

B. COMPLETED COURSES: List all courses in their proper category and where course titles do not describe content, attach a course syllabus or written description. In addition, applicants should provide catalog or own word course description wherever specified and as needed to demonstrate content relevant to the requirement 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). See page 13, item B, for further information.

1. **Biological Sciences:** 36 semester hours are required. (Note: the hours required in subcategories a-e total 33; the remaining 3 hours may be in any of the five subject areas.)
 - a. **Wildlife Management:** courses emphasizing the principles and practices of wildlife management. **Course descriptions 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. A minimum of six (6) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
Wildlife Management Course A	XX	Univ. of ZZ	998	4

Wildlife Management Course A was a hands-on techniques class. It involved the capture and marking of wild animals, conducting surveys, point counts, and other inventory techniques. It also included extensive survey design and data analysis procedures.

TIP: At this point, you may insert the required course description (right here in the application). Use your own words, as you remember the course. A couple of sentences are usually sufficient, but it is up to you. Do not send a copy of the entire course catalog. Keep it **simple** for the CRB to understand.

Wildlife Management Course B	XX	Univ. of ZZ	999	2 of 4
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TIP: You may split credits among categories. Perhaps this course will also provide 1 hour of botany or 1 hour of ecology. **Provide a brief explanation**, along with the course description, here.

TIP: List all applicable courses, even if you feel you have met the requirement. If it is on your transcript and it fits a category, list it. If we deny a course or move it to another category, you may need the extra semester hours.

- b. **Wildlife Biology:** courses in the biology and behavior of birds, mammals, reptiles, or amphibians. **Course descriptions 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 with the science of mammalogy, ornithology, or herpetology. 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. A minimum of six (6) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
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Ornithology (if you have it)

Mammalogy (if you have it)

Herpetology (if you have it)

List a brief course description after each course. But many of these are obvious and you can keep it short.

Wildlife Disease Course

Vertebrate Biology (if not needed here, place under Zoology category)

These courses will **probably** fit here. The **course description will be essential** to the decision of the CRB.

Conservation Biology

1 of 4

This course is more problematic than most. It will require sufficient explanation and may be split among several categories. It might also fit under Wildlife Management, Ecology, and/or Policy, Administration, and Law. **Your course description must be complete enough for the CRB to make a decision.** Please explain why it meets a certain requirement.

- c. **Ecology:** course(s) in general plant or animal ecology (excludes human ecology). **Course descriptions are required.**
A minimum of three (3) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
General Ecology				3
Include the required, but brief description here.				
Wildlife Ecology				1 of 4

(Maybe part of this course also fit under Wildlife Management or Wildlife Biology categories. **Please explain.**)

- d. **Zoology:** 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. Ichthyology or fisheries biology courses are accepted. A minimum of nine (9) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
Biology I	Biology	XX Community College	102	2.5 of 5

TIP: Most beginning biology courses are about half plants and half animals. Other times, biology 1 is plants and biology 2 is animals. Your brief course description will make sure that you get credit in both categories by splitting the total, **if appropriate.**

Genetics				1.5 of 3
Evolution				2 of 4
Cellular Biology				2 of 4

All of these are examples that may be split between zoology and botany, **if appropriate.**

Ichthyology				3 (of 4)
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Please remember that there is a **maximum of 3 credits** for fish courses. AFS has its own certification program.

Entomology				4
Human Physiology				5

Many courses will qualify under this category. Make sure you list enough, in case the CRB moves some or rejects some.

- e. **Botany:** courses in general botany, plant anatomy, plant genetics, plant morphology, plant taxonomy, plant physiology, and other botany courses. **Course descriptions are required.** A minimum of nine (9) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
Biology I				2.5 of 5
Botany				5
Plant Taxonomy				4
Genetics				1.5 of 3
Wetland Delineation	N/A	U.S. Army Corps of Engineers	N/A	40 contact hrs = 3 semester hours

TIP: **Do not overlook courses that you took since graduation!** The rule of thumb is that 13 contact hours equal one semester hour. It is critical that you include a course description. These courses will help make up any educational deficiencies that you may have. Explain why all of part of "Wetland Delineation" should count as a Botany course. The CRB will probably accept it.

2. **Physical Sciences:** courses such as chemistry, physics, geology, or soils with at least two (2) disciplines represented. A minimum of nine (9) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
Chemistry I & II				4 & 4 (8 total)

TIP: It is okay to combine two similar courses (example above) on the same line to save space.

