



PROFESSIONAL WETLAND SCIENTISTS

Society of Wetland Scientists Professional Certification Program

Application for Certification

Professional Wetland Scientist or Wetland Professional in Training

IN APPLYING FOR CERTIFICATION AS A WETLAND PROFESSIONAL (PWS or WPIT), THE FOLLOWING MUST BE SUBMITTED:

- a) Original one-sided, unbound application plus one complete photocopy,
- b) Transcript(s) plus one photocopy,
- c) Three sealed Form Cs and the
- d) Application fee

TO: Society of Wetland Scientists Professional Certification Program, Inc.
1901 N. Roselle Rd., Suite 920 Schaumburg, IL 60195

CHECKLIST

- Is the application filled out completely, including 5 References: 3 SWS Members and 2 PWS References?
- Is Form B signed, dated and enclosed?
- Have you enclosed the original application and three full photocopies?
(Sealed references are to be photocopied by the business office only)

- Are the transcripts stapled to each application?
- Are the three sealed Form Cs included?
- Is the appropriate application fee enclosed?
- Have you made copies of all materials for your records?



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FREQUENTLY ASKED QUESTIONS

The Society of Wetland Scientists Professional Certification Program (SWSPCP) is currently considering applications from persons interested in certification as a wetland professional. This announcement provides answers to some of the questions that you may have concerning the certification program.

Why was the Society of Wetland Scientists Professional Certification Program developed?

The SWSPCP was developed as a separate nonprofit corporate program by the Society of Wetland Scientists (SWS), out of a recognized need for minimum standards of wetland science practice. The SWS is a non-profit scientific and educational organization formed to:

- (a) Operate solely and exclusively as a charitable and educational organization to foster conservation and understanding of wetlands.
- (b) Advance public education and enlightenment concerning the world's wetland resources.
- (c) Provide an independent forum for an interchange of ideas and data developed within wetland science.
- (d) Develop and encourage wetland science as a distinct discipline by supporting student education, curriculum development, and research.
- (e) Encourage and evaluate the educational, scientific, and technological development and advancement of all branches of wetland science and practice.
- (f) Encourage the knowledgeable management of wetland resources.

Encouraging and strengthening professional standards in all activities related to wetland science is consistent with these objectives. SWS developed this certification program to meet the needs of professional ecologists, hydrologists, soil scientists, educators, agency professionals, consultants, and others who practice wetland science. This program will also serve the public's need to identify qualified individuals to manage wetland resources.

Why obtain certification? What standing will it have?

Certification is not required by any agency and has no official or legal standing. Certification signifies that your academic and work experience meet the standards expected of a practicing wetland professional and provides acknowledgment to your peers of your adherence to the professional ethics of the Society of Wetland Scientists Professional Certification Program. Certification will aid in acceptance by other disciplines, especially in multi-disciplinary work environments.

When should I submit my application?

Specific requirements relating to wetland courses are required for certification as a Professional Wetland Scientist (PWS). In almost every case, however, applicants meeting the minimum education requirements will be able to attain certification as Wetland Professional In Training (WPIT).

How long will the process take to (1) complete my application and (2) receive certification?

The application form requires that you list your relevant academic history in the sciences (supported by transcripts) as well as describe your professional experience and publications in the area of wetland science. The most time-critical step may be obtaining signed and sealed references that must be submitted with the application. Applicants will be notified of the results as soon as possible, but usually within several months.

What are the types of certification awarded?

Wetland Professional in Training (WPIT) is considered a preliminary step for persons who have completed the educational requirements but do not meet experience requirements. Professional Wetland Scientist (PWS) certification is awarded for those meeting both educational and experience requirements.

What will it cost for certification and are there annual fees?

For certification as a WPIT, the fee is \$100 for SWS members and \$200 for non-members. For the PWS certification, the fee is \$300 for SWS members and \$400 for non-members. An annual fee of \$50.00 will be required to maintain registration for all individuals certified as a WPIT or PWS.

What are the general requirements for certification?

