



# THE WILDLIFE SOCIETY

*Leaders in Wildlife Science, Management and Conservation*

## **AWB® TO CWB® UPGRADE APPLICATION FORM**

**FIRST NAME:**

**MIDDLE:**

**LAST:**

### **INSTRUCTIONS:**

1. This form is for applicants who currently possess AWB® certification as well as for those who have previously achieved AWB® certification but are now expired.
  2. Membership in TWS is required to apply for certification.
  3. Applications must be filled out using Adobe Reader software.
  4. Application must be typed and submitted in English.
  5. Supplemental information may be submitted along with a completed application form, if needed.
  6. Applicant is responsible for providing full documentation of professional-level experience as a wildlife biologist.
  7. **Upload application to <https://wildlife.org/login> and navigate to Your Account -> Certification**
  8. Applicants should expect a decision to be made within 4-6 months.
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## **EDUCATION**

List all post-secondary school educational institutions attended.

<b>INSTITUTION</b>	<b>DATES ATTENDED</b> (MM/YY-MM/YY)	<b>DEGREE</b> (B.S., M.S., etc.)	<b>DATE CONFERRED</b> (MM/YYYY)	<b>MAJOR</b>
1.				
2.				
3.				
4.				
5.				
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.

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**TITLE:**

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

**INSTITUTION:**

**YEAR:**

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**TITLE:**

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

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**YEAR:**

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

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

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**YEAR:**

## **PROFESSIONAL EXPERIENCE**

**A minimum of five years of full-time professional-level wildlife experience, obtained within the last 10 years, is required.**

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 wildlife biologist experience.** Identification of professional wildlife biologist experience will require careful evaluation of each application. Therefore, it is the applicant's responsibility to fully document the percentage of time devoted specifically to activities of a professional wildlife biologist.

Time spent obtaining advanced academic degrees can apply toward professional experience if the area of study is **deemed relevant to the wildlife profession**. An abstract or research summary for each advanced degree as well as evidence of degree conferral must accompany the application so the CRB may determine the nature of professional wildlife work. **A maximum of one year of professional experience will be granted for a Master's degree, a maximum of two years for a Ph.D., and a maximum of three years for a Master's and a Ph.D.**

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.**

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**. 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.

**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.

# 1. PROFESSIONAL EXPERIENCE

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

## PERIOD IN THIS POSITION

START:  
(MM/YYYY)

END:  
(MM/YYYY)  
If present, write current month/year

TOTAL MONTHS  
IN POSITION:

How many hours per week  
were you employed in this  
position?

What percent of your duties were  
devoted specifically to  
professional-level wildlife work?

Hours of professional-level  
wildlife work completed per week  
in this position (autocalculates).

\* % =

**Full-time, professional-level wildlife work completed, in months (autocalculates)**

Hours of wildlife work per week / 40 hours \* months in position

**DOES THIS POSITION REQUIRE A B.A./B.S. OR HIGHER DEGREE IN A WILDLIFE SCIENCE?**

YES NO

## EMPLOYER INFORMATION

NAME OF EMPLOYER

EMPLOYER ADDRESS

## SUPERVISOR INFORMATION, OR PERSON WITH KNOWLEDGE OF YOUR RESPONSIBILITIES AND PERFORMANCE

NAME

POSITION

EMAIL

PHONE

**1. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

Describe **in detail** what you specifically do/did as a wildlife biologist. Provide a percentage estimate of time you devote to each major job duty. **Do not** provide a general job description or a bulleted list.

<b>DETAILED DESCRIPTION OF DUTY</b>	<b>PERCENT OF TIME</b>
-------------------------------------	----------------------------

## 2. PROFESSIONAL EXPERIENCE

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

### PERIOD IN THIS POSITION

START:  
(MM/YYYY)

END:  
(MM/YYYY)

TOTAL MONTHS  
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How many hours per week  
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Hours of professional-level  
wildlife work completed per week  
in this position (autocalculates).

\*

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Hours of wildlife work per week / 40 hours \* months in position

**DOES THIS POSITION REQUIRE A B.A./B.S. OR HIGHER DEGREE IN A WILDLIFE SCIENCE?**

YES

NO

### EMPLOYER INFORMATION

NAME OF EMPLOYER

EMPLOYER ADDRESS

### SUPERVISOR INFORMATION, OR PERSON WITH KNOWLEDGE OF YOUR RESPONSIBILITIES AND PERFORMANCE

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POSITION

EMAIL

PHONE

**2. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

Describe **in detail** what you specifically do/did as a wildlife biologist. Provide a percentage estimate of time you devote to each major job duty. **Do not** provide a general job description or a bulleted list.

<b>DETAILED DESCRIPTION OF DUTY</b>	<b>PERCENT OF TIME</b>
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### 3. PROFESSIONAL EXPERIENCE

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

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NAME OF EMPLOYER

EMPLOYER ADDRESS

#### SUPERVISOR INFORMATION, OR PERSON WITH KNOWLEDGE OF YOUR RESPONSIBILITIES AND PERFORMANCE

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**3. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

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<b>DETAILED DESCRIPTION OF DUTY</b>	<b>PERCENT OF TIME</b>
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#### 4. PROFESSIONAL EXPERIENCE

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

##### PERIOD IN THIS POSITION

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(MM/YYYY)

END:  
(MM/YYYY)

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Hours of wildlife work per week / 40 hours \* months in position

