

**THE NATIONAL WILDLIFE CONTROL OPERATORS ASSOCIATION**  
**APPLICATION FOR CERTIFICATION**  
**Of**  
**Wildlife Control Professionals**  
2006 Version

**INSTRUCTIONS: Application must be typed or printed in English.** If word processing is used, the entire page, including instructions, must be duplicated. **Submit original, and two (2) clearly readable copies, and appropriate fee** payable to: The National Wildlife Control Operators Association – Certification Program. It is the applicant's responsibility to provide full documentation of education and professional-level experience as a wildlife damage control operator. Failure to provide complete documentation may limit your rights of appeal if you are denied certification.  
**Mail the application and copies to Chairman, Certification Review Board.**

NOTE: Before completing this application, please read carefully the Certification of Professional Wildlife Control Operators program.

**No application can be processed until the certification board has received all supportive materials.**

NAME \_\_\_\_\_ BIRTHDATE \_\_\_\_\_  
*(Last) (First) (Middle) (Day/Month/Year)*

HOME ADDRESS \_\_\_\_\_ E-MAIL \_\_\_\_\_  
*(P.O. Box or Street)*

\_\_\_\_\_  
*(City) (State/Province) (Postal Code) (Country)*

BUSINESS ADDRESS \_\_\_\_\_  
*(Employer) (P.O. Box or Street)*

\_\_\_\_\_  
*(City) (State/Province) (Postal Code) (Country)*

TELEPHONE NUMBER: Home (\_\_\_\_\_) \_\_\_\_\_ Business (\_\_\_\_\_) \_\_\_\_\_

FAX (\_\_\_\_\_) \_\_\_\_\_

APPLICATION FOR: Certified Wildlife Control Professional Apprentice Wildlife Control Professional

Have you ever applied for certification as a CWCP? YES \_\_\_ NO \_\_\_ If so, when? \_\_\_\_\_  
*(Year)*

Have you ever been denied certification? If so, when? \_\_\_\_\_

(FOR CRB USE ONLY)

Education Credits: Cat 1 \_\_\_\_\_ Cat 2 \_\_\_\_\_ Cat 3 \_\_\_\_\_

Experience: \_\_\_\_\_ Months

Signed Ethics Agreement: Yes \_\_\_\_\_ No \_\_\_\_\_

Recommend Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_ Evaluator Signature: \_\_\_\_\_

Evaluator printed name: \_\_\_\_\_

A. **Education:** List all courses in their proper category and where course titles do not describe content; attach a course syllabus or written description. In addition, applicants should provide catalog or own word course description wherever specified and as needed to demonstrate content relevant to the requirement category. (Note: the credits required in subcategories 1, 2 and 3 total 75; the remaining 25 hours may be in any of the 3 subject areas.)

Please list all the hours on the certification hour's sheet.

**Category 1 Wildlife Biology:** 20 credits are required. Training includes courses relating to life cycles, habits, and effects of control, wildlife health, population dynamics and habitat management. **Handling:** 20 credits required. Training includes courses in the care, euthanasia, and diagnostics of diseases and any other subject relating to the period during possession of wildlife by the operator.

**Category 2. Technical:** 20 credits required. Training includes courses in Methods, Equipment, Research and Business Management.

**Category 3. Health, Safety and Community Relations.** 20 credits required. Training includes courses in topics relating to human aspects of wildlife damage management; Wildlife Laws, Zoonosis, Equipment safety, Employee and Customer Safety.

Be sure to provide proof of all training. Proof can be provided by

- a. Certificates of attendance
- b. Reference letters on company letterhead
- c. Academic hours can only be proven by a copy of your transcript.
- d. Copy of articles written
- e. Copy of agenda's where you offered training etc.

If you have any questions on what constitutes proof, ask yourself, what you would look for in someone applying for certification?

Applicant's name \_\_\_\_\_



**B. EXPERIENCE: A minimum of three (3) years of wildlife control experience, obtained within the last six (6) years, is required. List most recent employment first. Any employment that was less than full-time must be indicated. It is the responsibility of the applicant to provide complete up-to-date information.**

1. Present Position: \_\_\_\_\_  
(Example: Wildlife Operator/ Employed by AAA Wildlife Service)

a. Period in this Position: FROM    TO    = .  
Day Month Year Day Month Year Months

b. Description of specific duties and responsibilities as a wildlife operator (*Describe what you specifically do as a wildlife operator and provide a **percentage estimate of time** you devote to each major job duty; do not provide a general job description*).