Minimum degree requirements for WPIT and PWS are the BA or BS degrees, with course distribution of 15 semester hours each in biological and physical sciences and 6 hours in quantitative areas. For certification as a PWS, additional experience of 5 years is required that demonstrates the application of current technical knowledge dealing with wetland resources and activities, some of which may be met by advanced degrees in related fields. Specific requirements include an additional 15 semester hours in wetland-related courses.

Does this program conflict or overlap with other certification programs?

At the current time, there are no other national or international certification programs for wetland scientists. The U.S. Army Corps of Engineers has a draft certification program that is specific to wetland delineation and is intended to reduce the level of effort required by this agency in verifying delineation under section 404 requirements of the United States "Clean Water Act". Although this program was deployed as a pilot program in three Corps districts, it has been put on indefinite hold and is currently not in effect.

Can reference requirements overlap?

Each initial application for WPIT or PWS must provide a minimum of 5 listed references, three of which must be members of SWS in good standing and two must be PWS's in good standing. Three of the 5 listed references must complete a Form "C" reference. A

reference who is both a member of SWS and a certified PWS is able to satisfy both requirements.

How is credit calculated for professional short courses?

Wetland related short courses taken outside of the university setting are calculated on an “equivalent semester hour” basis where 15 hours of instruction equals 1 equivalent semester hour of credit. For example, a 36 hour course in wetland delineation methodologies would be worth 2.4 equivalent semester hours of credit. The applicant must clearly document the dates and location of the class, names of the instructors, the number of hours of instruction and provide copies of any certificates issued.

Can I include additional information in the application other than what is specifically required?

Additional pertinent information may be included in either the professional experience section or in section IV. d. “other Involvements as a Professional Wetland Scientist”. Do not however, provide copies or excerpts of any work products.

What is the difference between certification maintenance fees and certification renewal?

The certification maintenance fees are paid each year. Newly certified PWS or WPIT individuals are not required to pay in the year in which they become certified. Currently, the fee is \$50 and is due generally in the fourth quarter of the year, upon receipt of the annual maintenance fee notice.

Certification renewal is required every five years, in which PWS certificants submit verification of 10 renewal points as well as a renewal application fee. Renewal points are earned in numerous ways, including work experience, conferences, seminars, white papers, etc. Additional information on certification renewal can be found at http://www.wetlandcert.org/PWS_Renewal_Application.pdf. The five year certification renewal does not apply to WPITs.



PROFESSIONAL WETLAND SCIENTISTS

Society of Wetland Scientists Professional Certification Program

Application Information - Form A

Please use the following information as a guide when filling out the Society of Wetland Scientists Professional Certification Program Application, Form B.

COLLEGE / UNIVERSITY EDUCATION:

All applicants must submit information that documents completion of the educational requirements leading to a college or university degree of Bachelor of Science, Bachelor of Arts, or equivalent or higher degree, and should have the following, or equivalent, course work acquired through a collegiate program:

1) **Biological Sciences:** Fifteen (15) semester hours in biological sciences including courses such as general biology, botany or zoology; general ecology; plant, animal, aquatic or wetlands ecology; invertebrate zoology; taxonomy; marine science; fisheries biology; plant physiology, plant taxonomy, plant pathology, plant morphology; relevant environmental sciences; and similar courses.

2) **Physical Sciences:** Fifteen (15) semester hours in courses in soils, chemistry, hydrology, physics, geology, sedimentology, oceanography, coastal processes, environmental engineering, and similar courses.

3) **Quantitative Sciences:** Six (6) semester hours in courses in math, computer sciences, basic statistics, population dynamics, experimental statistics, and similar courses.

