



THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

ASSOCIATE WILDLIFE BIOLOGIST® APPLICATION FORM

INSTRUCTIONS:

1. Membership in TWS is required to apply for certification.
2. Application must be typed and submitted in English.
3. Applications must be filled out using Adobe Reader software.
4. Supplemental information may be submitted along with a completed application form, if needed.
5. Applicant is responsible for providing full documentation of educational experience.
6. Completed transcripts with evidence of conferral of degrees are required. No application can be processed until a complete application and all supportive materials have been received.
7. Submit completed application to certification@wildlife.org
8. Applicants should expect a decision to be made within 4-6 months.

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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

EDUCATION

List all post-secondary school educational institutions attended.

List all degrees earned starting with the least recent, and submit official transcripts showing conferral of each degree. Applicants must have at minimum completed a course of study in a college or university leading to a Bachelor of Science, Bachelor of Arts, or equivalent. At least one degree (bachelor's degree and/or advanced degree) must have been completed in a wildlife-related field.

INSTITUTION	DATES ATTENDED (MM/YY-MM/YY)	DEGREE (B.S., M.S., etc.)	DATE CONFERRED (MM/YYYY)	MAJOR
1.				
2.				
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COMPLETED COURSES

It is the applicant's responsibility to provide full documentation of education. **Each applicant must submit the original versions or copies of official transcripts documenting completion of the educational requirements.** Transfer credits shown on another university's official transcripts will be accepted for use on the application if the course number, grade, and credit hours are present. If these three items are not present, the applicant must obtain an additional transcript from the institution where the transfer credits were taken. High School A.P. classes will be accepted provided the applicant validates the course either through college transcripts or A.P. test scores of 4 or 5.

All courses must be taken for credit and passed (i.e., D or better or a "Pass" in the case of pass/fail). **Descriptions of courses are required for all sections except Physical Sciences and Humanities and Social Sciences.**

Note that 36 semester hours are required for subcategories A-E, but the sum of the hours required for those subcategories is 33. The remaining three hours may be in any of these five subject areas.

Course credits may be divided, but not duplicated, among two categories when a course covers material in more than one category. Applicants may split and distribute the credits of one course that covers multiple disciplines into no more than two categories; for example, 4 credit hours in general biology may be used to satisfy up to 2 credit hours in zoology courses and up to 2 credit hours in botany. Similarly, 4 credit hours in general genetics may be used to satisfy up to 2 credit hours in zoological courses and up to 2 credit hours in botany. The smallest unit of credit that may be distributed is one semester hour. A full course's credits cannot be listed or counted in more than one category.

Comparable experience may be substituted for educational experience, however the applicant must have at least one college or university course in each category. For continuing education or professional experience to substitute for educational requirements, the applicant must have at least one college or university course (at least 3 semester hours) in that educational category. These comparable qualifications must be detailed in the application at the bottom of each educational category. Examples may include published papers or a completed thesis to meet course requirements in English composition or technical writing. When substituting professional experience, a letter of reference from a professional wildlife biologist that has worked with the applicant is recommended.

The educational requirements are expressed in semester hours. One semester hour usually reflects one lecture hour or 3 laboratory hours of instruction per week for a 16-week term. One quarter hour normally equals 0.67 semester hours. Applicants for certification who attended educational institutions that grant credits in different units must convert their credits to semester hours according to these definitions.

College credits taken outside the United States often vary from the American system. For example, in many Canadian universities a one-credit course meets 3 hours per week for 2 terms and thus equals 6 semester hours. The Certification Review Board recognizes that the minimum number of credit hours may not be met exactly in some cases because of differing credits awarded to the same subject at different institutions and/or because of uneven conversions from quarter hours to semester hours. When the educational program differs considerably from the American system, applicants must submit as an email attachment a detailed description of courses taken and the credits obtained.

A. Wildlife Management, *minimum 6 semester hours*

Courses emphasizing the principles and practices of wildlife management.

Course descriptions are required. Courses should focus on understanding and manipulating wildlife habitats and population dynamics, in the context of human objectives and influences. Conservation biology courses count if they contain a specific focus on management and decision-making.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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1.

