



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

ASSOCIATE WILDLIFE BIOLOGIST® APPLICATION FORM

FIRST NAME:

MIDDLE:

LAST:

INSTRUCTIONS:

1. Membership in TWS is required to apply for certification.
2. Application must be typed and submitted in English.
3. Applications must be filled out using Adobe Reader software.
4. Supplemental information may be uploaded along with a completed application form, if needed.
5. Applicant is responsible for providing full documentation of educational experience.
6. Completed transcripts with evidence of conferral of degrees are required. No application can be processed until a complete application and all supportive materials have been received.
7. **Upload application at <https://wildlife.org/login> and navigate to Your Account -> Certification**
8. Applicants should expect a decision to be made within 4-6 months.
9. Questions should be sent to certification@wildlife.org

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EDUCATION

List all post-secondary school educational institutions attended.

List all degrees earned starting with the most recent, and submit transcripts showing conferral of each degree. Applicants must have at minimum completed a course of study in a college or university leading to a Bachelor of Science, Bachelor of Arts, or equivalent.

INSTITUTION	DATES ATTENDED (MM/YY-MM/YY)	DEGREE (B.S., M.S., etc.)	DATE CONFERRED (MM/YYYY)	MAJOR
1.				
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COMPLETED COURSES

It is the applicant's responsibility to provide full documentation of education. **Each applicant must submit transcripts documenting completion of the educational requirements.** Transfer credits shown on another university's transcripts will be accepted for use on the application if the course number, grade, and credit hours are present. If these three items are not present, the applicant must obtain an additional transcript from the institution where the transfer credits were taken. High School A.P. classes will be accepted provided the applicant validates the course either through college transcripts or A.P. test scores of 4 or 5.

All courses must be taken for credit and passed (i.e., C- or better, "Pass" in the case of pass/fail, or "Satisfactory in the case of satisfactory/unsatisfactory). **Course descriptions are required for all sections except Physical Sciences and Humanities and Social Sciences. Applicants may provide course descriptions in the "Professional Experience or Non-traditional Education" box of these sections if an explanation is helpful or necessary.**

Course semester hours may be divided, but not duplicated, among two categories when a course covers material in more than one category. Applicants may split and distribute the semester hours of one course that covers multiple disciplines into no more than two categories; for example, 4 semester hours in general biology may be used to satisfy up to 2 semester hours in zoology courses and up to 2 semester hours in botany. Similarly, 4 semester hours in general genetics may be used to satisfy up to 2 semester hours in zoological courses and up to 2 semester hours in botany. The smallest unit of credit that may be distributed is one semester/quarter hour. A full course's semester hours cannot be listed or counted in more than one category.

Comparable experience may be substituted for educational experience, however, the applicant must have at least one college or university course in each category. 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) in that educational category. These comparable qualifications must be detailed in the application at the bottom of each educational category. Applicants should include the duration of time and an estimate of the number of semester hours that should be awarded for non-traditional or professional experience. Examples may include published papers or a completed thesis to meet course requirements in English composition or technical writing. When substituting professional experience, a letter of reference from a professional wildlife biologist that has worked with the applicant is recommended.

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 Review 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.

College credits taken outside the United States often vary from the American system. When the educational program differs considerably from the American system, applicants must upload a separate document with a detailed description of courses taken and the credits obtained.

A. Wildlife Management and Biology, *minimum 12 semester hours*

Courses emphasizing the principles and practices of wildlife management and an understanding of the biology of wildlife species and their habitat relationships as the basis for management.

Course descriptions are required. At least one course (≥ 3 credits) must demonstrate training in understanding and manipulating wildlife habitat relationships and population dynamics in the context of objectives and influences established by human concerns and activities. Conservation biology courses are accepted if they contain a specific focus on wildlife management and decision making. One course (≥ 3 credits) must focus solely on the science of mammalogy, ornithology, or herpetology (this course must be taken at a college/university and cannot be substituted by experience). Courses that combine herpetology, mammalogy and/or ornithology will meet this requirement. Up to 3 credit hours of invertebrate biology courses can be counted as long as there is specific focus on natural resource management applications. Ichthyology, marine biology (except courses focusing on marine mammals, birds or reptiles), microbiology, or related courses will not count in this category, but will qualify in the Zoology category.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	LETTER GRADE	SEMESTER HOURS
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PLEASE FULLY DOCUMENT ANY PROFESSIONAL EXPERIENCE OR NON-TRADITIONAL EDUCATION TO BE SUBSTITUTED FOR EDUCATIONAL DEFICIENCIES:

WILDLIFE MANAGEMENT AND BIOLOGY, TOTAL SEMESTER HOURS (MIN. 12):

B. Ecology, *minimum 3 semester hours*

Courses in general plant or animal ecology (excludes human ecology).

Course descriptions are required. Examples of other acceptable courses include Ecosystem Ecology, Community Ecology, Environmental Ecology, Forest Ecology, Organismal Ecology, Population Ecology, and Natural Resource Ecology. Course descriptions, immediately following course listing, are required.

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ECOLOGY, TOTAL SEMESTER HOURS (MIN. 3):

C. Zoology, *minimum 9 semester hours*

Courses in the taxonomy, biology, behavior, physiology, anatomy, and natural history of vertebrates and invertebrates.

Course descriptions are required. Courses in genetics, nutrition, physiology, disease, and other biology or general zoology courses are accepted. Credits in general genetics and general biology should be split evenly between the Zoology and Botany categories. Ichthyology or fisheries biology courses are accepted.

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ZOOLOGY, TOTAL SEMESTER HOURS (MIN. 9):

D. Botany, *minimum 9 semester hours*

Courses in general botany, plant anatomy, plant genetics, plant morphology, plant taxonomy, plant physiology, and other botany courses.