4) **Additional Educational Requirements for PWS Certification:** Beginning June 1, 1999, fifteen (15) semester hours (or equivalent in short courses or continuing education courses) of wetland-related coursework. Examples of recommended courses, continuing education, and/or training needed to attain additional competency include, but are not limited to, the following:

Wetland Plant Taxonomy ; Advanced Plant Taxonomy; Wetland Hydrology; General Hydrology; Soil Morphology, Classification, and Mapping; Hydric Soil Identification; Wetland Restoration and Creation; Wetland delineation/Evaluation/Classification; Applied
Wetland Ecology and Management; Wetland Creation/Mitigation; Wetland Ecology. Stream Delineation, Assessment, and Management

Attendance at professional meetings of symposia will not qualify to meet this requirement. A maximum of 5 semester hours, or equivalent hours, may be given for stream related training. Professional short courses can not be used to satisfy the collegiate training requirements for biological, physical or quantitative science requirements.

Applicants seeking credit for specialized wetland courses taken outside of the university setting where no official college credit was generated must provide the following information to assist the SWSPCP in assessing the applicability of the course in meeting the minimum hour requirement for Specialized Wetland Courses:

- . ■ Name, date, location and sponsor of the course
- . ■ The number of classroom and/or field hours completed
- . ■ Provide copies of course certificates

The **SWSPCP** recognizes that Professional Wetland Scientists will have an extremely broad range of technical specialties. Curricula can be individually tailored, particularly at the advanced degree level or as part of a professional development program of continuing education and training, to prepare for any of these specialties. For example, there is currently high interest in and need for qualified professionals to consistently and accurately identify and delineate wetlands and wetland boundaries; evaluate types, nature, and function of wetlands; and/or propose plans for wetland restoration, creation, and/or mitigation. Professional work experience can not be substituted for formal educational deficiencies.

Credit Hours:

The educational requirements are expressed in terms of semester hours. One semester hour usually reflects one lecture hour or three laboratory hours of instruction per week for a 15-week term. One quarter hour normally equals 0.67 semester hours; therefore, semester hours = quarter hours x 2/3. Technical 40-hour training courses with college or equal credit usually equate to 2.6 semester hours. Government or private sponsored training will be evaluated on a case-by-case basis, but generally will provide an equivalency of 2.6 semester hours credit for 40 hours training. Applicants for certification who attended educational institutions that grant credits in different units are requested to convert their credits to semester hours according to the above definitions. The certification panel recognizes that the minimum number of credit hours in the listed subcategories 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. The panel expects that the minimum number of semester-hour equivalents for each of the major categories will be met.

It is the applicant's responsibility to provide full documentation of education. When course titles do not describe content, a short, written description or course syllabus should be provided. Applicants who do not clearly meet the stated minimum educational requirements but believe they satisfy their content should submit detailed documentation of comparable qualifications.

QUALIFYING EXPERIENCE:

In addition to the minimum collegiate courses required, a Professional Wetland Scientist (PWS) must meet specific experience and wetlands-related education as outlined below: Professional experience begins following conferral of the FIRST degree at a baccalaureate or higher level. Certification as a PWS requires a minimum of five (5) years of full-time professional experience. Relevant experience must be gained within ten (10) years prior to applying for the PWS. Experience must demonstrate the application of current technical knowledge to problems and programs dealing with wetland resources and activities. Relevant experience may be gained while working in the private (e.g., consulting, industry, non-profit), public (e.g., local, state, federal government), and/or academic sectors.

Identification of the professional level of experience will require careful evaluation of each application. Experience is calculated based upon applicant's description and documentation of percentage of time applied to relevant wetlands work. Therefore, it is the applicant's responsibility to fully document for each experience the percentage of time devoted specifically to professional wetland activities, providing month/year dates for each period(s) of experience. Full-time work experience is defined as a minimum 75% of daily/weekly/monthly duties devoted specifically to wetland science. Work experience below the 75% threshold will be credited on a pro-rated basis. NOTE: The terms "research" and "project(s)" are generic.

Examples of qualifying experience include:

- 1) Engaging in research that includes field or laboratory observations, analysis of data, and preparation of a publication for recognized journals and/or published reports to private/ public clients,
- 2) Directing a research project with supervisory responsibility over several technicians
- 3) Serving as a leader or assistant leader on wetland-related projects requiring independent judgment and action
- 4) Teaching a college course or equivalent in wetlands science
- 5) Working as a wetland specialist, scientist, or manager in the public (local, state, or federal agency) or private (industry, consultant, developer) sector
- 6) Directing a state-wide or district-wide wetlands program, conducting wetland restoration projects, wetland program planning, or conducting wetland delineation or evaluation.