Agronomy				4
Physics				5
Earth Sciences for Biology Majors				3

3. **Quantitative Sciences:** Nine (9) semester hours in quantitative sciences are required.

- a. **Basic Statistics:** course(s) in basic statistics. **Course descriptions are required.** A minimum of three (3) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
Introduction to Statistics				3
Second statistics course				3

TIP: If you do not need the rest of the rows on the form, delete them. Add rows where you need them.

- b. **Quantitative Sciences:** courses in calculus, biometry, advanced algebra, systems analysis, mathematical modeling, sampling, computer science, or other quantitative science. **Course descriptions are required.** GIS courses do not count in this category. A minimum of six (6) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
Math Course "A"	Math	College on the quarter system	222	5 qtr hrs = 3.33 Semester hours

Generally, we see courses like calculus and trigonometry here. Some computer courses may fit here.

REMEMBER that **1 quarter hour = 2/3 semester hour**. Some applicants calculate incorrectly. Please keep it simple for the CRB!

4. **Humanities and Social Sciences:** courses such as economics, sociology, psychology, political science, government, history, literature, or foreign language. A minimum of nine (9) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
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Most folks have more than they require. List as many as you want, but have at least 9 semester hours that are required.

REMEMBER that **foreign languages and literature classes go HERE**, rather than Communications, in most instances.

TIP: Did you receive advanced placement in some areas when you entered college? This may apply to some of your Communications Credits (maybe you were allowed to take Composition II and skip Composition I) or some of the Math/Quantitative Science Credits or even a foreign language in Humanities. If it is reflected on your transcripts in terms of semester hours towards your degree, then the CRB will generally give you credit as well.

5. **Communications:** 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 (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. A minimum of twelve (12) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
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The classic courses listed here are: Composition 1, Composition 2, Technical Writing, and Speech 1 for 3 credits each. However, other courses, such as "Use of Mass Media" are becoming more popular and will count towards this requirement. **Literature courses will not count. Film appreciation courses will not count. Foreign languages will generally not count here.** Just because a course is "writing intensive" does not mean that it will count. Undergraduate project classes and term papers generally will not count. Your course description will be critical, if it is for a non-traditional communications course.

TIP: Be sure to include continuing education courses or professional development courses. Did you take a "Technical Writing for the Government" class? Remember the rule of thumb for contact hours.

If you are still short, consider your post graduation experience. Have you been dealing with the public or the media? Do you write articles for your job? Are you a member of Toastmasters? Write an explanation how your experience makes up for any deficiency. **Your write up is the key.** Keep it simple for the CRB.

6. **Policy, Administration, and Law:** courses, **documented with descriptions,** 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. 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., photogrammetry, Land-Sat mapping, 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. A minimum of six (6) semester hours is required.

<u>TITLE OF COURSE</u>	<u>DEPARTMENT</u>	<u>INSTITUTION</u>	<u>COURSE NUMBER</u>	<u>SEMESTER HOURS</u>
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Conservation Biology

2 of 4

Remember your Conservation Biology course from the second page? Part of it may have dealt with PAL issues. If it dealt with endangered species and how the Endangered Species Act may affect management, it may fit here. Your description is the key!

Introduction to NEPA for Consultants

Joe's NEPA Trainers, INC.

36 contact hours = 2.5 semester hours

Remember that continuing education courses do count and 13 contact hours = 1 semester hour.

TIP: Still short? **Consider your experience.** Do you review NEPA documents as part of your job? Do you work with local and State governments to establish land use and management plans? **This experience may count, if you explain why they should.** Insert a paragraph explaining where and when you gained the experience with Policy, Administration, and Law.

- C. **THESIS and/or DISSERTATION TITLE(S) YEAR(S) and INSTITUTION(S):** List all degrees earned and attach transcripts showing conferral of each degree to enable the CRB to determine when professional wildlife work experience began. Failure to provide this information will result in no experience credit being granted for advanced degrees.

Degree

M.S. : If you have one, please list it here. It is worth 3 Communication credits (always) if listed above and 12 months of professional experience if it is related to wildlife.

Ph.D. : This one is worth up to 24 months of professional experience, if it is wildlife related.

Other :

II. EXPERIENCE: A minimum of five (5) years of full-time professional-level wildlife experience, obtained within the last ten (10) years, is required. List most recent employment 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 13, Items B and D, for further information.

