applicants may reapply six (6) months after the filing of their previous application.

VI - SCHEDULE OF FEES

Certification is a service extended to qualified wildlife biologists. However, the certification procedure was developed and is administered by The Wildlife Society. Members of the Society subsidize this effort with their volunteer efforts to maintain a viable scientific and educational organization. Nonmembers contribute nothing in this regard; therefore, there is a differential fee for certification.

The fee structure for certification is:

<table>
<thead>
<tr>
<th>Certification</th>
<th>Current TWS Member</th>
<th>Nonmember</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Wildlife Biologist</td>
<td>$155</td>
<td>$525</td>
</tr>
<tr>
<td>Associate Wildlife Biologist</td>
<td>$115</td>
<td>$325</td>
</tr>
<tr>
<td>(meeting fee incentive requirements)</td>
<td>$95</td>
<td>$275</td>
</tr>
</tbody>
</table>

fee incentive requirements:

1. application within six (6) months after graduation with (conferral of) a bachelor's degree that fulfills the certification education requirements,

2. application within six (6) months after the time the degree and certification education requirements have been completed, although the degree has not been conferred (a confirming letter is required from an appropriate academic official),

3. application after the bachelor's degree has been awarded but within six (6) months after specific course work requirements for Associate Wildlife Biologist certification have been completed,

4. application during a period of continuous student status in pursuit of an advanced degree beyond a baccalaureate that fulfills the certification educational requirements, and/or

5. application within six (6) months after graduation with the graduate degree or completion of the graduate degree program, although the degree has not been conferred (a confirming letter is required from an appropriate academic official).

\[1 \text{ While application for certification is open to members and nonmembers, membership in the Society is required for any approved certificate to be valid.}\]
An Associate Wildlife Biologist may apply for certification as a Certified Wildlife Biologist within the 10-year limit by submitting a fee equal to the difference between the current CWB fee and the AWB fee previously paid. However, no refund will be made to the applicant if the initial AWB fee paid exceeded the CWB fee in effect at the time of application for certification as a CWB.

Fees shall be reviewed periodically and set by the Council of The Wildlife Society at levels sufficient to sustain the program.

VII – APPLICATION PROCEDURE

The applicant may apply using the Microsoft Word application found at www.wildlife.org/certification/program. The applicant selects which application type to apply for and fills out the application in that certificate's required sections. After filling out all required fields, the applicant will select payment type (credit card or check) and submit their application. Application materials along with check payments may be mailed to The Wildlife Society, Certification Program, 5410 Grosvenor Lane, Suite 200, Bethesda, MD 20814. If paying by credit card, please call The Wildlife Society office at 301-897-9770 to process payment for certification.

Applications must be filled out entirely where required, be accompanied by all transcripts when applicable, and be paid in full. Applicants may attach their transcripts and any other documents they feel help their application. However, if the transcripts are not e-confirmed transcripts, then the official transcript must be mailed to The Wildlife Society, Certification Program, 5410 Grosvenor Lane, Suite 200, Bethesda, MD 20814.

Should applicants encounter any questions, they are encouraged to contact The Wildlife Society’s certification program manager at katie.edwards@wildlife.org or 301-897-9770 X 303.

VIII - APPEALS OF CERTIFICATION DENIAL

An appeals process is available to any applicant who feels a denial by the Certification Review Board was discriminatory or arbitrary and capricious. Any applicant may appeal the decision of the CRB by submitting a written appeal to the Council of The Wildlife Society (5410 Grosvenor Lane, Suite 200, Bethesda, MD 20814-2144) documenting the charges. The Board of Inquiry of The Wildlife Society shall investigate, review its findings with the CRB, and submit a recommendation to the Council. The Council shall decide the final disposition, and so inform the applicant by written notice.

Appeals must be made within one (1) year from the date of denial. Only information on education and experience previously submitted to the CRB will be subject to review by the Board of Inquiry. Submission of new information or additional documentation may invalidate an appeal and require the applicant to file a new application for certification. Therefore, it is incumbent on applicants to fully and completely document their education and experience in their original applications.

