**PROFESSIONAL CERTIFICATION RENEWAL APPLICATION**

**(Only AFS members may apply)**

**Please Note:**

All professional certification application must be submitted electronically via email to [**certification@fisheries.org**](mailto:certification@fisheries.org). All email submissions must indicate the applicant’s name and “*Certification Application*” on the subject line as. For any questions/concerns, please send to [**certification@fisheries.org**](mailto:certification@fisheries.org)

**Deadline:** December 31, 2015

**Application Fees & Payment:**

* Renewal Fee:Application fee is **$50.00** for AFS member and **$100.00** for nonmembers
* Mail: Send *only* Check payments via mail to the following address:
  + **The American Fisheries Society- Certification Program. 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814.**
* Online Payment: After receipt of application, a *notification* will be sent to the email address (identified below) to pay via AFS payment portal.

**Late Renewal Policy:** If a Certified Fisheries Professional does not submit a renewal form by December 31 of the year they are due to renew, the **cost of renewal increases by $10 per year up to a maximum of the cost of first time certification.**

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I would like to request Emeritus Status instead of renewing: ٱYes \_\_\_ No \_\_\_**

***(Emeritus Status is for individuals having held the FP-C designation for 20 years or more who are retired or work part-time. Although application is free, please enclose $10 if you’d like a certificate, and $25 for a certificate and a plaque)***

**Payment:**

\_\_\_\_\_ Mail- Check \_\_\_\_\_\_ Online

**SUMMARY OF PROFESSIONAL DEVELOPMENT QUALITY POINTS (PDQPs) FOR PAST 5 YEARS:**

A total of **100 PDQPs** over the **previous 5 years** are needed, distributed among five categories as summarized below. Please document no more than 125 PDQPs. Descriptions of each of the categories as well as examples of activities that are awarded PDQPs are included in the remaining pages.

***Beginning Date****: \_\_\_\_\_\_\_\_*

***Ending Date****: \_\_\_\_\_\_\_\_*

***Category I & II****: \_\_\_\_\_\_\_\_ PDQPs Combined: Minimum 35, Maximum 60*

***Category III****: \_\_\_\_\_\_\_\_ PDQPs Maximum 35*

***Category IV****: \_\_\_\_\_\_\_ PDQPs* *Maximum 35*

***Category V****: \_\_\_\_\_\_\_\_ PDQPs* *Maximum 35*

***Total****: \_\_\_\_\_\_\_* ***PDQPs******100* Min and 125 Max**

**DECLARATION:**

Having completed the PDQPs listed above, I hereby apply for professional status as a Certified Fisheries Professional (FP-C). I attest that to the best of my knowledge the information contained in this application and any attached material is complete and true.

Have you in your past activities complied with the American Fisheries Society Standards of Professional Conduct?

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

**(Signature of Applicant)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Date)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Category I: Continuing education-fisheries**

Includes subjects directly related to fisheries science or management. Examples include fisheries management, habitat management, fisheries economics, fish diseases, aquaculture or fish culture, fisheries policy and law, aquatic ecology, etc.

***Total Category I and II activities required = Minimum 35, maximum 60, combined***

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| --- | --- |
| ***Activities*** | ***PDQPs*** |
| Participation in courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities | 0.5 per hour of instruction |
| Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc. | 0.5 per hour of participation |
| Attendance at in‑house meetings of employer involving education on new techniques or developments in the profession | 0.5 per hour of participation |
| Completion of self‑instruction audiovisuals | 0.5 per hour of instruction |
| Attendance at seminars conducted by experts in the subject matter | 0.5 per hour of instruction |

Please record activities in the chart included below (you may include as many pages as needed.)

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| ***Category I- Activity Description*** | ***Provider*** | ***Date*** | ***PDQPs*** |
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**Category II: Continuing education-non-fisheries**

Includes subjects that are not primarily fisheries oriented but are professionally enriching to the individual. Examples include computer science and statistics, managerial and leadership skills, public speaking, problem‑solving, public relations, marketing, planning, and other related natural resource disciplines such as forestry, wildlife, etc.