1. Trapping Activities \_\_\_\_\_% of time

2. Marketing \_\_\_\_\_% of time

3. Exclusion \_\_\_\_\_% of time

4. Repairs \_\_\_\_\_% of time

5. Other \_\_\_\_\_% of time

c. Does this position represent full-time (100%) duties devoted specifically to professional wildlife work? YES NO If "NO," what percentage of time was devoted to professional-level wildlife work? \_\_\_\_\_ % (Full-time positions are defined as 40 hours/week. Less than full-time positions must be prorated, e.g. a 32-hour work week provides 80% time.)

d. Name and address of employer: \_\_\_\_\_  
\_\_\_\_\_

e. Name, address, telephone number, E-Mail and title of supervisor or person with knowledge of your responsibilities and Performance: \_\_\_\_\_  
\_\_\_\_\_

Applicant's name \_\_\_\_\_

2. Previous Position Title/Working Title. (Ignore if you have worked at present job for at least 3 years full time)  
(Example: Wildlife Operator/ Employed by AAA Wildlife Services)

a. Period in this Position: FROM    TO    = .  
Day Month Year Day Month Year Months

b. Description of specific duties and responsibilities as a wildlife operator (*Describe what you specifically do as a wildlife operator and provide a **percentage estimate of time** you devote to each major job duty; do not provide a general job description*).

1. Trapping Activities \_\_\_\_\_% of time
2. Marketing \_\_\_\_\_% of time
3. Exclusion \_\_\_\_\_% of time
4. Repairs \_\_\_\_\_% of time
5. Other \_\_\_\_\_% of time

c. Does this position represent full-time (100%) duties devoted specifically to professional wildlife work? YES NO If "NO," what percentage of time was devoted to professional-level wildlife work? \_\_\_\_\_ %  
(Full-time positions are defined as 40 hours/week. Less than full-time positions must be prorated, e.g. a 32-hour work week provides 80% time.)

d. Name and address of employer: \_\_\_\_\_  
\_\_\_\_\_

e. Name, address, telephone number, E-Mail and title of supervisor or person with knowledge of your responsibilities and Performance: \_\_\_\_\_  
\_\_\_\_\_

\*Photocopies of this page should be used to list additional experience, if needed.

VI. FEES AND ELIGIBILITY: Please check and complete the information requested for your category:

A. Certified Wildlife Control Professional \_\_ \$90.00\* \_\_ (non member \$120.00)

B. Recertification \_\_\$75.00\* \_\_ (non-member \$100.00)

\*To qualify for the lower fee structure accorded to members of NWCOA, you must have been a member of the association at time of submission of application, as well as a current member of NWCOA.

VII. DECLARATION: Have you in your past activities complied with the Code of Ethics and the Standards for Professional Conduct of NWCOA as stated in the certification program booklet?

YES\_\_\_ NO\_\_\_ If "NO," please explain in an attached letter.

In applying for certification as a Certified Wildlife Control Professional, I have reviewed and pledge to adhere to the Code of Ethics as described in the certification program.

I further attest that the information provided in this application form, together with all attached documents, is complete and true to the best of my knowledge.

\_\_\_\_\_  
(Date Submitted)

\_\_\_\_\_  
(Applicant's Signature)

Upon certification, 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 nickname on the certificate.)

# APPLICATION INFORMATION

DO NOT INCLUDE THIS PAGE WITH THE APPLICATION.

<b>1. Schedule of Fees (in U.S. FUNDS):</b>	Member	Nonmember
Certified WCP	\$ 90.00	\$ 120.00
Recertification	75.00	100.00

MAKE CHECKS PAYABLE IN U.S. FUNDS TO: NWCOA-Certification Program

**2. Application is an Examination:** The application substitutes for a comprehensive qualifying examination and must be completely filled out. It is the applicant's responsibility to provide full and complete documentation of all education and experience. List all training courses in the proper category where the contents fulfill the educational requirements for certification. Where course titles do not describe content, attach a course syllabus or written description. In addition, applicants should provide catalog or own word course description wherever specified and as needed to demonstrate content relevant to the requirement category. Failure to provide complete documentation of education and experience may result in significant time delays in processing the application and may limit your rights of appeal if you are denied certification.

**3. Professional Experience:** Professional WCP experience is defined as duties and responsibilities requiring the application of current wildlife damage management knowledge to problems and programs dealing directly with the wildlife resource as a significant portion of job responsibilities. A minimum of 36 months experience acquired within the last six years is required.

**4. Copies:** Applicants must provide three (3) sets of all application materials: a typed, original application; two (2) clearly readable copies of the application.

**5. Processing Time:** Applications normally should be processed within sixty (60) days unless the applicant is notified that additional time is required.

**6. Certificate:** When an applicant is certified, NWCOA will provide a lettered recognition certificate. No academic, honorary, or other titles, or nickname will be included with the applicant's name on the certificate.

**7. Submitting Applications:** Detach this page before photocopying and keep for your records. Mail the original application and two (2) copies, with required documentation, transcripts, and appropriate fee to the CHAIRMAN. List is on the website at <http://www.nwcoa.com/certification/certcomm.htm>

## APPLICATION CHECKLIST

Please review this list before submitting your application.

- Is the application typed or clearly printed and filled out completely?
- Have you provided proof for all the hours you are applying for? Transcripts, letters, certificates
- Is the application signed and dated?
- Have you enclosed the original AND two (2) copies of the application & additional documentation?
- Is the appropriate application fee enclosed?
- Have you made a copy of all materials for your records?
- Have you included course descriptions where requested to clarify course titles?