**The American Fisheries Society**

**APPLICATION FOR PROFESSIONAL CERTIFICATION**

**Only AFS members may apply**

**For applicants who completed their B.S./B.A. (or equivalent) degree on or after July 1, 2002**

**All typed applications must be submitted electronically via email with the applicants name and “Certification Application” in the subject line to**

**Gail Goldberg,** [**ggoldberg@fisheries.org**](mailto:ggoldberg@fisheries.org)

***Mail* the application fee (and this page only) to: The American Fisheries Society Certification Program, 5410 Grosvenor Lane, Suite 110, Bethesda, MD 20814.**

**Or *pay online*, when you send your application, state that you will pay online. Then this option will be activated and you will be notified to pay.**

**If you have any questions, please contact Gail Goldberg, (301) 897-8616 X201**

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| **Name:** | |
| **Title:** | |
| **Mailing Address:** | |
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| **Email:** | **Phone:** |
| **Name, as it should appear in your certificate:** | |

**APPLICATION FOR:** \_\_\_\_\_\_\_\_\_ **Certified Fisheries Professional (FP-C)**

*(First time applicants for Certified Fisheries Professional designation)*

\_\_\_\_\_\_\_\_\_**Certified Fisheries Professional (FP-C ESTABLISHED)**

*(First time applicants for Certified Fisheries Professional designation, applying as established fisheries professionals)*

\_\_\_\_\_\_\_\_\_**Certified Fisheries Professional, Renewing (FP-C-RENEW)**

*(Previously certified Fisheries Professional applicants, renewing professional certification)*

\_\_\_\_\_\_\_\_\_**Certified Fisheries Professional (FP-A to FP-C)**

*(Previously certified Associate Fisheries Professionals upgrading to Certified Fisheries Professional designation)*

\_\_\_\_\_\_\_\_\_**Associate Fisheries Professional (FP-A)**

*(First time applicants for Associate Fisheries Professional designation)*

\_\_\_\_\_\_\_\_**Will accept certification as either Certified Fisheries Professional or Associate Fisheries Professional, as granted by the Board after review.** *(First time applicants uncertain as to category because of professional and qualifying experience)* **(EITHER)**

**FP-C** – Email an Application for Certification (all sections), a completed Professional Development Form and attach scanned official academic transcripts.

the Application fee in U.S. funds is $100.

**FP-C ESTABLISHED** – Email an Application for Certification (omit section II), a completed Professional Development Form and attach scanned documentation of the highest degree you have earned.

the Application fee in U.S. funds is $100

**FP-C RENEW** – Email this page, and a completed Professional Development Form.

the Application fee in U.S. funds is $50. If an applicant does not renew by December 31st of the year their certification expires, there is a penalty of $10 per year since the certification lapsed.

**FP-A to FP-C** – Email an Application for Certification (omit section II), and a completed Professional Development Form. Please document any degree obtained after original FP-A Application.

the Application fee in U.S. funds is $50.

**FP-A** – Email an Application for Certification (omit sections III and IV), and attach scanned official academic transcripts. Professional Development Form is not required.

the Application Fee in U.S. funds is $50.

**EITHER** – Email an Application for Certification (all sections), a completed Professional Development Form and attach SCAN of official academic transcripts.

the Application fee in U. S. funds is $100.

**APPLICATION FOR PROFESSIONAL CERTIFICATION**

**Section I: EDUCATION**

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| --- | --- | --- | --- | --- | --- |
| **Institutions** | **Dates Attended** | **Degree\*** | **Date Degree Awarded** | **Majors** | **Minors** |
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**Title of Master's Thesis:**

**Title of Doctoral Dissertation:**

**\*If degree not obtained, indicate number of hours toward degree. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION FOR PROFESSIONAL CERTIFICATION**

**Section II: MINIMUM COURSEWORK REQUIREMENTS**

**This form is valid for individuals who obtained their B.A. /B.S (or equivalent) on or after July 1, 2002.** Please include only the minimum number of hours needed for each area. Read the Program Description and FAQ for descriptions of required coursework, available at www.fisheries.org. Course grades must be ‘C-’ or better to be acceptable, no pass/fail courses. Attach a scan of **official transcripts (must include legend)**. If coursework is deficient in any area, request the Guidelines for Satisfying Coursework Deficiencies from AFS headquarters. Individuals applying as ‘FP-C Established’ do not complete this section.