**DOES THIS POSITION REQUIRE A B.A./B.S. OR HIGHER DEGREE IN A WILDLIFE SCIENCE?**

YES

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##### EMPLOYER INFORMATION

NAME OF EMPLOYER

EMPLOYER ADDRESS

##### SUPERVISOR INFORMATION, OR PERSON WITH KNOWLEDGE OF YOUR RESPONSIBILITIES AND PERFORMANCE

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POSITION

EMAIL

PHONE

**4. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

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<b>DETAILED DESCRIPTION OF DUTY</b>	<b>PERCENT OF TIME</b>
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**5. PROFESSIONAL EXPERIENCE**

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

**PERIOD IN THIS POSITION**

START:  
(MM/YYYY)

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(MM/YYYY)

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**EMPLOYER INFORMATION**

NAME OF EMPLOYER

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**5. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

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**DETAILED DESCRIPTION OF DUTY**

**PERCENT  
OF TIME**

## 6. PROFESSIONAL EXPERIENCE

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

### PERIOD IN THIS POSITION

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(MM/YYYY)

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(MM/YYYY)

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### EMPLOYER INFORMATION

NAME OF EMPLOYER

EMPLOYER ADDRESS

### SUPERVISOR INFORMATION, OR PERSON WITH KNOWLEDGE OF YOUR RESPONSIBILITIES AND PERFORMANCE

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**6. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

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**DETAILED DESCRIPTION OF DUTY**

**PERCENT  
OF TIME**



## 7. PROFESSIONAL EXPERIENCE

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

### PERIOD IN THIS POSITION

START:  
(MM/YYYY)

END:  
(MM/YYYY)

TOTAL MONTHS  
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### EMPLOYER INFORMATION

NAME OF EMPLOYER

EMPLOYER ADDRESS

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**7. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

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<b>DETAILED DESCRIPTION OF DUTY</b>	<b>PERCENT OF TIME</b>
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**8. PROFESSIONAL EXPERIENCE**

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

**PERIOD IN THIS POSITION**

START:  
(MM/YYYY)

END:  
(MM/YYYY)

TOTAL MONTHS  
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**How many hours per week  
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**Hours of professional-level  
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**DOES THIS POSITION REQUIRE A B.A./B.S. OR HIGHER DEGREE IN A WILDLIFE SCIENCE?**

YES

NO

**EMPLOYER INFORMATION**

NAME OF EMPLOYER

EMPLOYER ADDRESS

**SUPERVISOR INFORMATION, OR PERSON WITH KNOWLEDGE OF YOUR  
RESPONSIBILITIES AND PERFORMANCE**

NAME

POSITION

EMAIL

PHONE

**8. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

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<b>DETAILED DESCRIPTION OF DUTY</b>	<b>PERCENT OF TIME</b>
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**9. PROFESSIONAL EXPERIENCE**

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

**PERIOD IN THIS POSITION**

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(MM/YYYY)

END:  
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**DOES THIS POSITION REQUIRE A B.A./B.S. OR HIGHER DEGREE IN A WILDLIFE SCIENCE?**

YES NO

**EMPLOYER INFORMATION**

NAME OF EMPLOYER

EMPLOYER ADDRESS

**SUPERVISOR INFORMATION, OR PERSON WITH KNOWLEDGE OF YOUR  
RESPONSIBILITIES AND PERFORMANCE**

NAME

POSITION

EMAIL

PHONE

**9. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

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**DETAILED DESCRIPTION OF DUTY**

**PERCENT  
OF TIME**

## 10. PROFESSIONAL EXPERIENCE

**POSITION TITLE/WORKING TITLE**, e.g. Senior Scientist, Wildlife Resource Specialist

### PERIOD IN THIS POSITION

START:  
(MM/YYYY)

END:  
(MM/YYYY)

TOTAL MONTHS  
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**DOES THIS POSITION REQUIRE A B.A./B.S. OR HIGHER DEGREE IN A WILDLIFE SCIENCE?**

YES

NO

### EMPLOYER INFORMATION

NAME OF EMPLOYER

EMPLOYER ADDRESS

### SUPERVISOR INFORMATION, OR PERSON WITH KNOWLEDGE OF YOUR RESPONSIBILITIES AND PERFORMANCE

NAME

POSITION

EMAIL

PHONE

**10. DESCRIPTION OF SPECIFIC DUTIES AND RESPONSIBILITIES**

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<b>DETAILED DESCRIPTION OF DUTY</b>	<b>PERCENT OF TIME</b>
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## **SELECTED PUBLICATION CITATIONS**

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

1.

2.

3.

4.

5.

6.

7.

8.

9.

## **OTHER INVOLVEMENTS AS A PROFESSIONAL WILDLIFE BIOLOGIST**

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

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**1. REFERENCE NAME:**

**CURRENT POSITION TITLE:**

**EMPLOYER:**

**ADDRESS:**

**EMAIL:**

**PHONE:**

**IS THIS REFERENCE A CWB®?**

**YES**

**NO**

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**2. REFERENCE NAME:**

**CURRENT POSITION TITLE:**

**EMPLOYER:**

**ADDRESS:**

**EMAIL:**

**PHONE:**

**IS THIS REFERENCE A CWB®?**

**YES**

**NO**

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**3. REFERENCE NAME:**

**CURRENT POSITION TITLE:**

**EMPLOYER:**

**ADDRESS:**

**EMAIL:**

**PHONE:**

**IS THIS REFERENCE A CWB®?**

**YES**

**NO**

## **SUMMARY**

**Please ensure that you have met the qualifications for certification upgrade.**

**Total professional-level wildlife work completed, in months (autocalculates)**