



# THE WILDLIFE SOCIETY

Leaders in Wildlife Science, Management and Conservation

## **CERTIFIED WILDLIFE BIOLOGIST® RENEWAL APPLICATION FORM**

**FIRST:**

**MIDDLE:**

**LAST:**

### **Requirements for CWB® Renewal:**

- Complete a minimum of 80 contact hours that meet the requirements in at least 1 of the 6 professional activity categories (*hours in 2 or more categories is encouraged*) within the 5 years prior to application submission
- Previously approved as a Certified Wildlife Biologist® with The Wildlife Society
- Membership with The Wildlife Society must be in good standing

### **INSTRUCTIONS:**

- Application must be typed in English and submitted electronically
  - Supplemental information may be uploaded along with a completed application form, if needed
  - **Upload completed application and supporting documents at <https://wildlife.org/login> and navigate to Your Account -> Certification**
  - The cost of this application is \$25.00
  - Applicants should expect a decision via mail within 4 weeks of payment being received
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## PROFESSIONAL ACTIVITY RECORD

**Requirement for Renewal:** Complete a minimum of 80 contact hours that meet the requirements in at least 1 of the 6 professional activity categories (*hours in 2 or more categories is encouraged*) within the 5 years prior to application submission

### **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 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**

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

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**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 Professional Development Certificate applications may also be logged on this application
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**CATEGORY III: Mentorship Activities**

**A maximum of 20 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 hour of mentor/mentee meetings
- Hours logged on Professional Development Certificate applications may also be logged on this application

<b>DATE(S)</b>	<b>DESCRIPTION</b>	<b>CONTACT HOURS</b>

**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 Professional Development Certificate 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**

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**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 Professional Development Certificate applications may also be logged on this application

Office or Committee	Organization	Dates	Contact Hours

**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 (20 Max.)
Category IV:	Hours Claimed
Category V:	Hours Claimed
Category VI:	Hours Claimed
<b>Total:</b>	<b>Hours Claimed (80 minimum)</b>