



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

CERTIFIED WILDLIFE BIOLOGIST®

RENEWAL

APPLICATION FORM

Requirements for CWB® Renewal:

- Completed a minimum of 80 Category I contact hours within the 5 years prior to application (*see Professional Activity Record starting on page 2 for details*)
- Previously approved as a Certified Wildlife Biologist® with The Wildlife Society

INSTRUCTIONS:

1. Applications must be filled out using Adobe Reader software
2. Membership in TWS is required to apply for certification renewal
3. Application must be typed and submitted in English
4. Documents to supplement an applicant's Professional Activity Record may be submitted with a completed application form, if needed
5. Submit completed application and any supporting documents to certification@wildlife.org
6. 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
7. 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

CATEGORY I: Participation in Organized Activities and Mentorship

Guidelines: A minimum of 80 contact hours are required to renew your certification

CATEGORY I (a): Participation in Organized Activities

Guidelines: A minimum of 60 contact hours are required to renew your certification

- 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
- Work projects related to regular professional duties do not count
- 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 Professional Development Certificate applications may also be logged on this application

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

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

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

CATEGORY I (b): Mentorship

Guidelines: A minimum of 0 (zero) contact hours and a maximum of 20 contact hours can be applied to renew your certification

- 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 a mentoring sessions—does not count
- Credit accrues at a rate of 1 contact hour for every hour of mentor/mentee meetings
- Hours logged on Professional Development Certificate applications may also be logged on this application

DATE(S)	DESCRIPTION	CONTACT HOURS
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SUMMARY OF CONTACT HOURS COMPLETED IN THE PAST 5 YEARS

Beginning Date:

End Date:

Category I (a): Hours Claimed (60 minimum)

Category I (b): Hours Claimed (0 Min., 20 Max.)

Total: Hours Claimed (80 minimum for renewal)

DECLARATION: Have you in your past activities complied with the [Code of Ethics and 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 renewing my Certified Wildlife Biologist® status. 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 CWB® Renewal application is \$25.

Application updated November 2017