



NATIONAL WILDLIFE CONTROL OPERATORS ASSOCIATION
 PO BOX 655 • FREDERICKSBURG VA 22404 • 855-GO-NWCOA
 www.nwcoa.com
 COMPETENCE • INTEGRITY • SERVICE



CWCP CERTIFICATION APPLICATION

2014 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. 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 two (2) copies of the application and all supporting documentation (e.g. course certificates) to make two (2) identical packages. Mail these two packages and appropriate fee to the executive office at: NWCOA, CWCP Committee, PO Box 655, Fredericksburg, VA 22404.
- One set will be kept on file with the executive office, the other is sent to an independent evaluator. You should also 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).

Initial application

Renewal

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)

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)

(FOR CRB USE ONLY)

Education Credits: Cat 1 _____ Cat 2 _____ Cat 3 _____

Signed Ethics Agreement: Yes No

Written proficiency exam score: _____

Evaluator Printed Name: _____

Evaluator Signature: _____

Experience: _____ Months

Ethics Questions: Pass Fail

Recommend Approval: Yes No

Date: _____

Exam Proctor: _____

Education

It is incumbent upon you, the applicant, to provide clear and unquestionable documentation of professional development. It is neither the evaluator's nor chairman's responsibility to track down course descriptions, course outlines, completion certificates, college transcripts, articles written or read, or employer's recommendation letters.

In order to ensure a well-rounded educational background, 200 NWCOA approved Continuing Education Units (CEUs) are required for initial applicants (75 CEUs are required for renewals). You must have a minimum of 50 CEUs in each category, with the remaining 50 CEUs distributed among the three categories as applicable (Renewal CEUs may be earned in any combination). Using the *Course and Hours* sheet (Page 3), list all approved courses you attended and the number of CEUs in the appropriate category for each course.

Category 1. Wildlife Biology and Handling. Topics include information relating to life cycles, habits, and effects of Control on wildlife, health of wildlife, population dynamics, and habitat management. Handling shall encompass Animal Care, Euthanasia, Diagnostics of Diseases, and anything relating to the possession of an animal.

Category 2. Technical. Topics include Industry Standards, Best Practices, Methods, Techniques, Equipment, Research and Business Management.

Category 3. Human Health, Safety and Community Relations. Topics relating to the Human aspects of Wildlife Damage Management, including Zoonosis, Equipment and Work Safety, Employee, Public and Client Safety, Risk Management, Legalities and other related topics.

Notes:

1. Hours for previously assessed/approved training are listed on the NWCOA.com website at: <http://www.nwcoa.com/Certification%20Credits%201999-2011.pdf>.
2. If training you have attended is not listed and you would like to see if it meets NWCOA requirements, send a copy of the training agenda to stephenvantassel1@hotmail.com. Be sure the agenda contains the following information:
 - a. Schedule with designation of hours for each section.
 - b. The person(s)/organization(s) that provided the training.
 - c. Location of the training.
 - d. Date of the training.
3. 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. Copies of articles written
 - e. Copies of articles read or, in the case of tapes/DVDs, name of the video and publisher.
 - f. Copies of agendas where you offered training

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

Experience

A Certified Wildlife Control Professional™ applicant must have a minimum of three (3) years/(6,000 hours) of professional experience gained within the six (6) years/(12,000 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 three (3) years (6000 hours).

5. 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

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.

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

Competency Requirements

Initial applicants:

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. 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 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.

Certification Renewals Applicants:

All certification renewal applicants may elect to re-certify by examination. 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. 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 _____

Exam Score _____

Ethics questions responses: Passed (1 2 3) / Failed (1 2 3)

Ethics question reviewers _____

Exam Proctor Name _____

Exam Proctor Signature _____

Exam Fee \$ _____

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>
Initial application fee for Certified Wildlife Control Professional™	\$200.00	\$450.00
Renewal application fee for Certified Wildlife Control Professional™	\$150.00	\$350.00

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:

(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 all the hours you are applying for? Transcripts, letters, certificates
- Is the application signed and dated?
- Have you enclosed the original AND one copy of the application and additional documentation?
- 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?
- Have you included course descriptions where requested to clarify course titles?