Examples of non-qualifying experience include:

- 1) Teaching below the college level,
- 2) Carrying out routine responsibilities such as data collections without statistical analysis, professional writing of someone else's work, making routine plant identifications, conducting bioassay or other analytical laboratory determinations,
- 3) Providing input to or review of environmental impact statements - unless as a wetland specialist,
- 4) Working as an undergraduate or graduate research or teaching assistant,
- 5) Involvement in wetland studies as an administrative function without application of principles and concepts of wetland sciences.

Time spent obtaining advanced academic degrees may apply toward professional experience subject to the following guidelines:

- 1) Experience credit normally will be given only upon completion of curriculum and research judged by the panel as relevant to the wetland profession.
- 2) Up to two (2) years of credit will be allotted for a Master's degree, up to three (3) years of credit for a Ph.D., and up to four (4) years of credit for a Master's and a Ph.D. Credit allowed will be on a case-by-case basis based on relevance to the wetland sciences. The applicant should outline the wetlands relevance of the work leading to the degree(s) to ensure experiential credit is given.
- 3) When time intervals for education and employment overlap, a detailed explanation must be provided of the relevant portions of each. Experience must be gained within the ten (10) years prior to the date the application is signed.

REFERENCES:

Names, addresses, and phone numbers of five (5) references must accompany application for certification. Three of the five references must be members of the Society of Wetland Scientists. One reference must be an employer, supervisor, or client. Two references must be from Professional Wetland Scientists. At least one PWS reference must complete Form C. For PWS, two of your references must be from professionals employed outside your own organization. Do not list personnel that you supervise. Indicate category of each reference.

Three (3) of the five references you list must complete the "Society of Wetland Scientists Reference Request: Form C." It is important that you indicate your interests concerning the confidentiality of each reference by checking the appropriate place on the form and signing the form. Each reference request form must be sealed with the reference's signature covering the seal on the envelope. All sealed references must be submitted with your application. **DO NOT OPEN SEALED LETTERS.**

Individuals who live outside the continental United States must provide five letters of reference. These individuals do not have to be members of the Society of Wetland Scientists or Professional Wetland Scientists, although it is encouraged to attempt to get an individual from either organization where possible.

UPGRADING FROM WPIT TO PWS:

For an individual certified as a Wetland Professional in Training to apply for certification as a Professional Wetland Scientist, it is not necessary to complete the full application. The individual should document course work and other training and experience since the last application that will fulfill completely the requirements for PWS certification. Professional accomplishments and publications should be highlighted. The name and address of at least one new reference, preferably an individual certified as a PWS, should be included with the application, along with a check or money order for the difference between the WPIT and PWS application fees (\$200 US). If the upgrade application is more than two years from the date a WPIT was awarded, three new Form Cs must be completed to reflect a current assessment of the applicant's professional

work experience. The SWSPCP Business Office will attach a copy of the original application to the new material for submission to the Certification Panel. Review and approval of the upgrade application will then proceed in the same way as an original application.

SCHEDULE OF FEES:

	Member	Non-Member
Professional Wetland Scientist (PWS)	\$300 US	\$400 US
Wetland Professional In Training (WPIT)	\$100 US	\$200 US

Upon certification, an annual certification maintenance fee of \$50 will be required to maintain the SWSPCP Registry. Newly certified PWS and WPITs are not required to pay the maintenance fees in the year in which they are certified. Fees for a WPIT applying for PWS after obtaining work experience will be an additional \$200 at the time of application for PWS certification.

Checks must be in US funds, drawn upon a US bank, and made payable to: SWS Professional Certification Program. Checks made payable to SWS will be returned.