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| **Subject Area** | **School** | **Course Number** | **Course Title** | **Semester Hrs1** |
| **A. Fisheries and Aquatic Sciences.** Four (4) courses, Two of which must be directly related to fisheries sciences and at least one must cover principles of fisheries science and management. |  |  |  |  |
| **B. Other Biological Sciences courses**, which when added to the above courses must total 30 semester hours. |  |  |  |  |
| **TOTAL of A + B** |  |  |  |  |
| **C. Physical Sciences courses.** Must total 15 semester hours. |  |  |  |  |
| **TOTAL of C** |  |  |  |  |
| **D. Mathematics and Statistics courses**, which must include one calculus and one statistic or two statistics courses.  Must total 6 semester hours. |  |  |  |  |
| **TOTAL of D** |  |  |  |  |
| **E. Communications courses.** Must total 9 semester hours. |  |  |  |  |
| **Total of E** |  |  |  |  |
| **F. Human Dimensions courses**. Must total 6 semester hours |  |  |  |  |
| **Total of F** |  |  |  |  |

1Semester hours = quarter hours x 2/3

**APPLICATION FOR PROFESSIONAL CERTIFICATION**

**Section III: QUALIFYING FULL‑TIME EXPERIENCE**

**(In chronological order, current employment first)**

**Employer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Period in this position: From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Day, Month, Year)* *(Day, Month, Year)*

**Position title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of specific duties and responsibilities as a fisheries professional**

*(Specifically list how the job met the criteria for qualifying experience as described in the Program Description, available at www.fisheries.org/afs/certification.html)*:

**APPLICATION FOR PROFESSIONAL CERTIFICATION**

**Section III: QUALIFYING FULL‑TIME EXPERIENCE**

**(In chronological order, current employment first)**

**Employer** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*(Day, Month, Year)* *(Day, Month, Year)*

**Position title:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of specific duties and responsibilities as a fisheries professional**

**APPLICATION FOR PROFESSIONAL CERTIFICATION**

**Section IV: QUALIFYING, EXPERIENCE RELATED,**

**PROFESSIONAL COMMUNICATIONS**

**Publications**: Give complete citations ‑‑ author(s), year, title of paper, publication volume and number and pages. Cite no more than five of your most recent or significant publications.

**Administrative reports**: Give complete citations ‑‑ author(s), year, title, pages. Cite no more than five of your most recent or significant reports.

**Oral reports or presentations**: Give year and title, and identify the audience. Cite no more than five of your most recent or significant presentations.

**APPLICATION FOR PROFESSIONAL CERTIFICATION**

**Section V: PROFESSIONAL INTERESTS AND GOALS**

**Affiliations in AFS (i.e., Division, Chapter, Section, Committee):**

**Affiliations in other professional, scientific, or honorary societies:**

**Services to AFS and other professional or scientific societies:**

**What are your goals as a fisheries professional?**

**Section VI: FISHERIES PROFESSIONAL CODE OF PRACTICES**

**DECLARATION:** As a fisheries professional, I will strive to conform to the American Fisheries Society Standards of Professional Conduct and support and promote the North American Fisheries Policy. I further attest that the information provided in this application, together with all attached documents is true to the best of my knowledge. If any part of the information provided herein is false, I understand that my certification will be revoked.

**Date Submitted:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Applicant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAIL Application fee AND this page to:

**AMERICAN FISHERIES SOCIETY-CERTIFICATION**

**5410 Grosvenor Lane, Suite 110**

**Bethesda, Maryland 20814‑2199**

**PROFESSIONAL DEVELOPMENT ACTIVITY FORM**

The Professional Development Activity Form reflects professional development quality points (PDQPs) as listed on the following pages.