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

1. Period in this Position: FROM [] [] [] TO [] [] [] = []
Day Month Year Day Month Year Months

2. Description of specific duties and responsibilities as a wildlife biologist (*Describe 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).*

Pay attention to the instructions. Do not say "to present" even if you are in the same job. **Use the date that you sign the application for the purpose of calculating months of professional-level experience. Round down, to the nearest whole month.**

We do not care about your official job title. Many "Wildlife Technicians" are working at the fully professional level. Many "Wildlife Biologists" are not. We use the description you provide, along with the occasional call to your references, to decide.

Keep your job description relatively concise. A few paragraphs are usually sufficient.

Please include your estimate of percentage of time spent on each function. The estimates should total 100% so please include time you feel may not count as well. We recognize that a certain amount of administrative time is part of a professional wildlife biologist's job. So is talking with the public.

Please consider that if your current job is less than 50% professional-level wildlife work, you will never achieve 60 months credit in a ten-year period. **You may have to change jobs to become fully certified. Sorry.**

If you are working as a fisheries biologist or an ecologist or a range conservationist, you may want to pursue certification through one of the other professional societies. The AFS, ESA, and SRM all offer certification programs.

Use as many pages as you need, one page per job, but do not submit blank pages simply because they are there.

REMEMBER: There is **no double credit** for PhD and MS work - even if you take 5 years for each graduate level degree.

ALSO REMEMBER: All experience older than 10 years will not count. Do not include it. But do include everything that may count that is less than 10 years old. We do not want to miss any professional-level wildlife work you may have performed.

- 3. Does this position require a Bachelor's or higher degree in a wildlife-related science? YES ___ NO
- 4. 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: 40 hours/week. Less than full-time positions must be prorated, e.g. a 32-hour work week provides 80% time.)

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: _____

Applicant's name

B. Previous Position Title/Working Title: _____

1. Period in this Position: FROM

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 TO

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Day Month Year Day Month Year Months

2. Description of specific duties and responsibilities as a wildlife biologist (*Describe what you specifically did as a wildlife biologist and provide a percentage estimate of time you devoted to each major job duty; do not provide a general job description).*

List any volunteer positions that you have had in the last ten years, if they provide “professional-level” experience. Perhaps you were writing a land use plan or a conservation plan for a local wildlife area. Maybe you provided advisory services to an NGO on the weekends. However, if you were working as a professional level wildlife biologist for 12 months and volunteering as a professional biologist on weekends during 4 months of the same period, **you will not receive double credit** for those 4 months. Volunteer time will generally result in some credit if you are not otherwise working at the 100% professional level in your primary position.

There is always discussion regarding what constitutes “professional-level” wildlife experience. Generally, professional-level involves decision making. Professional-level also involves analysis and interpretation of data leading to management recommendations. Technical-level is generally the fun stuff – conducting surveys, collecting data, handling wildlife, and field work in general. Technicians generally do not plan their own work. They may make some decisions regarding their assignments, but probably have limited authority to select their own assignments.

The job descriptions that you provide will make the difference. Describe your role in the process.

REMEMBER: Delete the unnecessary experience pages. **Blank pages do not impress the CRB.** If you need more pages, make as many as appropriate.

REMEMBER: **Potentially relevant experience begins following completion of the education requirements.** This is usually, but not always, after the conferral of the first wildlife-oriented degree at the baccalaureate or higher level.

3. Did this position require a Bachelor's or higher degree in a wildlife-related science? YES ___ NO

4. Did 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 \geq 40 hours/week. Less than full-time positions must be prorated, e.g. a 32-hour work week provides 80% time.)

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: _____

Applicant's name

III. PUBLICATION CITATIONS: *(Use additional sheets if necessary)*

List any you may have. These may contribute to our evaluation of the level of work you have been performing.

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

List any you may have. These may contribute to our evaluation of the level of work you have been performing.

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 (for AWB applicants) or your present and past experience as a practicing wildlife biologist (for CWB applicants). Preferably all references should be Certified Wildlife Biologists. For CWB applications, at least two (2) references should be from professionals employed outside your own organization. Do not list personnel that you supervise. Include current position titles, complete addresses, telephone numbers, and E-mails.