TRANSCRIPTS:

Copies of ALL academic transcripts are required for all degrees conferred. Photocopies of certified or notarized forms are acceptable. DO NOT have transcripts sent separately; include with application. Copies of transcript(s) must be included with original and the photocopied application.

PHOTOCOPIES:

Photocopies will be made by business office for letters of reference ONLY. DO NOT open sealed letters.

The original and photocopy of the completed application, including transcript(s), must be submitted along with sealed letters of reference and payment in one envelope to:

Society of Wetland Scientists Professional Certification Program
1901 N. Roselle Rd., Suite 920
Schaumburg, IL 60195

** Failure to submit one photocopy of the completed application will be deemed INCOMPLETE.*

NOTIFICATION:

All applicants will be notified upon determination of acceptance or denial of certification.



PROFESSIONAL WETLAND SCIENTISTS

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Application – Form B

INSTRUCTIONS:

Please prepare the application in English. Handwritten applications will be returned. The application format presented is designed to facilitate use of word processing to prepare the application. However, regardless of the technique used to prepare the application (word processing or direct typing), the application format must be followed. All information must be provided on the application form. Do not send resumes. Please print or type application.

NOTES:

- . ■ It is the applicant's responsibility to provide full documentation of education and related professional experience as a wetland scientist.
- . ■ NO APPLICATION CAN BE PROCESSED UNTIL A COMPLETE APPLICATION, FEE, AND ALL SUPPORTIVE MATERIALS HAVE BEEN RECEIVED BY THE SOCIETY OF WETLAND SCIENTISTS PROFESSIONAL CERTIFICATION PROGRAM.
- . ■ Nothing in this process shall be construed as holding the Society of Wetland Scientists Professional Certification Program liable for actions or failure to act on the part of the applicant.
- . ■ Refer to FORM A when filling out this application.
- . ■ This signed Code of Ethics must be returned with your completed application.

(Portion below can be printed or typed)

APPLICATION FOR:

_____ Professional Wetland Scientist (PWS)

_____ Professional Wetland Scientist (Previously certified as Wetland Professional In Training) -See special instructions in Form A

_____ Wetland Professional In Training (WPIT)

Have you applied for certification before? _____ No _____ Yes, If YES, date _____

Are you a member of the Society of Wetland Scientists? _____ No _____ Yes

Print or type your name (with highest degree, if desired) exactly as you wish it to appear on your certificate:

CODE OF ETHICS

As a wetland scientist, I will strive to conform to the Society of Wetland Scientists Professional Certification Program Code of Ethics, printed below. I further attest that the information provided in this application, together with all attached documents, is complete and true to the best of my knowledge.

Signature _____ Date Submitted _____
(Not valid unless signed)

SOCIETY OF WETLAND SCIENTISTS PROFESSIONAL CERTIFICATION PROGRAM

CODE OF ETHICS AND PRACTICE FOR PROFESSIONAL ACTIVITY

1.0 In their interaction with the public, a Professional Wetland Scientist or Wetland Professional In Training shall:

- 1.1 Only express opinions on wetland matters for which he or she is knowledgeable or familiar with the facts.
- 1.2 Facilitate the communication of facts and issues concerning wetlands with the press and other media, except as restricted by contractual obligations.
- 1.3 Accurately and adequately represent the facts and results of investigations and research and not base decisions on theological or religious beliefs, political pressure or client or supervisor pressure.
- 1.4 Accurately represent the capability of the science to resolve environmental problems and the capacity of wetlands to contribute to the welfare of society.
- 1.5 Reveal any conflicts of interest to their clients or the public that may interfere with full representation of the scientific facts as they can be reasonably interpreted.
- 1.6 Accurately convey that certification does not by itself imply qualification to conduct specific activities such as wetland delineations or wetland functional assessment, or to conduct all scientific research. Provide professional services only in areas of his or her competence or expertise.
- 1.7 Not knowingly present themselves as having credentials that have not been earned nor maintained. Maintenance is defined as certification renewal and payment of annual maintenance fees.
- 1.8 Refrain from advertising in a self-laudatory manner, beyond statements informing potential clients/employers of qualifications, or in a manner detrimental to fellow wetland scientists.