IX - VIOLATIONS OF PROFESSIONAL STANDARDS

Censure and suspension or revocation of certification for violation of the Code of Ethics or Standards for Professional Conduct as prescribed by The Wildlife Society is a serious matter that reflects unfavorably on the entire profession. Considerable effort must be expended to ensure equitable treatment of all concerned.
The Wildlife Society assumes no liability for charges of misconduct filed by or against an Associate or Certified Wildlife Biologist and the Society provides no financial or legal assistance to either the person(s) bringing a charge of misconduct or the individual charged with misconduct. The following procedure below is to be followed unless changed by TWS membership bylaws.

A. A charge of misconduct against an Associate or Certified Wildlife Biologist (hereafter referred to as a certified wildlife biologist) may be filed by transmitting to the Board of Inquiry of The Wildlife Society (5410 Grosvenor Lane, Bethesda, MD 20814-2144) a sealed statement of the charge. Such statement shall be accompanied by an affidavit of the complainant setting forth the allegations on which the charge is based, including dates, and the specific conduct involved. The Chairman of the Board of Inquiry shall transmit copies of the charge, affidavit, and supporting documentation to the CRB. The CRB shall review the charge and, within ten (10) days from receipt of the charge, report to the Board of Inquiry its opinion as to whether the charge should be further investigated. The Board of Inquiry shall determine, within twenty (20) days from receipt of the charge, whether an investigation of the charge will be made.

B. If the Board of Inquiry determines that an investigation of the charge should be made, the Chairman of the Board of Inquiry shall notify the certified wildlife biologist of the specific charges filed by forwarding to him/her copies of the charge, affidavit, and all supporting documentation and request him/her to file a written answer with the Board of Inquiry within thirty (30) days. Upon receiving the written answer of the accused certified wildlife biologist, the Chairman shall forward copies of the answer and any supporting documents to the person who filed the charge and request him/her to file a response within thirty (30) days. Upon receipt of a written response from the person filing the charge, the Board of Inquiry shall deliberate and within thirty (30) days from receipt of said response either dismiss the charge or issue a complaint against the accused certified wildlife biologist detailing the charge.

C. If the Board of Inquiry shall issue a complaint, copies shall be sent by certified mail to the certified wildlife biologist and the person who filed the charge. Copies also shall be sent to the President of The Wildlife Society, the President of the Section where the certified wildlife biologist resides, and the Executive Director of The Wildlife Society.

D. Within twenty (20) days of receipt of the complaint, the certified wildlife biologist shall file an answer to the Board of Inquiry. Each allegation in the complaint shall be admitted or denied in the answer. If an allegation is denied, the answer also may include a statement of the certified wildlife biologist's account of the occurrence or circumstances. If the certified wildlife biologist fails to timely answer the complaint, the allegations shall be deemed admitted, unless the certified wildlife biologist shows extenuating circumstances warranting an extension of time. A copy of the answer shall be forwarded by the Board of Inquiry by certified mail to the person filing the charge.

E. If the certified wildlife biologist's answer denies the allegations and charge in the complaint, the Board of Inquiry, upon thirty (30) days written notice to the person filing the charge and to the certified wildlife biologist, shall hold a hearing at which time the person filing the charge and the certified wildlife biologist may testify and present witnesses to testify and document evidence for consideration by the Board of Inquiry. The person filing the charge and the certified wildlife biologist shall have the right to cross-examine and to be represented by attorneys. After the hearing, the Board of Inquiry shall review the evidence and find the Certified Wildlife Biologist guilty as charged or dismiss the complaint within sixty (60) days. The Board of Inquiry will send written notice of its decision and any disciplinary action to be taken by certified mail to the
person filing the charge, the President of The Wildlife Society, the President of the Section where the certified wildlife biologist resides, and the Executive Director of The Wildlife Society. In the event the charge of complaint is dismissed at any stage of these procedures, the certified wildlife biologist may request public disclosure of the dismissed charges and/or removal of all statements and procedural correspondence dealing with the charges and their deliberation from the files of The Wildlife Society. All such documents are to be returned to their respective origins.

