

**Society of Wetland Scientists Professional Certification Program  
Certification Renewal Form  
Application Information**



**Instructions:**

Please prepare the application in English. 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 to support the certification renewal points requested. **Documentation should be in the form of a letter from event sponsor, certificate of completion, attendance roster, or other independent attestation of completion. At a minimum, each record should include the name of the attendee, name of the sponsoring organization, activity title, activity description, activity date, and the duration of the activity.**
- Applicant must provide three (3) single-sided copies of the application, plus the original. Applications that do not have the correct number of copies will be returned.
- NO APPLICATION CAN BE PROCESSED UNTIL A COMPLETE APPLICATION PLUS THREE (3) COMPLETE SINGLE-SIDED PHOTOCOPIES, APPLICATION FEE AND SUPPORTIVE MATERIALS HAVE BEEN RECEIVED BY THE SOCIETY OF WETLAND SCIENTISTS PROFESSIONAL CERTIFICATION PROGRAM.
- Nothing in this process shall be construed as establishing the Society of Wetlands Scientists Professional Certification Program as liable for actions or failures to act on the part of the applicant.

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Application for:

\_\_\_\_\_ Renewal of Certification (PWS)

\_\_\_\_\_ Exemption for Emeritus status (PWS). To qualify for emeritus status, an individual must be 65 years of age and have been a PWS for at least 10 years, or 60 years of age and have been a PWS for at least 15 years. An applicant for emeritus status must submit a one-time certification renewal fee of \$125.00, statement of retirement, and evidence of age and certification duration as listed above. Please sign and return the code of ethics, basic applicant information, and fee to the business office. Receiving the Emeritus status waives the five-year renewal requirement. However, you are still required to pay the annual maintenance fee.

PWS Certification Number: \_\_\_\_\_

Date of Certification: \_\_\_\_\_

*\*The above information may be located on your PWS Certificate*

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

SWS Membership # (if yes): \_\_\_\_\_

**CODE OF ETHICS AND PROFESSIONAL PRACTICE**

As a wetland scientist, I certify that I have read and will conform to the Society of Wetland Scientists Professional Certification Program, Inc. (SWSPCP, Inc.) Code of Ethics and Bylaws. 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. Further I agree, as a condition of membership and certification, that membership and certification is a privilege bestowed on members by the SWSPCP, Inc., but is not a right; I acknowledge and agree that the right to remain a member is subject to the discretion of the SWSPCP, Inc. membership, and as

delegated by the membership to the board and committees by rules and bylaws. By signing this, I agree that once a member, I agree to the terms of membership here described and as set forth in the SWSPCP, Inc's bylaws and related rules. By signing this, I state as a condition of SWSPCP, Inc. membership, that I hereby irrevocably waive all rights of action against the SWSPCP, Inc. and its officers, members, directors, business managers and agents for errors in operating the SWSPCP, Inc. as it relates to credentialing and in terms of actions effecting my rights of and to be a member; waive all claims and actions in defamation connected to filed complaints, hearings, filings, deliberations, reports, decisions and testimony in an ethics proceeding and hearing under the SWSPCP, Inc's bylaws concerning rights of membership or related ethics hearings; waive any and all claims resulting or possibly resulting therefrom; and agree that irrespective of the foregoing waivers that in any action, including concerning membership or matters occurring regarding membership, that the exclusive forum for resolution of disputes will be the federal or state courts in Cook County, Illinois.

THIS AGREEMENT CONTAINS A BINDING ARBITRATION PROVISION WHICH AFFECTS YOUR LEGAL RIGHTS AND MAY BE ENFORCED BY THE PARTIES.

Signature \_\_\_\_\_ Date Submitted \_\_\_\_\_  
(Not valid unless signed)

**SOCIETY OF WETLAND SCIENTISTS PROFESSIONAL CERTIFICATION PROGRAM, INC.  
CODE OF ETHICS AND PROFESSIONAL PRACTICE**

**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, Inc. only as directed by the Board of Directors.
- 2.2 Use the SWSPCP, Inc. 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, Inc.

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, Inc. by providing a signed complaint to the SWSPCP, Inc. 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 certified 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.

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**FEES:**

Application for Certification Renewal (\$75)\* \_\_\_\_\_  
**\*Certification Renewal fee is separate from the maintenance fee.**  
 Application for Emeritus Status (\$125) \_\_\_\_\_  
 Certification Maintenance Fee Payment (\$50) \_\_\_\_\_  
 Lump Sum Certification Maintenance Fee Payment for 5 years (\$250)\*\* \_\_\_\_\_  
**\*\*Does not include the renewal fee.**

**Total Amount Submitted:** \_\_\_\_\_

**NOTES:**

- Applications that do not include the certification renewal application-processing fee will be returned immediately to the applicant. The lump sum certification maintenance payment for five years DOES NOT include the certification renewal fee.
- You must include three single-sided photocopies of your recertification application, in addition to the original document. Applications that do not contain three photocopies and the original will be considered incomplete.

