



NATIONAL WILDLIFE CONTROL OPERATORS ASSOCIATION  
 PO BOX 841 • PENSACOLA FL 32591 • 855-466-9262  
[www.nwcoa.com](http://www.nwcoa.com) | [info@nwcoa.com](mailto:info@nwcoa.com)  
 COMPETENCE • INTEGRITY • SERVICE



## CWCP Certification Application

2018 Version. Supersedes all previous versions

Before beginning the application process, please read the NWCOA Certification Standards and Operation Policy which can be found at [www.NWCOA.com](http://www.NWCOA.com). Click tab entitled "Official CWCP Policy". Use this policy document as a reference while completing the application.

- Application must be typed or printed in English. If duplicated, the entire page, including instructions, must be included.
- Submit one electronic copy of the application and all supporting documentation (e.g. course certificates). E-Mail this document to the executive office at: [info@nwcoa.com](mailto:info@nwcoa.com).
- You should maintain a copy of the entire application package for your own records.
- Check should be made payable to NWCOA (please indicate: "CWCP application" on check).

Name \_\_\_\_\_  
*(Last, First, MI)*

Birthdate \_\_\_\_\_  
*(Day/Month/Year)*

Home Address \_\_\_\_\_  
*(PO Box or Street)*  
 \_\_\_\_\_  
*(City) (State/Province)(Postal Code)(Country)*

Business Address \_\_\_\_\_  
*(Employer) (PO Box or Street)*  
 \_\_\_\_\_  
*(City) (State/Province)(Postal Code)(Country)*

E-Mail \_\_\_\_\_

Phone \_\_\_\_\_  
*(Home)* *(Cell)*  
 \_\_\_\_\_  
*(Work)* *(Fax)*

Application submission date: \_\_\_\_\_ CWCP process must be completed within one year of submission.

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

Have you ever been denied certification?  YES  NO If so, when? \_\_\_\_\_  
*(Year)*

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 (FOR NWCOA USE ONLY)

Training: \_\_\_\_\_ College degree or \_\_\_\_\_ 2 NWCOA Certs: \_\_\_\_\_ or 1 NWCOA Cert: \_\_\_\_\_ and 2 Expos: \_\_\_\_\_

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

Signed Ethics Agreement:  Yes  No

Written proficiency exam score: \_\_\_\_\_

Evaluator Printed Name: \_\_\_\_\_

Evaluator Signature: \_\_\_\_\_

Ethics Questions:  Pass  Fail

Recommend Approval:  Yes  No

Date: \_\_\_\_\_

Exam Proctor: \_\_\_\_\_

## Training

There are three options for fulfilling the training requirements for the CWCP. Indicate in the space provided which option you are fulfilling, and which certifications or Expos you've been to.

1. \_\_\_\_\_ A regionally-accredited college degree (associates or higher) in Wildlife Biology or Wildlife Management or a program certified by the Wildlife Society automatically fulfill the training requirements. Applicants must provide a certified transcript.
2. \_\_\_\_\_ A person can fulfill the training requirements by obtaining and maintaining two (2) NWCOA approved certifications. Applicants must provide proof of certification. Two (2) current NWCOA certifications: \_\_\_\_\_.
3. \_\_\_\_\_ A person can fulfill the training requirements by obtaining and maintaining one (1) NWCOA approved certification and provide proof of attendance at two (2) NWCOA national EXPOs or Regional Training events. Applicants must provide proof of certification and attendance. One (1) current NWCOA certification: \_\_\_\_\_ and two NWCOA national EXPOs or Regional Training events: \_\_\_\_\_.

Note: Maintenance or renewal of NWCOA certifications are based on the requirements of each program.

## Experience

A Certified Wildlife Control Professional™ applicant must have a minimum of five (5) years/(10,000 hours) of professional experience gained within the eight (8) years/(16,000 hours) prior to the date the application is submitted. A year is defined as fifty 40-hour weeks, or 2000 work hours.

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

Time in this position: From: \_\_\_\_\_ To: \_\_\_\_\_ = \_\_\_\_\_  
(Day/Month/Year) (Day/Month/Year) Total Months

2. Description of specific duties and responsibilities as a wildlife control operator in your current position (Describe what you specifically do as a wildlife control operator and provide a **percentage estimate of time** you devote to each major job duty; do not provide a general job description). \_\_\_\_\_

3. Percentage of time devoted to each of the following duties in your current position:

a. Trapping activities	_____%	b. Marketing	_____%
c. Exclusion	_____%	d. Repairs	_____%
e. Others	_____%	Briefly describe "other" duties _____.	

Does your current position represent full-time employment as a wildlife control operator?  YES  NO

If NO, what percentage of time is devoted to wildlife control operations? \_\_\_\_\_ %

Note: 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.

4. References: Please provide the name, address, telephone number, e-mail and title of supervisor or person with knowledge of your responsibilities and duties.

**Skip items 5-8 if you have been at your current position full time for at least five (5) years (10,000 hours).**

5. Previous Position: \_\_\_\_\_  
(Example: Wildlife Control Operator / Employed by AAA Wildlife Service)

Time in this position: From: \_\_\_\_\_ To: \_\_\_\_\_ = \_\_\_\_\_  
(Day/Month/Year) (Day/Month/Year) Total Months

6. Description of specific duties and responsibilities as a wildlife control operator in your current position (*Describe what you specifically do as a wildlife control operator and provide a **percentage estimate of time** you devote to each major job duty; do not provide a general job description*). \_\_\_\_\_

7. Percentage of time devoted to each of the following duties in your current position:  
a. Trapping activities \_\_\_\_\_%      b. Marketing \_\_\_\_\_%  
c. Exclusion \_\_\_\_\_%                      d. Repairs \_\_\_\_\_%  
e. Others \_\_\_\_\_%                      Briefly describe "other" duties \_\_\_\_\_.