F. The certified wildlife biologist shall have the right to appeal the decision of the Board of Inquiry to the Council of The Wildlife Society by filing a written notice of appeal with the Council (5410 Grosvenor Lane, Bethesda, MD 20814-2144) within thirty (30) days from the date of the decision of the Board of Inquiry. The Council shall mail a copy of the notice of appeal to the Board of Inquiry and the person who filed the charge. The Board of Inquiry shall deliver to the Council, within ten (10) days from receipt of the notice of appeal, other evidence submitted to it by the person filing the charge and copies of the answer, documentation, transcript of witnesses’ testimony, if any, and any other evidence or memoranda submitted to it by the certified wildlife biologist.

G. The certified wildlife biologist shall file with the Council of The Wildlife Society a memorandum in support of his/her appeal within thirty (30) days from the date he/she filed the notice of appeal. The Council shall forward a copy of the memorandum filed by the certified wildlife biologist to the person filing the charge. The latter may, but is not required to, file a memorandum in opposition to the appeal within thirty (30) days from the date the memorandum of the certified wildlife biologist was mailed to him/her. Upon receipt of the response filed by the person who filed the charge, the Council of The Wildlife Society shall mail a copy to the certified wildlife biologist who shall have twenty (20) days to answer the response from the date it was mailed to him/her. The Council, in its discretion, upon fifteen (15) days written notice, after all memoranda have been filed or time for filing has expired, may hold a hearing at which time the certified wildlife biologist and the person filing the charge, or their counsel, may present oral argument to the Council.

H. The Council within sixty (60) days after the time to file all memoranda has expired, or within sixty (60) days after the presentation of oral argument, whichever shall last occur, shall issue a decision affirming or reversing the decision of the Board of Inquiry and shall mail by certified letter a copy of its decision to the Board of Inquiry, the person filing the charge, and the certified wildlife biologist. If the decision of the Council is to deny the appeal and affirm the decision of the Board of Inquiry, the Council also shall set forth in its written decision the disciplinary action to be taken.

I. The disciplinary action that may be taken by the Board of Inquiry or the Council against a certified biologist who has been found by the Board or the Council to demonstrate consistent incompetence and/or be in violation of provisions of the Code of Ethics or the Standards for Professional Conduct of The Wildlife Society shall be censure, suspension of certification for a specified time, or permanent revocation of certification.

Certification Changes *

During the summer of 2009, a new bylaws change was approved by The Wildlife Society membership. Membership in the Society is now required for all current AWB and CWB certificates to remain valid. Nonpayment of Society membership fees will invalidate an approved AWB or a CWB certificate. Payment of Society membership fees will revalidate an approved AWB or a CWB certificate.
On 1 January 2000 a new certification requirement went into effect. Applicants after 31 December 1999 are required to complete the professional development/certification renewal requirements every 5 years to maintain their certification. Applicants before 31 December are not required (but are encouraged) to periodically complete certification renewal.

Certification Renewal requires the completion of a minimum of 80 contact hours of organized activities (seminars, symposia, short courses, distant learning courses, workshops, training sessions, technical sessions at professional meetings, and regular college courses) during a 5-year period. These organized activities can be in wildlife, related natural resource areas such as forestry or range management, or in other professionally enriching areas.

Specifically, here is how the change affects applicants:

Anyone who applied for certification as a CERTIFIED WILDLIFE BIOLOGIST by 31 December 1999 (and is approved) will not be required, but encouraged, to apply for certification renewal on a voluntary basis.

Anyone who applied for certification as a CERTIFIED WILDLIFE BIOLOGIST by 31 December 1999 (and was approved) will not be required, but encouraged, to apply for certification renewal on a voluntary basis.

Anyone who applies for certification as a CERTIFIED WILDLIFE BIOLOGIST after 31 December 1999 must complete the Professional Development program and apply for certification renewal every 5 years to maintain certification.

Anyone who applied for certification as an ASSOCIATE WILDLIFE BIOLOGIST by 31 December 1999 (and was approved) will have up to 10 years to upgrade to Certified Wildlife Biologist status AND then will be encouraged, but not required, to apply for recertification on a voluntary basis.

Anyone who applies for certification as an ASSOCIATE WILDLIFE BIOLOGIST after 31 December 1999 will have up to 10 years to upgrade to Certified Wildlife Biologist status and then must complete the Professional Development program and apply for certification renewal every 5 years to maintain certification.

