



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

PROFESSIONAL DEVELOPMENT CERTIFICATE APPLICATION FORM

Requirements for Professional Development Certificate:

- Complete a minimum of 150 contact hours that meet the requirements in 1 or more of the 6 professional activity categories
- All contact hours must have been completed within the 5 years prior to application submission
- Membership with The Wildlife Society must be in good standing

INSTRUCTIONS:

- Application must be typed in English and submitted electronically
- Supplemental information may be submitted along with a completed application form, if needed
- Submit completed application and any supporting documents to certification@wildlife.org
- The cost of this application is \$25.00; an online payment form will be emailed to the applicant within a week of the application being received
- Applicants should expect a decision via mail within 4 weeks of payment being received

GENERAL INFORMATION

FIRST NAME:

MIDDLE:

LAST:

**MAILING
ADDRESS:**

THIS ADDRESS IS:

HOME

WORK

DATE OF BIRTH:

EMAIL:

HOME PHONE:

WORK PHONE:

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 nicknames on the certificate

PROFESSIONAL ACTIVITY RECORD

Requirement for Professional Development Certificate: Complete a minimum of 150 contact hours that meet the requirements in 1 or more of the 6 professional activity categories

CATEGORY I: Participation in Organized Activities

Guidelines:

- Contact hours involve organized activities in which the applicant participates (not leads): seminars, symposia, short courses, distance learning courses, workshops, training sessions, technical sessions at professional meetings and conferences
- College courses may also be used to meet the requirements. The course must have been taken following the applicant achieving full-time professional-level employment in a wildlife-related field
- Acceptable topics covered for credit include:
 - Subjects directly related to the wildlife profession such as big game management, wildlife economics, wildlife pathology, habitat management, wildlife policy, endangered species management, vertebrate population biology, and wildlife law enforcement
 - Subjects in other natural resources disciplines, such as forestry, range management, fisheries, entomology, and watershed management
 - Subjects that provide general enrichment, such as computer science, leadership, public speaking, marketing, and problem solving
- Credit accrues at a rate of 1 contact hour for every hour of classroom contact; 1 contact hour for every 3 hours of field session contact
- Hours logged on Certification Renewal applications may also be logged on this application

ACTIVITY	DATE(S)	HOST/ORGANIZER(S)	DESCRIPTION	CONTACT HOURS

TWS Professional Development Certificate Application

ACTIVITY DATE(S) HOST/ORGANIZER(S) DESCRIPTION CONTACT HOURS

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ACTIVITY DATE(S) HOST/ORGANIZER(S) DESCRIPTION CONTACT HOURS

CATEGORY II: Leadership of Organized Activities

Guidelines:

- Applicant must have led and/or instructed in the activity, not simply participated
- Organized activities that can qualify for credit are the same as Category I
- Credit for activities should be claimed only when such instruction goes beyond the individual’s normal duties and results in an advanced or more complete knowledge of the subject matter due to having served as an instructor
- Credit accrues at a rate of 2 contact hours for every 1 hour of instruction
- Hours logged on Certification Renewal applications may also be logged on this application

ACTIVITY	DATE(S)	HOST/ORGANIZER(S)	DESCRIPTION	CONTACT HOURS

CATEGORY III: Mentorship Activities

A maximum of 30 contact hours will be accepted

Guidelines:

- Contact hours involve engagement with a mentor or mentee: phone calls, video conferencing, in-person mentoring sessions and discussions
- Meetings should include substantive discussions that detail strategies for self-improvement or explore technical/academic knowledge topics
- Preparation of materials—such as drafting a resume, reading an article, or planning for mentoring sessions—does not count
- Credit accrues at a rate of 1 contact hour for every hours of mentor/mentee meetings
- Hours logged on Certification Renewal applications may also be logged on this application

DATE(S)	DESCRIPTION	CONTACT HOURS

CATEGORY IV: Publications Activities

Guidelines:

- Contact hours include developing, writing, editing, reviewing, and publishing wildlife-related materials
- Preparation of material used in an oral presentation that is later published cannot be claimed in both Categories II and IV
- Credit accrues at a rate of up to 30 contact hours per book or monograph authorship and 10 contact hours per authorship of other publication types
- Credit accrues at a rate of 5 contact hours for refereeing or editing a publication or article in a magazine, newspaper, proceedings, journal, or similar outlet
- Multiple authors may each claim up to full credit at their discretion
- Hours logged on Certification Renewal applications may also be logged on this application

**Author Citation (Author, date, title, publication, length, role),
Refereeing (Cite number of publications refereed by year)**

Contact Hours

CATEGORY V: Self-Directed Activities

Guidelines:

- Contact hours include self-improvement in professionally related activities that are not organized and not tied to everyday work duties, including readings of literature and use of self-instruction audio-visuals
- Credit accrues at a rate of 1 contact hour for each hour of activity
- Hours logged on Certification Renewal applications may also be logged on this application

Brief Description	Dates	Contact Hours

CATEGORY VI: Professional Service Activities

Guidelines:

- Contact hours involve holding elected/appointed office or actively serving on committees, taskforces, commissions, etc. in organizations related to the profession
- Credit accrues at a rate of 5 contact hours for each year of holding office and 3 contact hours for each year of committee membership
- Hours logged on Certification Renewal applications may also be logged on this application

Office or Committee	Organization	Dates	Contact Hours
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**SUMMARY OF CONTACT HOURS COMPLETED IN THE
PAST 5 YEARS**

Beginning Date:

End Date:

Category I: Hours Claimed

Category II: Hours Claimed

Category III: Hours Claimed (30 Max.)

Category IV: Hours Claimed

Category V: Hours Claimed

Category VI: Hours Claimed

Total: Hours Claimed (150 minimum)

DECLARATION: Have you in your past activities complied with the [Code of Ethics and the Standards for Professional Conduct](#) of The Wildlife Society?

YES

NO

If “no”, please explain in an attached letter.

Having completed the Contact Hours listed above, I hereby apply for the Professional Development Certificate. I attest that to the best of my knowledge the information contained in this application and any attached material is complete and true.

Signature

Date

Upon submission of application to certification@wildlife.org, applicants will be emailed an online payment form. The cost of a Professional Development Certificate application is \$25.