Course descriptions are required. Dendrology and silvics are accepted. Partial course credit may be allowed for silviculture if content related to dendrology and/or silvics is included. At least one course (≥ 2 semester hours) or the equivalent must be primarily concerned with plant taxonomy or identification. In cases where experience or non-traditional coursework is used to meet the plant taxonomy/identification requirement, the applicant must provide sufficient supporting documentation to demonstrate that the competency obtained is equivalent to a college/university course (e.g., exam score, certificate of completion, etc.). Credits in general genetics and general biology should be split evenly between the Zoology and Botany categories.

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BOTANY, TOTAL SEMESTER HOURS (MIN. 9):

E. Physical Sciences, *minimum 9 semester hours*

Includes courses such as chemistry, physics, geology, or soils with at least two disciplines represented.

Course descriptions are NOT required. If applicants believe a course description would be helpful, additional information can be provided in the Professional Experience or Non-traditional Education Section.

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PHYSICAL SCIENCES, TOTAL SEMESTER HOURS (MIN. 9):

F. Basic Statistics, *minimum 3 semester hours*

Course(s) in basic statistics.

Course descriptions are required.

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BASIC STATISTICS, TOTAL SEMESTER HOURS (MIN. 3):

G. Quantitative Sciences, *minimum 6 semester hours*

Courses in calculus, biometry, college algebra, advanced algebra, trigonometry, systems analysis, mathematical modeling, sampling, computer science, or other quantitative science.

Course descriptions are required. Elementary algebra, remedial algebra, and introductory personal computing courses do not count in this category. Geographical Information Systems courses may count if they incorporate analytical components through data collection, analysis, and interpretation.

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QUANTITATIVE SCIENCES, TOTAL SEMESTER HOURS (MIN. 6):

H. Humanities and Social Sciences, *minimum 9 semester hours*

Courses such as economics, sociology, psychology, political science, government, history, literature, or foreign language.

Course descriptions NOT required.

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HUMANITIES AND SOCIAL SCIENCES, TOTAL SEMESTER HOURS (MIN. 9):

I. Communications, *minimum 12 semester hours*

Courses designed to improve communication skills such as English composition, technical writing, journalism, public speaking, or use of mass media.

Course descriptions are required: A maximum of three 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 generally will not count toward this category. However, non-communication courses designated by the college or university as communication-intensive (e.g., writing-intensive course) will be accepted in this category. The applicant must provide official university documentation describing how the course meets the communication-intensive requirement. Applicants may receive partial credit for non-communication courses that have a significant component dedicated to improving communication, such as senior thesis and other capstone courses, and natural resource-related seminars. A course syllabus or letter from an instructor describing the communication component of the course is required.

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COMMUNICATIONS, TOTAL SEMESTER HOURS (MIN. 12):

J. Policy, Administration, and Law, *minimum 6 hours*

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 in addition to courses that document contributions to the understanding of social, political, and ethical decisions for wildlife and natural resources management.

Course descriptions are required: Up to three 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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POLICY , ADMINISTRATION, AND LAW, TOTAL SEMESTER HOURS (MIN. 6):

THESIS AND/OR DISSERTATION(S)

Submit copies of abstracts or research summaries of thesis and/or dissertation(s) along with this application so the Certification Review Board 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.

TITLE:

DEGREE:
(e.g. M.S., Ph.D)

INSTITUTION:

YEAR:

TITLE:

DEGREE:
(e.g. M.S., Ph.D)

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DEGREE:
(e.g. M.S., Ph.D)

INSTITUTION:

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TITLE:

DEGREE:
(e.g. M.S., Ph.D)

INSTITUTION:

YEAR:

SELECTED PUBLICATION CITATIONS

Not required, but encouraged as supporting material. Additional citations may be uploaded along with application.

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OTHER INVOLVEMENTS AS A PROFESSIONAL WILDLIFE BIOLOGIST

Optional. Provide information that supports your application, such as memberships, offices held, duties performed, etc.

PROFESSIONAL REFERENCES

Provide information for three wildlife professionals who have agreed to provide references on your behalf, if requested to do so by the Certification Review Board. They should know your present and past experiences as a practicing wildlife biologist. Please indicate which references, if any, are Certified Wildlife Biologists®. At least one reference must be from a professional employed outside your own organization. Do not list personnel that you supervise or immediate family members.

1. REFERENCE NAME: **CURRENT POSITION TITLE:**

EMPLOYER: **ADDRESS:**

EMAIL: **PHONE:**

IS THIS REFERENCE A CWB®? **YES** **NO**

2. REFERENCE NAME: **CURRENT POSITION TITLE:**

EMPLOYER: **ADDRESS:**

EMAIL: **PHONE:**

IS THIS REFERENCE A CWB®? **YES** **NO**

3. REFERENCE NAME: **CURRENT POSITION TITLE:**

EMPLOYER: **ADDRESS:**

EMAIL: **PHONE:**

IS THIS REFERENCE A CWB®? **YES** **NO**

SUMMARY

Please ensure that all the fields are filled, and that you have met the qualifications for certification. If you find that you are deficient, consider including professional experience that may qualify as a substitution, if you have not done so already. If deficiencies exist, ensure proper documentation has been provided to express how you meet qualifications.

A. Wildlife Management and Biology

Min: 12

B. Ecology

Min: 3

C. Zoology

Min: 9

D. Botany

Min: 9

E. Physical Sciences

Min: 9

F. Basic Statistics

Min: 3

G. Quantitative Sciences

Min: 6

H. Humanities and Social Sciences

Min: 9

I. Communications

Min: 12

J. Policy, Administration, and Law

Min: 6

SUBMISSION

Please upload your application, along with your transcripts and any other supporting documents, at <https://wildlife.org/login> and navigate to Your Account -> Certification