TIP: We do check many of these, so please be sure your references know that you have submitted their names to us. **Make sure that e-mail and phone numbers are current.** Most reference checks will be performed by e-mail.

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

B. Certified Wildlife Biologist previously certified as Associate Wildlife Biologist

Check enclosed \$

To qualify for the lower fee structure accorded to members of The Wildlife Society, you must have been a member of the Society for the previous two (2) consecutive calendar years prior to the year of application, as well as a current member of The Wildlife Society in the year of application.

C. Associate Wildlife Biologist

Check 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 6 of the certification program booklet and on page 11 of this application. Please circle the number(s) of the criteria that apply to your status:
1 2 3 4 5

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

To qualify for the lower 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 8 -10 in the certification program booklet?

YES NO If "NO," please explain in an attached letter. **REMEMBER: Please mark one of these boxes. Otherwise we will return your application without action.**

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 certification program booklet.

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.

The date you sign the application is the date of the application. This is the date we check for the 10 year rule on experience.

(VERY IMPORTANT!)

(Date Submitted)

(Failure to sign will cause your application to be rejected.)

(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.)

If you were previously certified as an Associate Wildlife Biologist and you have changed your name, please write former name below.

Although there are two more pages to the application, they only contain instructions. They are for your information and should not be copied and returned to the Certification Review Board. Therefore, this page is the last one that you need to submit. Attach your transcripts and, if necessary, any written explanations that were not included directly on the application. Such attachments should be limited to the minimum necessary to convey your message.

If you still have questions regarding your application, you may contact any member of the CRB for advice. The advice one member gives may not be binding on the other members, but is better than no advice at all. We agree most of the time.

APPLICATION INFORMATION

A. Schedule of Fees (<u>in U.S. FUNDS</u>):	<u>Member</u> ^{a/}	<u>Nonmember</u>
Certified Wildlife Biologist	\$ 130	\$ 500
Associate Wildlife Biologist	90	300
Associate Wildlife Biologist (meeting fee incentive requirements)	70 ^{b/}	250 ^{b/}

^{a/} To qualify for The Wildlife Society member fee, applicants for Certified Wildlife Biologist must have been a member of the Society for the previous two (2) consecutive calendar years, as well as a current member in the year of application; applicants for Associate Wildlife Biologist must be a current member of the Society in the 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.

MAKE CHECKS PAYABLE IN U.S. FUNDS TO: The Wildlife Society

- 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, attach a course syllabus or written description. In addition, applicants should provide catalog or own word course description 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.
- 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 6-12 of the certification application valid thru December 2004. 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

DO NOT INCLUDE THIS PAGE WITH THE APPLICATION.

required for Certified Wildlife Biologist. The Certification Review Board's (CRB's) policy regarding evaluation of experience is detailed on pages 4 - 6 of the program booklet. 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.
- F. **Transcripts:** Original or certified copies of all 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 MAKE 5 COPIES AND SEND ORIGINAL STAPLED TO ORIGINAL APPLICATION. Please highlight degree conferral.**
- G. **Copies:** Applicants must provide six (6) sets of all application materials: a typed, original application; five (5) clearly readable copies of the application; original academic transcripts(s); and five (5) clearly readable copies of all transcripts. Staple original transcripts to the original application and staple one set of transcript copies to each application copy. Copies are for review and action by the CRB. The original will be filed with The Wildlife Society. Do not copy application pages that you have left blank or this instruction sheet.
- H. **Processing Time:** Applications normally should be processed within about six (6) months unless the applicant is notified that additional time is required.
- I. **Certificate:** When an applicant is certified, The Wildlife Society will provide a lettered recognition certificate. No academic, honorary, or other titles, or nickname will be included with the applicant's name on the certificate.
- J. **Submitting Applications:** Detach this page before photocopying and keep for your records. Mail the original application and five (5) copies, with required documentation, transcripts, and appropriate fee to: Certification Program, The Wildlife Society, 5410 Grosvenor Lane, Bethesda, MD 20814-2144 USA.
- K. **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, 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 12 (VII)?
- Have you enclosed the original **AND** five (5) copies of the application, including the original **AND** five (5) copies of all academic transcripts?
- Have you included course descriptions where requested and also to clarify course titles?
The CRB will not review any applications that do not include course descriptions!
- Are the transcripts stapled to each application? **Presentation folders are not acceptable.**
- Is the appropriate application fee enclosed?
- Have you made a copy of all materials for your records?