* TWS reserves the right to make changes in the certification program at anytime.
APPLICATION FOR CERTIFICATION OF PROFESSIONAL WILDLIFE BIOLOGISTS
Valid Thru December 31, 2015

INSTRUCTIONS: Application must be typed and submitted in English. Submit signed application and appropriate fee payable to: The Wildlife Society, 5410 Grosvenor Lane, Suite 200, Bethesda, MD 20814-2144, USA. It is the applicant’s responsibility to provide full documentation of education and professional-level experience as a wildlife biologist. Applications must be accompanied by completed transcripts with evidence of conferral of degrees. (See pages 12 and 13 for detailed instructions).

NOTE: Before completing this application, please carefully read the Program for Certification of Professional Wildlife Biologists, valid thru December 31, 2013, and the information on pages 12 and 13 of this application. No application can be processed until a complete application and all supportive materials have been received by The Wildlife Society.

NAME BIRTHDATE

(Last)    (First)    (Middle)    (Month/Day/Year)

ADDRESS* E-MAIL

(P. O. Box or Street)

(City)    (State/Province)    (Postal Code)    (Country)

This address is: Home [ ] Work [ ]

TELEPHONE NUMBER Home ( ) Business ( )

APPLICATION FOR

Certified Wildlife Biologist [ ]

Associate Wildlife Biologist [ ]

Certified Wildlife Biologist previously certified as an Associate Wildlife Biologist [ ]

Have you ever applied for certification as an AWB? YES [ ] NO [ ] or CWB? YES [ ] NO [ ] If so, when? ____________________________

MONTH/YEAR AWB STATUS CONFERRED (if applicable) ____________________________

Name as issued on AWB certificate (if applicable) ____________________________

I. COLLEGE/UNIVERSITY EDUCATION

A.

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<th>INSTITUTION(S)</th>
<th>DATES ATTENDED</th>
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*This address will be used for TWS communication, publications, and Certification Database (once conferred).
B. COMPLETED COURSES: List all courses in their proper category and where course titles do not describe content, provide a written description immediately below the course listing (do not attach). In addition, applicants should provide catalog or own word course description, immediately below the course listing (do not attach), wherever specified and as needed to demonstrate content relevant to the requirement category. See page 13, item B, for further information. Course credits may be divided, but not duplicated, among categories when a course covers material in more than one category. All courses must be taken for credit and passed (i.e., D or better or a "Pass" in the case of pass-fail). Please specify all course credits in semester hours (1.5 quarter hours = 1 semester hour). Please fully document any professional experience or non-traditional education to be substituted for educational deficiencies.

1. **Biological Sciences**: 36 semester hours are required.
   
   (Note: 33 credits in subcategories a-e, remaining 3 credits in any of the 5 subject areas)
   
   **a. Wildlife Management (min. 6 semester hours)** Courses emphasizing the principles and practices of wildlife management.
   
   i. **Course descriptions are required below (do not attach)**. Descriptions should demonstrate training in understanding and manipulating habitat relationships and population dynamics in the context of objectives and influences established by human concerns and activities. Conservation Biology courses count if they contain a specific focus on management and decision making.

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   **b. Wildlife Biology (min. 6 semester hours)** courses in the biology and behavior of birds, mammals, reptiles, or amphibians.

   i. **Course descriptions are required below (do not attach)**. Courses should demonstrate training in understanding the biology of wildlife species and their habitat relationships as the basis for management and must include at least one course dealing solely with the science of mammalogy, ornithology, and/or herpetology (this course must be taken at a college/university and cannot be substituted by another course or experience). Ichthyology, marine biology (except courses focusing on marine mammals or reptiles), microbiology, entomology, or related courses will not count in this category, but will qualify in the Zoology category.

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   **c. Ecology (min. 3 semester hours)** Courses in general plant or animal ecology (excludes human ecology)

   i. **Course descriptions are required below (do not attach)**.

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   **d. Other Relevant Courses**

   Courses in subjects such as genetics, behavior, wildlife ecology, and related fields.

   **Course descriptions are required below (do not attach)**. Courses should demonstrate training in understanding the principles and practices of wildlife management.