***Total Category I and II activities required = Minimum 35, maximum 60, combined***

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| ***Activities*** | ***PDQPs*** |
| Participation in courses or training programs sponsored or conducted by commercial organizations, professional organizations/agencies, employers, or universities | 0.5 per hour of instruction |
| Attendance at annual or semiannual meetings or special conferences of professional societies, educational organizations, etc. | 0.5 per hour of participation |
| Attendance at in‑house meetings of employer involving education on new techniques or developments in the profession | 0.5 per hour of participation |
| Completion of self‑instruction audiovisuals | 0.5 per hour of instruction |
| Attendance at seminars conducted by experts in the subject matter | 0.5 per hour of instruction |
| **Category I and II:** | **Minimum 35, maximum 60, combined** |

Please record activities in the chart included below (you may include as many pages as needed.)

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| ***Category II- Activity Description*** | ***Provider*** | ***Date*** | ***PDQPs*** |
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**Category III: Oral communications in fisheries and non-fisheries subjects**

Includes the development, preparation, and presentation of activities such as those described in categories I and II. Context is any public meeting that is open to the general public or a select group of invited participants. For fisheries subjects, the audience need not be fisheries professionals. For non-fisheries subjects, the audience must be fisheries professionals. Multiple presentations of the same or similar subject matter can only be credited once during a certification renewal period.

***Category III: Oral communications in fisheries and non-fisheries subjects***

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| ***Activities*** | ***PDQPs*** |
| Author/coauthor of an oral or poster presentation at a professional meeting | 7 |
| Author/coauthor of an oral or poster presentation to a nonprofessional audience | 7 |
| Organizer/instructor of a short course or workshop | 20 |
| Instructor of a quarter‑ or semester‑length course | 10 points per credit. maximum 30 |
| Author/producer of self‑instruction audiovisuals in fisheries | 20 |
| **Category III:** | **Maximum 35** |

Please record activities in the chart included below (you may include as many pages as needed.)  
**Must include** **titles** for presentations, courses, workshops, or audiovisuals.

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| ***Category III- Activity Description*** | ***Provider*** | ***Date*** | ***PDQPs*** |
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**Category IV: Written communications**

Developing, writing, editing, reviewing, and publishing fisheries‑oriented materials. The written material need not be published, but it must be readily available to professional and nonprofessional audiences.

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| ***Activities*** | ***PDQPs*** |
| Author/coauthor of peer‑reviewed article or book chapter | 15 |
| Author/coauthor of a book/monograph | 30 |
| Editor/coeditor of a book/monograph | 15 |
| Author/coauthor of non‑peer‑reviewed article in a magazine, brochure, newspaper, etc. | 7 |
| Author/coauthor of an agency publication or report | 10 |
| Reviewer or editor of an article that has been submitted for publication | 3 |
| Book reviewer for a professional publication | 5 |
| **Category IV:** | **Maximum 35** |

Please record activities in the chart included below (you may include as many pages as needed). Please **include citations** for all publications.

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| ***Category IV- Activity Description*** | ***Provider*** | ***Date*** | ***PDQPs*** |
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**Category V: Service**

Involves membership and active participation in fisheries or aquatic professional societies and organizations, and community service that draws on the individual’s professional expertise in fisheries. Community service may include contributions of professional expertise to civic groups, environmental organizations, government, etc. Points are given for each year served in multiple year appointments.

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| ***Activities*** | ***PDQPs*** |
| Holding the highest office in an organization (including subdivisions), (e.g., president, director, chair, journal editor, etc.) | 15 |
| Holding the other offices in an organization (including subdivisions), (e.g., secretary, treasurer, associate editor, newsletter editor, Committee chair, etc.) | 10 |
| Committee member | 4 |
| Mentor in the Hutton Junior Fisheries Biology Program | 10 |
| **Category V:** | **Maximum 35** |

Please record activities in the chart included below. (you may include as many pages as needed.)

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**PROFESSIONAL DEVELOPMENT ACTIVITY FORM**

Please use this chart as extra space for all professional development categories.

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| ***Category \_\_\_\_\_\_\_***  ***Activity Description*** | ***Provider*** | ***Date*** | ***PDQPs*** |
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