**CERTIFICATION RENEWAL POINTS (10 points required)**

**A. EMPLOYMENT IN THE FIELD (Including Wetland Training Instructor)**

75% - Full Time	2.00 pt/year	X	_____ years = _____ points
60% - 74%	1.50 pt/year	X	_____ years = _____ points
40% - 59%	1.00 pt/year	X	_____ years = _____ points
25% - 39%	0.50 pt/year	X	_____ years = _____ points
< 25% of Time	0.00 pt/year	X	_____ years = _____ points
			<b>Subtotal _____ points</b>

*Maximum of 8.00 points to be applied during 5-year period*

**Attach supporting evidence** of employment such as a statement from the employer for requested points. For sole practitioners, provide documentation of work performed, such as list of projects or a summary of types and numbers of contracts completed.

**B. WETLAND INSTRUCTION (Received)**

Course Name	Date	Renewal Points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points
<b>Subtotal _____ points</b>		

*0.50 points per 8 contact hours  
 2.00 point maximum per course*

*Maximum of 8.00 points to be applied during 5-year period*

**C. WETLAND TRAINING INSTRUCTOR (Given)**

Course Name	Date	Renewal Points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points
<b>Subtotal</b>		<b>_____ points</b>

*0.50 points per 8 contact hours  
 2.00 point maximum per course  
 Maximum of 8.00 points to be applied during 5-year period*

**D. PEER-REVIEWED SCIENTIFIC PUBLICATION**

Title of Article	Date	Renewal Points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points
<b>Subtotal</b>		<b>_____ points</b>

<i>Principal author or co-author of peer-reviewed journal article</i>	=	<i>2.00 points</i>
<i>Second author</i>	=	<i>1.00 points</i>
<i>Junior author</i>	=	<i>0.50 points</i>
<i>Principal author of monograph or book</i>	=	<i>4.00 points</i>
<i>Junior author of monograph or book</i>	=	<i>3.00 points</i>
<i>Author of a chapter of a book</i>	=	<i>3.00 points</i>
<i>Editor of monograph or book</i>	=	<i>3.00 points</i>
<i>Co-editor or associate editor of monograph or book</i>	=	<i>2.00 points</i>

*Maximum of 8.00 points to be applied during 5-year period*

**E. PRESENTATION OF ORAL PAPER OR POSTER**

Title of Paper/Poster	Location and Date	Renewal Points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points
<b>Subtotal</b>		<b>_____ points</b>

*Credit per paper or poster = 1.00 points*

*Maximum of 8.00 points to be applied during 5-year period*

**F. ACTIVE OFFICER IN WETLAND-RELATED ORGANIZATION**

Organization and Position	Years Active	Renewal Points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points

**Subtotal** \_\_\_\_\_ **points**

- One year service for President, Vice President, Secretary, or Treasurer* = 1.00 points
- One year service as committee chair* = 0.50 points
- One year service as active committee member* = 0.25 points

*Maximum of 8.00 points to be applied during 5-year period*

**G. ATTENDANCE AT WETLAND CONFERENCE**

Conference Name	Date	Renewal Points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points
_____	_____	= _____ points

**Subtotal** \_\_\_\_\_ **points**

*Each conference lasting a minimum of 8 hours* = 0.5 points

*Maximum of 4 points to be applied for 5-year period*

**H. OTHER**

Points may be granted for other activities ONLY if the PWS cannot obtain 10 points using Categories A through G. The PWS must submit a request to the SWSPCP Inc. business office for evaluation by the Certification Standards Committee along with a completed application for certification renewal. This request should describe in enough detail the nature of the wetland activity(ies) that do not fit within Categories A through G and provide appropriate documentation that supports the request under Category H. The business office will notify the applicant of the Committee decision within approximately 60 days of receipt of the request. Once a decision is made the Renewal Application will be reviewed.

**TOTAL POINTS**

Add the points requested in Sections

A subtotal: \_\_\_\_\_ points  
B subtotal: \_\_\_\_\_ points  
C subtotal: \_\_\_\_\_ points  
D subtotal: \_\_\_\_\_ points  
E subtotal: \_\_\_\_\_ points  
F subtotal: \_\_\_\_\_ points  
G subtotal: \_\_\_\_\_ points  
H subtotal: \_\_\_\_\_ points

**TOTAL POINTS REQUESTED: \_\_\_\_\_ POINTS**

*Please Return Completed Certification Renewal Form(s) And Supporting Documentation, Including  
Three Single-Sided Photocopies, To:*

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

**Did you remember to include your supporting documentation?**

Documentation should be in the form of a letter from event sponsor, certificate of completion, attendance roster, or other independent attestation of completion. At a minimum, each record should include the name of the attendee, name of the sponsoring organization, activity title, activity description, activity date, and the duration of the activity. Verification of work experience can include a statement from the employer for requested points. For sole practitioners, provide documentation of work performed, such as list of projects or a summary of types and numbers of contracts completed.