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d.  **Zoology (min. 9 semester hours)** Courses in the taxonomy, biology, behavior, physiology, anatomy, and natural history of vertebrates and invertebrates.

   i.  **Course descriptions are required below (do not attach).** Courses in genetics, nutrition, physiology, disease, and other biology or general zoology courses are accepted. Ichthyology or fisheries biology courses are accepted.

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e.  **Botany (min. 9 semester hours)** Courses in general botany, plant anatomy, plant genetics, plant morphology, plant taxonomy, plant physiology, and other botany courses.

   i.  **Course descriptions are required below (do not attach).** One of the following courses – dendrology, silvics, or silviculture are accepted. At least one course must be primarily concerned with plant taxonomy or identification (this course must be taken at a college/university and cannot be substituted by another course or experience).

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2.  **Physical Sciences (min. 9 semester hours)** Courses such as chemistry, physics, geology, or soils with at least two (2) disciplines represented.

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3. **Quantitative Sciences (min. 9 semester hours)**

   a. **Basic statistics (min. 3 semester hours)** Course(s) in basic statistics.

   i. **Course descriptions are required below (do not attach).**

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   b. **Quantitative Sciences (min. 6 semester hours)** Courses in calculus, biometry, advanced algebra, systems analysis, mathematical modeling, sampling, computer science, or other quantitative science. Elementary algebra, introductory algebra, algebra, introductory GIS, and introductory personal computing classes do not count in this category.

   i. **Course descriptions are required below (do not attach).**

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4. **Humanities and Social Sciences (min. 9 semester hours)** Courses such as economics, sociology, psychology, political science, government, history, literature, or foreign language.

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5. **Communications (min. 12 semester hours)** Courses designed to improve communication skills such as English composition, technical writing, journalism, public speaking, or use of mass media.
   a. **Course descriptions are required below (do not attach).** A maximum of three (3) semester hours each will be allowed for a completed Master's thesis and Ph.D. dissertation. Courses in literature interpretation, foreign languages, and classes requiring a term paper, class projects, and seminars in non-communication courses will not count toward this category.

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6. **Policy, Administration, and Law (min. 6 semester hours)** Courses that demonstrate significant content or focus on natural resource policy and/or administrations, wildlife or environmental law, or natural resource/land use planning will apply in addition to courses that document contributions to the understanding of social, political, and ethical decisions for wildlife and natural resources management.
   a. **Course descriptions are required below (do not attach).** Up to three (3) semester hours in classes dealing with human dimension issues may count in this category, depending on course content. Conservation Biology courses that effectively integrate legal and policy aspects of conservation planning will count toward this category. Courses that are tools supporting professional practice, e.g., Landsat, Introductory GIS techniques, or more general courses such as environmental science, resource management, law enforcement, criminology, political science, and introductory survey courses in conservation will not apply.

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C. THESIS and/or DISSERTATION TITLE(S) YEAR(S) and INSTITUTION(S): List all degrees earned and attach official transcripts showing conferral of each degree to enable the CRB to determine when professional wildlife work experience began. Attach copies of abstracts or research summary of thesis and/or dissertation so the CRB may determine if the work is relevant to the wildlife profession. Failure to provide this information will result in no experience credit being granted for advanced degrees.

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<th>Degree</th>
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II. EXPERIENCE: A minimum of five (5) years of full-time professional-level wildlife experience (see Program for Certification of Professional Wildlife Biologists Section III.B for further details regarding professional rather than technician-level experience), obtained within the last ten (10) years, is required. List your most recent employments first. Any employment that was less than full-time must be indicated. It is the responsibility of the applicant to provide complete up-to-date information. See page 12, Items B and D, for further information.

A. Present Position Title/Working Title:______________________________________________________________
   (Example: Senior Scientist/ Wildlife Resource Specialist)

1. Period in this position: FROM    TO
   Day Month Year  Day Month Year  Months

2. Does this position represent full-time (100%) duties devoted specifically to professional wildlife work? YES___ NO___
   If “NO”, what percentage of time was devoted to professional-level wildlife work? ______% 
   (Full-time positions are defined as a minimum of 40 hours/week. Please prorate all part-time positions. For example, a 32-hour work week provides 80% time)

3. Description of specific duties and responsibilities as a wildlife biologist.
   i. Described in detail what you specifically do as a wildlife biologist and provide a percentage estimate of time you devote to each major job duty; do not provide a general job description or a bulleted list.

4. Does this position require a Bachelor’s or higher degree in a wildlife-related science? YES___ NO___

5. Name and address of employer: _________________________________________________________________

6. Name, address, telephone number, e-mail, and title of supervisor or person with knowledge of your responsibilities and performance: _________________________________________________________________
   _________________________________________________________________
B. Position Title/Working Title: __________________________________________________________
   (Example: Senior Scientist/ Wildlife Resource Specialist)

   1. Period in this position:  
      FROM __________________________ TO __________________________  
      Day  Month  Year  Day  Month  Year  Months

   2. Does this position represent full-time (100%) duties devoted specifically to professional wildlife work? YES NO  
      If “NO”, what percentage of time was devoted to professional-level wildlife work? ________%  
      (Full-time positions are defined as a minimum of 40 hours/week. Please prorate all part-time positions. For example, a 32-hour work week provides 80% time)

   3. Description of specific duties and responsibilities as a wildlife biologist.  
      i. Described in detail what you specifically do as a wildlife biologist and provide a percentage estimate of time you devote to each major job duty; do not provide a general job description or a bulleted list.

   4. Does this position require a Bachelor’s or higher degree in a wildlife-related science? YES NO

   5. Name and address of employer: ________________________________

   6. Name, address, telephone number, e-mail, and title of supervisor or person with knowledge of your responsibilities and performance: __________________________________________________________
   __________________________________________________________
C. Position Title/Working Title: ________________________________________________
   (Example: Senior Scientist/ Wildlife Resource Specialist)

1. Period in this position: FROM __________ TO __________
   Day  Month  Year  Day  Month  Year  Months

2. Does this position represent full-time (100%) duties devoted specifically to professional wildlife work? YES ___ NO ___
   If “NO”, what percentage of time was devoted to professional-level wildlife work? ______%  
   (Full-time positions are defined as a minimum of 40 hours/week. Please prorate all part-time positions. For example, a 32-hour work week provides 80% time)

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4. Does this position require a Bachelor’s or higher degree in a wildlife-related science? YES ___ NO ___

5. Name and address of employer: _____________________________________________

6. Name, address, telephone number, e-mail, and title of supervisor or person with knowledge of your responsibilities and performance: _____________________________________________
   _____________________________________________
D. Position Title/Working Title: ________________________________
   (Example: Senior Scientist/ Wildlife Resource Specialist)

1. Period in this position: FROM    TO
   Day    Month    Year   Day    Month    Year   Months

2. Does this position represent full-time (100%) duties devoted specifically to professional wildlife work? YES ___ NO ___
   If “NO”, what percentage of time was devoted to professional-level wildlife work? _____%
   (Full-time positions are defined as a minimum of 40 hours/week. Please prorate all part-time positions. For example, a 32-hour
   work week provides 80% time)

3. Description of specific duties and responsibilities as a wildlife biologist.
   ii. Described in detail what you specifically do as a wildlife biologist and provide a percentage estimate of time you devote to each major job duty; do not provide a general job description or a bulleted list.

4. Does this position require a Bachelor’s or higher degree in a wildlife-related science? YES ___ NO ___

5. Name and address of employer: ____________________________________________________________

6. Name, address, telephone number, e-mail, and title of supervisor or person with knowledge of your responsibilities and performance:
   _____________________________________________________________________________________
   _____________________________________________________________________________________

*Duplications of this page should be used to list additional experience, if needed.*
III. PUBLICATION CITATIONS (Use additional sheets if necessary)

IV. OTHER INVOLVEMENTS AS A PROFESSIONAL WILDLIFE BIOLOGIST (Provide information that supports your application such as memberships, offices held, duties performed, etc.)