2.0 To promote the well being of the profession, a Professional Wetland Scientist or Wetland Professional In Training shall:

- 2.1 Serve as spokesperson for the SWSPCP only as directed by the Board of Directors.
- 2.2 Use the SWSPCP logo, if desired, on business cards and promotional materials, but not on letterhead or in any way that could be interpreted as acting as a representative of the SWSPCP. Use of the certification stamp with certified person's name and

certification number is encouraged for use on documents prepared by the certified person.

2.3 Promote the profession in a positive but realistic manner, so as to encourage involvement by young professionals and contribute to their advancement in the profession, as warranted.

2.4 Practice professional behavior that is free from sexual harassment or discrimination with respect to religion, gender, sexual orientation, race, national origin, age, or physical restrictions.

2.5 Use laboratory animals and work in habitats of organisms in complete conformance with federal or state requirements for the protection of organisms and in line with currently accepted practices for individual species.

2.6 Maintain the confidentiality of information produced for a client, as required by appropriate federal and state laws.

2.7 Aid in exclusion from certification those who have not followed this code or do not have the required education and experience. Help to maintain the high standard of the SWSPCP by providing a signed complaint to the SWSPCP for known, verifiable, and egregious unethical conduct (breach of code) by another certified person.

2.8 Refrain from attempting to injure the reputation of another scientist through the use of false, biased, or otherwise undocumented claims.

3.0 To promote the advancement of wetland science and professional practice, a Professional Wetland Scientist or Wetland Professional In Training shall:

3.1 Claim authorship or credit only for those papers, ideas, or practice to which one has made substantial and significant contributions through writing, study concepts and design, data collection, or data analysis.

3.2 Not submit manuscripts for publication of material that has already been published or is under review for a different journal or book, without notifying the publisher.

3.3 Not use the unpublished data of others for publication without the consent and attribution of the principal investigator responsible for collecting and/or maintaining the data.

3.4 Maintain confidentiality of the contents of manuscripts when providing peer review of a manuscript.

3.5 Promptly review any scientific materials provided to one for peer review so as to expedite the review and publication process of other researchers.

3.6 Report promptly to the editor any errors discovered after a manuscript is published or is submitted for publication.

3.7 Maintain original data and records of all work conducted for a client, and all research, methods, results, and analyses for a minimum of three years beyond the termination of the project.

3.8 Strive to increase knowledge and skills to advance the practice of wetland science and professional practice, and keep informed of advances in the field of expertise of the member, including the literature, methods of measurement and analysis, and skills for the interpretation of data.

Application, Form B, continued

The format of the following sections of the application is designed to facilitate application preparation through use of a word processing system. Please prepare application following specifically the format presented below. Clearly NUMBER and TITLE each section (as per the format). Where appropriate, provide information in LIST format. Number pages consecutively starting with page number one (1); place page number at bottom right on each page along with your surname. TYPE ON ONE SIDE OF PAGE ONLY; DO NOT type on front and back of page. Please refer to Form A when filling out this application.

I. BASIC APPLICANT INFORMATION

A. Name (Last, First Middle)

B. Birth Date (Day)(Month)(Year)

C. Business Address *: Employer

P.O. Box or Street City, State/Province, Postal Code ,
Country Phone: (Area Code) Number FAX: (Area Code)
Number Email:

D. Home Address *:P.O. Box or Street

City, State/Province, Postal Code , Country
Phone: (Area Code) Number FAX: (Area Code) Number
Email:

** Indicate which address should be used in the Registry of Professional Wetland Scientists*

II. COLLEGE/UNIVERSITY EDUCATION

A. Completed Degree(s) Provide the following information:

1. Institution(s)
2. Date(s) attended
3. Degree(s)& Year(s) Conferred
4. Major
5. If graduate degree, include thesis and/or dissertation title