COURSE DESCRIPTION:

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COURSE DESCRIPTION:

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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**PLEASE FULLY DOCUMENT ANY PROFESSIONAL EXPERIENCE OR NON-TRADITIONAL
EDUCATION TO BE SUBSTITUTED FOR EDUCATIONAL DEFICIENCIES:**

WILDLIFE MANAGEMENT, TOTAL SEMESTER HOURS (MIN. 6):

B. Wildlife Biology, *minimum 6 semester hours*

Courses in the biology and behavior of birds, mammals, reptiles, or amphibians.

Course descriptions are required. Courses should focus on the biology of wildlife species and their habitat relationships as the basis for management, and **must include at least one course dealing solely with the science of mammalogy, ornithology, and/or herpetology.** This course must be taken at a college/university and cannot be substituted by another course or experience. 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.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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EDUCATION TO BE SUBSTITUTED FOR EDUCATIONAL DEFICIENCIES:**

WILDLIFE BIOLOGY, TOTAL SEMESTER HOURS (MIN. 6):

C. Ecology, *minimum 3 semester hours*

Courses in general plant or animal ecology (excludes human ecology).

Course descriptions are required.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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ECOLOGY, TOTAL SEMESTER HOURS (MIN. 3):

D. Zoology, *minimum 9 semester hours*

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. Credits in general genetics and general biology should be split evenly between the Zoology and Botany categories. Ichthyology or fisheries biology courses are accepted.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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ZOOLOGY, TOTAL SEMESTER HOURS (MIN. 9):

E. Botany, *minimum 9 semester hours*

Courses in general botany, plant anatomy, plant genetics, plant morphology, plant taxonomy, plant physiology, and other botany courses.

Course descriptions are required: Only one of the following courses is accepted: dendrology, silvics, or silviculture. **At least one course must be primarily concerned with plant taxonomy or identification.** This course must be taken at a college/university and cannot be substituted by another course or experience. Credits in general genetics and general biology should be split evenly between the Zoology and Botany categories.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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BOTANY, TOTAL SEMESTER HOURS (MIN. 9):

F. Physical Sciences, *minimum 9 semester hours*

Includes courses such as chemistry, physics, geology, or soils with at least two disciplines represented.

Course descriptions are NOT required.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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PHYSICAL SCIENCES, TOTAL SEMESTER HOURS (MIN. 9):

G. Basic Statistics, *minimum 3 semester hours*

Course(s) in basic statistics.

Course descriptions are required.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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BASIC STATISTICS, TOTAL SEMESTER HOURS (MIN. 3):

H. Quantitative Sciences, *minimum 6 semester hours*

Courses in calculus, biometry, college algebra, advanced algebra, trigonometry, systems analysis, mathematical modeling, sampling, computer science, or other quantitative science. Elementary algebra, introductory algebra, algebra, remedial algebra, introductory GIS, and introductory personal computing classes do not count.

Course descriptions are required.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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QUANTITATIVE SCIENCES, TOTAL SEMESTER HOURS (MIN. 6):

I. Humanities and Social Sciences, *minimum 9 semester hours*

Courses such as economics, sociology, psychology, political science, government, history, literature, or foreign language.

Course descriptions not required.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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HUMANITIES AND SOCIAL SCIENCES, TOTAL SEMESTER HOURS (MIN. 9):

J. Communications, *minimum 12 semester hours*

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 semester hours each will be allowed for a completed Master's thesis and Ph.D. dissertation. Courses in literature interpretation, foreign languages, and classes requiring a term paper, class projects, and seminars in non-communication courses will not count toward this category.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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8.

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COMMUNICATIONS, TOTAL SEMESTER HOURS (MIN. 12):

K. Policy, Administration, and Law, *minimum 6 hours*

Courses 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 in addition to courses that document contributions to the understanding of social, political, and ethical decisions for wildlife and natural resources management.

Course descriptions are required: Up to three 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., Landsat, introductory 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.

COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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COURSE DESCRIPTION:

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COURSE TITLE	DEPARTMENT	INSTITUTION	COURSE NUMBER	SEMESTER HOURS
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POLICY , ADMINISTRATION, AND LAW, TOTAL SEMESTER HOURS (MIN. 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.

TITLE:

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

INSTITUTION:

YEAR:

TITLE:

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

INSTITUTION:

YEAR:

TITLE:

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

INSTITUTION:

YEAR:

TITLE:

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

INSTITUTION:

YEAR:

SELECTED PUBLICATION CITATIONS

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

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OTHER INVOLVEMENTS AS A PROFESSIONAL WILDLIFE BIOLOGIST

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

PROFESSIONAL REFERENCES

Provide information for three 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 present and past experiences as a practicing wildlife biologist. Preferably all references should be Certified Wildlife Biologists®, but **at least one reference must be a CWB®**. One reference must be from a professional employed outside your own organization. Do not list personnel that you supervise.

1. REFERENCE NAME: **CURRENT POSITION TITLE:**

EMPLOYER: **ADDRESS:**

EMAIL: **PHONE:**

IS THIS REFERENCE A CWB®? **YES** **NO**

2. REFERENCE NAME: **CURRENT POSITION TITLE:**

EMPLOYER: **ADDRESS:**

EMAIL: **PHONE:**

IS THIS REFERENCE A CWB®? **YES** **NO**

3. REFERENCE NAME: **CURRENT POSITION TITLE:**

EMPLOYER: **ADDRESS:**

EMAIL: **PHONE:**

IS THIS REFERENCE A CWB®? **YES** **NO**

SUMMARY

Please ensure that all the fields are filled, and that you have met the qualifications for certification. If you find that you are deficient, consider including professional experience that may qualify as a substitution, if you have not done so already. If deficiencies exist, ensure proper documentation has been provided to express how you meet qualifications.

A. Wildlife Management

Min: 6

F. Physical Sciences

Min: 9

I. Humanities and Social Sciences

Min: 9

B. Wildlife Biology

Min: 6

G. Basic Statistics

Min: 3

J. Communications

Min: 12

C. Ecology

Min: 3

H. Quantitative Sciences

Min: 6

K. Policy, Administration, and Law

Min: 6

D. Zoology

Min: 9

E. Botany

Min: 9

A-E Total

Min: 36

Note: while the sum of the hours required for subcategories A-E is 33, **36** semester hours are required. The remaining three hours may be in any of these five subject areas.

I have included complete information for three professional references.

I have my transcripts ready to send along with this application.

I have my thesis/dissertation abstracts ready to send along with this application (if applicable).

FEES

The fee for processing an AWB® application is \$115. Once your application materials are received via email, you will receive instructions on how to submit online payment. This certification lasts for ten years in order to provide Associate Wildlife Biologists® with the needed time to reach CWB® status. Applicants can qualify for a reduced fee of \$95 if they meet one or more of the following criteria:

1. Application is submitted within 6 months after graduation with conferral of a bachelor's degree that fulfills the certification educational requirements.
 2. Application is submitted within 6 months of a degree and certification educational requirements being completed, although the degree has not yet been conferred. A confirming letter is required from an appropriate academic official.
 3. Application is submitted after the bachelor's degree has been awarded but within 6 months after specific course work requirements for Associate Wildlife Biologist® certification have been completed.
 4. Application is submitted during a period of continuous student status in pursuit of an advanced degree beyond the baccalaureate.
 5. Application is submitted within 6 months of graduation with a graduate degree or completion of a graduate degree program, although the degree has not been conferred. A confirming letter is required from an appropriate academic official.
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DECLARATION

Have you in your past activities complied with the *Code of Ethics and the Standards for Professional Conduct* of The Wildlife Society?

(If "NO", please explain in an attached letter.)

YES NO

In applying for certification as a Associate Wildlife Biologist®, I have reviewed and pledge to adhere to the Code of Ethics and the Standard for Professional Conduct of The Wildlife Society.

APPLICANT SIGNATURE:

DATE SUBMITTED: