

## Application for Professional Development Certificate

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Do you wish to have a letter of recognition sent to your employer? \_\_\_\_\_  
If yes, please enclosed a stamped envelope addressed to your employer.

Summary of contact hours for the past year:

Category I: \_\_\_\_\_ (2 minimum - 6 maximum)  
Category II: \_\_\_\_\_ (2 minimum - 6 maximum)  
Category III: \_\_\_\_\_ (2 minimum - 6 maximum)  
Category IV: \_\_\_\_\_ (2 minimum - 6 maximum)  
Category V: \_\_\_\_\_ (0 minimum - 4 maximum)  
Category VI: \_\_\_\_\_ (0 minimum - 4 maximum)  
Total \_\_\_\_\_ (20 minimum)

To the best of my knowledge the information contained in this application is accurate and complete.

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

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

I have examined this application and authorize the issuance of a Professional Development Certificate.

\_\_\_\_\_  
Professional Development Program Chairperson

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

**PERSONAL ACTIVITY RECORD**

The first five categories are based on the major areas of the Professional Standards for Interpretive Naturalist as defined by the Iowa Association of Naturalists. Professional Service is the sixth category.

The applicant must earn 20 contact hours per year. Ways to earn these hours include attending seminars, correspondence courses, workshops, regular college courses and independent study. Independent study must be documented with a brief written explanation. Applicants should show how the knowledge gained was used in their work and how it relates to the Professional Standards. Each independent study project is worth one hour. A maximum of four hours may be applied to any of the first four categories.

**Category I. Knowledge of natural and cultural history and recreation.**

Activity	Provider	Date	Hours
Total Hours (2 minimum - 6 maximum)			

**Category II. Program development & educational skills.**

Activity	Provider	Date	Hours
Total Hours (2 minimum - 6 maximum)			

**Category III. Communication Skills.**

Activity	Provider	Date	Hours
Total Hours (2 minimum - 6 maximum)			

**Category IV. Administrative Skills.**

Activity	Provider	Date	Hours
Total Hours (2 minimum - 6 maximum)			

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**Category V. Other certification/training.**

Activity	Provider	Date	Hours
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Total Hours (0 minimum - 4 maximum) \_\_\_\_\_

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**Category VI. Professional service.** Holding an elected office is credited three hours; a committee chair is credited two hours; and actively serving on a committee is credited one hour.

Office/Committee Dates Served Hours

Office	Committee	Dates Served	Hours
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Total Hours (0 minimum - 4 maximum) \_\_\_\_\_

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**Narration:** (Required)

Choose one session or program you attended and give a detailed description of how you applied the new information learned to your job.

**Independent Study:** (optional)

A special project, or learning situation on your own, like in-depth research, reading, etc in which you have sought to learn a new skill, or new information, as opposed to a course/session offered by an organization, college, agency, may qualify for 1 hour of credit in Categories I through V.

It is hoped that throughout one's career this professional growth and recognition is on going.

Certificates are given annually

Members completing five years of professional development will receive a pin.

Ten-year participants are recognized with a plaque.

**It is hoped that throughout one's career this professional growth and recognition is ongoing.**

**Certificates are given annually.**

**Members completing five years of professional development will receive a pin.**

**Ten-year participants are recognized with a plaque.**

Return by December 31st to:

Charlene Elyea, O'Brien County Conservation Board 4931 Yellow Ave, Peterson IA 51047

Work: 712-295-7200 Email: [occb@iowatelecom.net](mailto:occb@iowatelecom.net)