Did your current position represent full-time employment as a wildlife control operator? YES  NO   
If NO, what percentage of time was devoted to wildlife control operations? \_\_\_\_\_ %

8. References: Please provide the name, address, telephone number, e-mail and title of supervisor or person with knowledge of your responsibilities and duties.

## Competency Exam

All initial CWCP™ candidates shall be required to complete a competency exam with 85% proficiency rating in order to demonstrate competency in wildlife damage management as well as a pass/fail essay section on ethical considerations. The exam is available online through the NWCOA office, or may be offered at any NWCOA sanctioned event provided that either Certified NWCOA Instructors (CNI) or Master NWCOA Instructors (MNI) are present to serve as test proctors. A reasonable fee may be charged for test administration.

Competency exam shall consist of 200 answers in a multiple-choice format and include sections on wildlife biology, animal handling, wildlife control techniques, industry standards, business practices, human health and safety and community relations. Exam must be completed in 120 minutes in a closed book format. A candidate must score at least 170 out of 200 to achieve 85% proficiency on this section. The competency exam shall also include three (3) essay questions related to the NWCOA Code of Ethics and common field situations. Candidates who, in the collective opinion of the reviewers, respond inappropriately to any of the ethics questions will not receive a passing grade or obtain certification.

Exam Date \_\_\_\_\_ Exam Location \_\_\_\_\_

Proctor Name \_\_\_\_\_ Proctor Signature \_\_\_\_\_

Exam Score \_\_\_\_\_ Ethics questions responses: Passed (1 2 3) / Failed (1 2 3)

Ethics question reviewers \_\_\_\_\_  
\_\_\_\_\_

Exam Retake Fee: Each applicant receives one complimentary attempt to pass the exam. There is a \$40 fee for subsequent attempts.

## Ethical Requirements

All applicants must pledge to uphold and conduct their activities in accordance with the Code of Ethics as prescribed by NWCOA. In the event any applicant has engaged in past activity or conduct that the Certification Committee determines violates a provision of the Code of Ethics, the Certification Committee shall thoroughly investigate such activity or conduct, to determine whether such past activity, conduct, or record shows a propensity on the part of the Applicant to act contrary to the provisions of the Code of Ethics and thereby constitutes grounds for denying and rescinding certification. Certified Wildlife Control Operators shall conduct their activities in accordance with the Code of Ethics as prescribed by NWCOA outlined below:

### Code of Ethics:

1. I will strive to follow all laws and regulations pertaining to wildlife damage management.
2. I ascribe to a professional code of conduct that embodies the traits of honesty, sincerity and dedication.
3. I will show exceptionally high levels of concern and respect for people, property and wildlife.
4. I will promote the understanding and appreciation of the many values of wildlife and scientific wildlife management, as well as an appreciation for the economic and health concerns of people adversely affected by wildlife.
5. I will be sensitive to the various viewpoints of wildlife damage management.
6. I will provide expertise on managing wildlife damage to my clientele upon request, within the limits of my experience, ability and legal authority.
7. I will promote competence and present an image worthy of the profession by supporting high standards of education, employment and performance.
8. I will strive to broaden my knowledge, skills and abilities to advance the practice of commercial wildlife damage management.
9. I will, in good faith, select new or time proven methods for resolving wildlife damage conflicts and give due consideration to humaneness, selectivity, effectiveness and practicality.
10. I will treat my competition and clientele in a courteous manner and in accordance with honorable business practices.
11. I will encourage, through word and through deed, all Commercial Wildlife Control Operators to adhere to this code and to participate in state associations of Commercial Wildlife Control Operators.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Fees and Eligibility

Certification is a service extended to qualified wildlife control operators. However, the certification procedure was developed and is administered by NWCOA. Members of the Association subsidize this effort with their volunteer efforts and membership dues to maintain a viable peer review process. Nonmembers contribute nothing in this regard; therefore, there is a differential fee for certification. The fee structure for certification is:

	<u>Member</u>	<u>Non-member</u>
<b>Initial application fee for Certified Wildlife Control Professional™</b>	\$100.00	\$200.00
<b>Renewal application fee for Certified Wildlife Control Professional™</b>	\$100.00	\$200.00

To qualify for the lower fee structure, you must have been a member of the association at the time of initial submission of the application, as well as be a current member of NWCOA. Make checks payable to NWCOA.

## Declaration

Have you in your past activities complied with the Code of Ethics?

Yes \_\_\_\_\_ No \_\_\_\_\_ If no, 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, together with all attached documents, is complete and true to the best of my knowledge.

\_\_\_\_\_ x \_\_\_\_\_  
Date submitted Applicant signature

Upon certification, my name should be lettered on the certificate as follows:

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*(Certification policy does not allow use of academic, honorary, other titles or nicknames on the certificate)*

NOTE: Only CWCPs may use the NWCOA CWCP logo or CWCP name mark in marketing media, materials, or web site to describe their title or achievement through NWCOA and must abide by requirements set forth in the NWCOA Marks Policy.

Processing Time: Applications are normally processed within ninety (90) days.

## 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 a college degree, the NWCOA certifications or combination of NWCOA certification and attendance at two (2) national Expos? i.e. Transcripts, certificates.
- Is the Code of Ethics and the application signed and dated?
- Have you made a copy of the application package to keep for your own records? (Entire packages are not returned after review)
- Is the appropriate application fee enclosed?