V. PROFESSIONAL REFERENCES: Please list names of three (3) professional wildlife biologists who have agreed to provide references on your behalf if requested to do so by the Certification Review Board. They should know your academic background (AWB applications) or your present and past experience as a practicing wildlife biologist (CWB applicants). Preferably all three references should be Certified Wildlife Biologists, but at least one reference must be a Certified Wildlife Biologist. For CWB applications, one reference must be from a professional employed outside your own organization. Do not list personnel that you supervise. Include current position titles, complete addresses, telephone numbers, and e-mails.

1. 

Is reference a CWB®? YES  NO  E-mail  Telephone

2. 

Is reference a CWB®? YES  NO  E-mail  Telephone

3. 

Is reference a CWB®? YES  NO  E-mail  Telephone
VI FEES AND ELIGIBILITY: Please check and complete the information requested for your category.

A. ___Certified Wildlife Biologist   Amount enclosed $ _____________
B. ___Certified Wildlife Biologist previously certified as Associate Wildlife Biologist   Amount enclosed $ _____________
C. ___Associate Wildlife Biologist   Amount enclosed $ _____________

If you are applying for AWB at the reduced fee structure, you must meet 1 or more of the criteria as outlined on page 9-10 of the Program of Certification of Professional Wildlife Biologists and on page 13 of this application. Please circle or underline the number(s) of the criteria that apply to your status:  1  2  3  4  5

A confirming letter is required from an academic official if you qualify under criterion 2 or 5

To qualify for the lowest fee structure accorded to members of The Wildlife Society, you must be a current member of The Wildlife Society in the year of application.

VII. DECLARATION: Have you in your past activities complied with the Code of Ethics and the Standards for Professional Conduct of The Wildlife Society as stated on pages 7-8 in the Program for Certification of Professional Wildlife Biologists?

YES____ NO____ If ‘NO”, please explain in an attached letter.

In applying for certification as an Associate or Certified Wildlife Biologist, I have reviewed and pledge to adhere to the Code of Ethics and the Standard for Professional Conduct as described in the Program for Certification of Professional Wildlife Biologists.

I further attest that the information provided in this application form, together with all attached documents, is complete and true to the best of my knowledge.

__________________________________________  _____________________________________
Date Submitted  Applicant’s Signature

Upon certification, my name should be lettered on the certificate as follows: ________________________________________

(Note: Certification policy does not allow the use of academic, honorary, or other titles or nickname on the certificate)
A. Schedule of Fees (in U.S. FUNDS):

<table>
<thead>
<tr>
<th></th>
<th>Member</th>
<th>Nonmember</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Wildlife Biologist</td>
<td>$155</td>
<td>$525</td>
</tr>
<tr>
<td>Associate Wildlife Biologist</td>
<td>$115</td>
<td>$325</td>
</tr>
<tr>
<td>Associate Wildlife Biologist (reduced fee structure)</td>
<td>$95</td>
<td>$275</td>
</tr>
</tbody>
</table>

a To qualify for The Wildlife Society member fee, applicants must be a member of the Society for the current year of application.

b To qualify for the reduced fee structure, 1 or more of the following criteria must be met:
1. application within six (6) months after graduation with (conferral of) a bachelor's degree that fulfills the certification educational requirements,
2. application within six (6) months after the time the degree and certification educational requirements have been completed, although the degree has not been conferred,*
3. application after the bachelor's degree has been awarded but within six (6) months after specific course work requirements for Associate Wildlife Biologist certification have been completed,
4. application during a period of continuous student status in pursuit of an advanced degree beyond the baccalaureate, and/or
5. application within six (6) months after graduation with the graduate degree or completion of the graduate degree program, although the degree has not been conferred.*

* A confirming letter is required from an appropriate academic official.

IF PAYING BY CHECK, PLEASE MAKE PAYABLE IN U.S. FUNDS TO: The Wildlife Society. IF PAYING BY CREDIT CARD, PLEASE CONTACT THE WILDLIFE SOCIETY BY CALLING 301-897-9770.