**PDQPs:** \_\_\_\_\_\_\_\_\_ **Beginning Documentation Date**

\_\_\_\_\_\_\_\_\_ **Ending Documentation Date**

\_\_\_\_\_\_\_\_\_ **Category I & II**

\_\_\_\_\_\_\_\_\_ **Category III**

\_\_\_\_\_\_\_\_\_ **Category IV**

\_\_\_\_\_\_\_\_\_ **Category V**

\_\_\_\_\_\_\_\_\_ **TOTAL**

**FP-C** – Professional Development Activity Form indicates a summary of Professional Development Quality Points for the previous 2 years. A total of 30 PDQPs over the previous 2 years are required. A minimum of 10 of these points, and a maximum of 20, must fall under categories I & II; a minimum of 10 of these points, and a maximum of 20 points, must fall under categories III, IV, and V.

**FP-C ESTABLISHED** – Professional Development Activity Form indicates a summary of Professional Development Quality Points. Applicants may choose to document points over a previous 2 year or 5 year time frame. For the 5 year time frame, a total of 100 PDQPs are required; a minimum of 35 of these points, and a maximum of 60, must fall under categories I & II; a maximum of 35 points may fall under each of the remaining categories (III, IV, and V). For the 2 year time frame 40 PDQPs are required; a minimum of 14 of these points, and a maximum of 24 must fall under categories I and II; a minimum of 16 points must fall under categories III IV and V, and a maximum of 26 points may fall under two categories of the ‘III, IV, and V’ group.

**FP-C RENEW** – Professional Development Activity Form indicates a summary of Professional Development Quality Points for the previous 5 years. A total of 100 points over the previous 5 years are required. A minimum of 35 of these points, and a maximum of 60, must fall under categories I & II. A maximum of 35 points may fall under each of the remaining categories (III, IV, and V).

**FP-A to FP-C** – Professional Development Activity Form indicates a summary of Professional Development Quality Points for the previous 2 years. A total of 30 PDQPs over the previous 2 years are required. A minimum of 10 of these points, and a maximum of 20, must fall under categories I & II; a minimum of 10 of these points, and a maximum of 20 points, must fall under categories III, IV, and V.

**FP-A** – First time FP-A applicants do not complete this form.

**EITHER** – Professional Development Activity Form indicates a summary of Professional Development Quality Points for the previous 2 years. A total of 30 PDQPs over the previous 2 years are required. A minimum of 10 of these points, and a maximum of 20, must fall under categories I & II; a minimum of 10 of these points, and a maximum of 20 points, must fall under categories III, IV, and V.

**AMERICAN FISHERIES SOCIETY**

**www.fisheries.org**

**PROFESSIONAL DEVELOPMENT ACTIVITY FORM**

**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.

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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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**PROFESSIONAL DEVELOPMENT ACTIVITY FORM**

**Category II: Continuing education – nonfisheries**

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.

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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 II***  ***Activity Description*** | ***Provider*** | ***Date*** | ***PDQPs*** |
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**PROFESSIONAL DEVELOPMENT ACTIVITY FORM**

**Category III: Oral communications in fisheries and nonfisheries subjects**

Includes the development, preparation, and presentation of activities such as those described in categories II and I. 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 nonfisheries 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 nonfisheries 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 |

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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**PROFESSIONAL DEVELOPMENT ACTIVITY FORM**

**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/co editor 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 |

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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**PROFESSIONAL DEVELOPMENT ACTIVITY FORM**

**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 |

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

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| ***Category V***  ***Activity Description*** | ***Provider*** | ***Date*** | ***PDQPs*** |
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**PROFESSIONAL DEVELOPMENT ACTIVITY FORM**

**DECLARATION**: Having completed the Professional Development Activity Form, I hereby apply for professional status as a Certified Fisheries Professional. I attest that to the best of my knowledge the information contained in this application and any attached material is complete and true. If any part of the information provided herein is false, I understand that my certification will be revoked. As a fisheries professional, I will strive to conform to the American Fisheries Society Standards of Professional Conduct, and support and promote the North American Fisheries Policy.

**Date Submitted:**  \_\_\_\_\_\_\_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(Name typed here shall serve as signature. Not valid unless signed. If not signed, please explain in an attached letter.)*

**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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If you have questions or comments about the AFS Professional Certification Program, please contact Gail Goldberg at [ggoldberg@fisheries.org](mailto:cfranco@fisheries.org) or at 301-897-8616 x 201.