



# THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

## PROFESSIONAL DEVELOPMENT CERTIFICATE APPLICATION FORM

### Requirements for Professional Development Certificate:

- Completed a minimum of 150 contact hours within 5 professional development categories  
(see *Professional Activity Record* starting on page 2 for details)
- All contact hours must have been completed within the 5 years prior to application submission

### INSTRUCTIONS:

1. Application must be filled out using Adobe Reader software
2. Membership in TWS (parent society) is required
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](mailto: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

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## 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: Organized Activities and Mentorship**

Guidelines: A minimum of 80 contact hours are required to receive your certificate

#### **CATEGORY I (a): Participation in Organized Activities**

**Guidelines: A minimum of 60 contact hours are required and a maximum of 120 contact hours are accepted**

- 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 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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TWS Professional Development Certificate Application

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

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**CATEGORY I (b): Mentorship**

**Guidelines: A minimum of 0 (zero) contact hours and a maximum of 30 hours**

- 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 Certification Renewal applications may also be logged on this application

DATE(S)	DESCRIPTION	CONTACT HOURS

**CATEGORY II: Instruction of Organized Activities**

**Guidelines: A minimum of 0 (zero) contact hours and a maximum of 60 contact hours**

- 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 the rate of 2 contact hours for every 1 hour of instruction

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

**CATEGORY III: Publications**

**Guidelines: A minimum of 0 (zero) contact hours and a maximum of 60 contact hours**

- Contact hours include developing, writing, editing, reviewing, and publishing wildlife-related materials
- Contact hours should only be counted if the work goes beyond the individual’s normal duties and results in an advanced or more complete knowledge of the subject matter due to having completed the material
- Preparation of material used in an oral presentation that is later published cannot be claimed in both Categories II and III
- Authors of books and monographs may claim up to 30 Contact Hours per publication
- Multiple authors may each claim up to full credit at their discretion
- Credit accrues at a rate of 10 Contact Hours per publication for authoring; 5 contact hours for refereeing or editing a publication or article in a magazine, newspaper, proceedings, journal, or similar outlet

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

**Contact Hours**

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**CATEGORY IV: Self-Improvement**

**Guidelines:** A minimum of 0 (zero) contact hours and a maximum of 30 contact hours

- 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

**Brief Description**

**Dates**

**Contact  
Hours**

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Brief Description	Dates	Contact Hours



**CATEGORY V: Professional Service**

**Guidelines:** A minimum of 0 (zero) contact hours and a maximum of 30 contact hours

- 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

Office or Committee	Organization	Dates	Contact Hours

**SUMMARY OF CONTACT HOURS COMPLETED IN THE  
PAST 5 YEARS**

Beginning Date:

End Date:

Category I (a):                      Hours Claimed (60 Min., 120 Max.)  
Category I (b):                      Hours Claimed (0 Min., 30 Max.)  
Category II:                            Hours Claimed (0 Min., 60 Max.)  
Category III:                         Hours Claimed (0 Min., 60 Max.)  
Category IV:                         Hours Claimed (0 Min., 30 Max.)  
Category V:                         Hours Claimed (0 Min., 30 Max.)

**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](mailto:certification@wildlife.org), applicants will be emailed an online payment form. The cost of a Professional Development Certificate application is \$25.