B. Application is an Examination: The application substitutes for a comprehensive qualifying examination and must be completely filled out. It is the applicant's responsibility to provide full and complete documentation of all education and experience. List all academic courses in the proper category where the contents fulfill the educational requirements for certification on pages 2, 3, 4, and 5, even though transcripts are attached. Where course titles do not describe content, please provide written description directly below the course. In addition, applicants should provide catalog or own word course description, directly below the course, wherever specified and as needed to demonstrate content relevant to the requirement category. Provide all information regarding experience on pages 6, 7, 8, 9, and 10. Describe specifically what you do (duties and responsibilities) as a professional wildlife biologist; do not provide a general job description. Failure to provide complete documentation of education and experience may result in significant time delays in processing the application and may limit your rights of appeal if you are denied certification. TWS reserves the right to make changes in the certification program at any time.

C. Associate Wildlife Biologist Applying For Certified Wildlife Biologist: An Associate Wildlife Biologist may apply for certification as a Certified Wildlife Biologist by documenting all professional experience, even if some experience was included on the AWB application. Application should be made by completing pages 1 and 6-11 of the certification application valid thru December 2014. In addition, if experience is being claimed for advanced degree(s), complete Section C at the bottom of page 5 and provide an original transcript with proof of degree conferral. A fee representing the difference, if any, between the original Associate Wildlife Biologist fee paid and the current Certified Wildlife Biologist fee must accompany the application.
D. **Professional Experience:** Professional wildlife biologist experience is defined as duties and responsibilities requiring the application of current biological knowledge to problems and programs dealing directly with the wildlife resource as a significant portion of job responsibilities. A minimum of five (5) years of full-time experience, obtained within the last ten (10) years, is required for Certified Wildlife Biologist. The Certification Review Board's (CRB's) policy regarding evaluation of experience is detailed on pages 5-7 of the *Program for Certification of Professional Wildlife Biologists*. All experience must be included, even experience you may have listed when applying for AWB.

E. **Substitutions of Experience and Professional Development for Course Requirements:** The Certification Review Board frequently is asked to substitute experience or other professional development for course credits especially in Botany, Communications, and Policy, Administration and Law categories. In many cases, candidates would be best served by preparing a written explanation of why they feel that their formal and continuing education course work and work experience, taken as a whole, qualify them to be certified as a wildlife biologist (see Section III. A of the *Program for Certification of Professional Wildlife Biologists*). A substitution may be granted provided the applicant has at least one college or university course in that educational category.

F. **Transcripts:** Original or certified academic transcripts are required. Evidence of conferral of degree(s) should be either the graduation date(s) imprinted on the transcript(s), a copy of the diploma, or, when necessary, an official letter from the academic institution confirming completion of degree requirements. **DO NOT SEND TRANSCRIPTS IN ENVELOPES FROM YOUR UNIVERSITY - OPEN ENVELOPES AND STAPLE TO APPLICATION.** Please highlight degree conferral.

G. **Processing Time:** Applications normally should be processed within about four (4) months unless the applicant is notified that additional time is required.

H. **Certificate:** When an applicant is certified, The Wildlife Society will provide a lettered recognition certificate. No academic, honorary, other titles, or nickname will be included with the applicant's name on the certificate.

I. **Submitting Applications:** Detach this page before photocopying and keep for your records. Mail the signed application, with required documentation, transcripts, and appropriate fee to: Certification Program, The Wildlife Society, 5410 Grosvenor Lane, Suite 200, Bethesda, MD 20814-2144 USA.

J. **Correspondence:** All applications are acknowledged when they are forwarded to the CRB for review. Please address all future correspondence, notice of change of address, etc. to: Certification Program, The Wildlife Society, 5410 Grosvenor Lane, Suite 200, Bethesda, MD 20814-2144 USA.

**NOTE:** FAILURE TO INCLUDE COURSE DESCRIPTIONS, WHERE REQUIRED, MAY CAUSE DELAYS IN THE REVIEW OF YOUR APPLICATION.
APPLICATION CHECKLIST

Please review this list before submitting your application.

- Is the application typed?
- Is the application filled out completely, including the References section?
- Is the application signed and dated?
- AND have you checked yes or no on page 11 (Section VII)?
- Have you included course descriptions where required and also to clarify course titles?
- The CRB will not review any applications that do not include course descriptions!
- Are the transcripts stapled to the application? Presentation folders are not acceptable.
- Is the application payment check enclosed or have you contacted The Wildlife Society regarding credit card payment over the phone?
- Have you made a copy of all materials for your records?