B. Completed Courses

LIST all courses in their proper category, and where course titles do not describe content, provide brief sentence describing course. Please specify all course credits in semester hours (semester hour = quarter hours x 2/3). Provide the following information for each category:

1. Course Number
2. Course Title
3. Semester Hours - Categories: —Biological Sciences (At least fifteen (15) semester hours)

- Physical Sciences (At least fifteen (15) semester hours)
- Quantitative Sciences (At least six (6) semester hours)
- Additional Education Requirements For PWS Certification (Fifteen (15) hours or equivalent)

III. QUALIFYING FULL-TIME EXPERIENCE

A. List each current and former employer(s) and supporting information. Start with current employer first.

1. Employer (company, institution, or organization)
P.O. Box or Street City, State/Province, Postal Code, Country

2. Supervisor's Name (or person knowledgeable of your experience)
Supervisor's Title
P.O. Box or Street (if different than above) City, State/Province, Postal Code (if different than above)
Country (if different than above)
Phone: (Area Code) (Number)

3. Position of applicant and/or title
4. Period of time in position (Months/years from and to)
5. Duties and Responsibilities as a Wetland Scientist (BRIEF — NOT to exceed 250 words)
6. At end of narrative, restate and answer the following question: "What percentage of work time was devoted specifically to professional work as a wetland scientist?"

IV. ADDITIONAL SUPPORTIVE INFORMATION

A. Publications — Give complete citations (author(s), year, title of paper, publication & volume/issue, number of pages) for NO MORE than five (5) of your most recent or significant publications.

B. Technical/Administrative Reports — Give complete citations (author(s), year, title, number of pages) for NO MORE than five (5) of your most recent or significant reports.

C. Oral Reports or Presentations — Give year and title. Identify audience. Cite NO MORE than five (5) of your most recent or significant presentations.

D. Other Involvements as a Professional Wetland Scientist — Provide information that supports your application, such as professional society memberships, offices held, honors, duties performed, etc.

V. PROFESSIONAL REFERENCES

List the following information for AT LEAST five (5) professionals who have agreed to provide references on your behalf:

1. Name
2. Title and Position
3. Employer

4. Complete Address

5. Phone Number

In addition, three of the above references must complete reference forms (Form C). These forms must be submitted sealed with your completed application. See FORM A for specific details. Three of the five required references must be from current SWS references in good standing. Two references must be from current PWS references in good standing.



PROFESSIONAL WETLAND SCIENTISTS

Society of Wetland Scientists Professional Certification Program

Application – Form C

Dear Reference:

This is a request for your help in providing a reference for the person whose name appears below. This individual is applying for certification as a Professional Wetland Scientist. As part of the certification process, the applicant must obtain references from his/her supervisors, clients, employers, or others who are knowledgeable of his/her qualifications as a wetland scientist. Please provide your evaluation and return the letter to the applicant in a sealed envelope, with your signature across the seal. Also, please include a business card. Thank you.

Applicant's name, mailing address, phone, and fax:

STATEMENT BY APPLICANT:

I do _____ do not _____ hereby agree to relinquish my right to review this reference at a future date.

Applicant's Signature _____ Date _____

Application will not be processed without applicant signature.

GENERAL:

How long have you known the applicant? _____ years.

In what capacity have you observed his/her activities as a wetland scientist?

PROFESSIONAL QUALIFICATIONS:

Evaluate the applicant based on his/her demonstrated expertise in the use and application of ecological principles that lead to sound stewardship and management of wetland resources.

- Highest Expertise
- Above Average
- Qualified
- Below Average
- Unqualified

Evaluate the applicant on his/her ability to provide professional advice in or practice wetland science, either as a practicing professional in the field or based on his/her demonstrated application of wetland science as a practice.

- Highest Expertise
- Above Average
- Qualified
- Below Average
- Unqualified

Please add any additional comments that would be helpful in evaluating the educational and professional qualifications of the applicant as a wetland scientist. Printed Name of Reference _____

Signature of Reference

Are you ___ SWS member ___ Certified PWS ___ Employer, Supervisor, or Client of applicant