



## **NAFWS Technician Certification Program Cover Sheet**

---

- Invasive Species Technician Curriculum**
  
- Fisheries Technican Curriculum**

<h3><b>Application Checklist</b></h3>
---------------------------------------

- Tribal Nomination/Support Letter from  
Departmental Supervisor/Manager**
  
- Completed Technician Application Form**
  
- Review of NAFWS Training Policy**
  
- Review of NAFWS Code of Conduct**



**Mission Statement:**

*To assist Native American and Alaska Native Tribes with the conservation, protection, and enhancement of their fish and wildlife resources.*

**Vision Statement:**

*Offer professional certification training for tribal staff with the equivalency as a Fisheries Technician or an Invasive Species Technician to assist building tribal capacity for Tribes.*

To achieve this vision, we will:

- Promote tribal programs and assist in the building of tribal capacity by offering professional training opportunities.
- Provide training skills that expand or enhance knowledge for professional fish and wildlife/natural resources staff.
- Focus on concepts related to Fishery and/or Invasive Species Management to build tribal capacities to implement in comprehensive Fish and Wildlife/Natural Resources Management Programs.

**History**

Through tribal engagement with NAFWS membership and Tribes, the realization of limitation in program capacity, specifically, staff and training building, creates a burden for fish, wildlife, natural resources, and environmental programs to recruit and retain qualified staff that results in the cyclic rotation of hiring, training, and recruiting. Often, tribal personnel are hired and trained, but due to funding loss or competitive hiring, they are lost and the investment for the program is lapsed, only to shift into the same rotation again. It has been identified that staff technicians are often retained due to their “tie” to Tribal communities as they are often tribal citizens that have entered the field of conservation work as youth workers or internships.

**Purpose And Overview**

The Native American Fish and Wildlife Society (NAFWS) is a nonprofit geared towards assisting Native American and Alaska Native Tribes with the conservation, protection and enhancement of their fish and wildlife resources. The goal of the training program is to increase awareness, knowledge, and implementation of best management practices related to invasive species prevention, management, and monitoring by tribal professionals and field staff.

**Objectives**

- To build and motivate well rounded and experienced fish, wildlife, natural resources, and environmental tribal staff that are valued and revered by their respective programs, while expanding their certification credentials.
- To guide tribal professional and technical staff in defining minimum standards of curriculum and practical skills for fish, wildlife, and natural resources staff in the field of invasive

species management and encouraging all practicing field technician staff to meet such standards.

- To provide training in the safe and effective use of tools and techniques important to the management of invasive species and other wildlife conservation concepts, as well as the leadership and communication skills necessary to navigate the NAFWS' complex values about wildlife conservation.
- To implement best management practices to prevent the introduction and spread of invasive species.
- To retain tribal staff in the management of invasive species.

### Program Duration

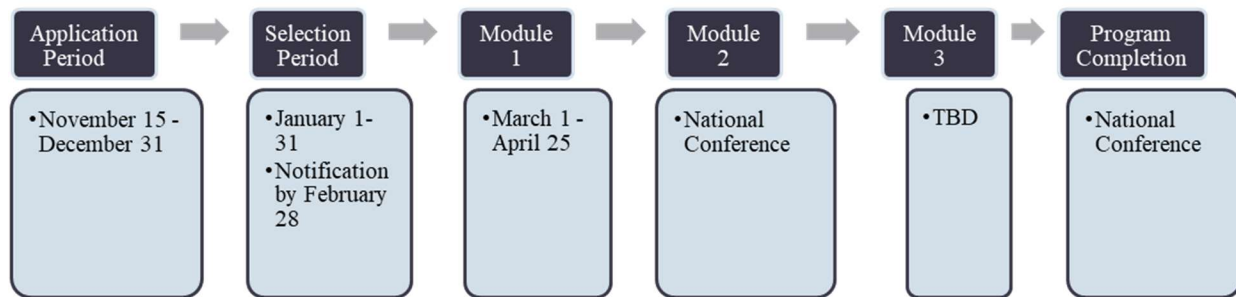


Figure 1 Certified Technician Training, program timeline

### Program Designations

Technician Certifications are a NAFWS members-only program designed to assist Tribes in the building of tribal capacity in Natural Resources, Environmental, or Wildlife Programs. Individuals must maintain membership with NAFWS for certification to remain valid. Applicants must be currently employed with a federally recognized Tribe at the time of certification and must be supported by nomination or resolution from said Tribe. Completion of certification training standard requirement must be done within 18 months from application selection and must have the validation from the NAFWS Executive Director upon completion of the certification requirements.

To receive certification, the Fisheries or Invasive Species Technician must complete all required course lessons and modules. Documentation of completion of course work must be submitted to meet all requirements. Certification is issued to an individual that has fulfilled the requirements of the identified Technician program. This certification is valid if NAFWS membership is sustained and renewed annually.

This certification and curriculum are intended for emerging Fisheries or Invasive Species Technicians (or equivalent approved by the NAFWS Review Board employed by Tribes). Through the focus of fisheries and invasive species principles, this certification pilot allows for the building of tribal capacity, professional development, and potential advancement in employment and higher education.

**Basic Technician Curriculum**

This curriculum is broken down into three (3) modules that include both in-person and virtual opportunities geared to provide information and knowledge on basic necessary practical applications for both Fisheries and Invasive Species Technicians.

This program will begin with an orientation course that provides the basics that any Fisheries or Invasive Species Technician needs to incorporate in their field work. This course would be in-person and include field safety and practical use skills that are pivotal for any field staff professional.

**Native American Fish & Wildlife Society**

**Application for  
Technician Program**

Submit completed applications to:  
Scross@nafws.org

**Please print information clearly below**

**Applicant Name [printed]:** \_\_\_\_\_

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

**Tribal Employer:** \_\_\_\_\_

**Applicant Phone Number:** \_\_\_\_\_

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

**Tribal Supervisor name:** \_\_\_\_\_

**Tribal Supervisor email:** \_\_\_\_\_

**Supervisor Phone Number:** \_\_\_\_\_

**Technician Program**      Fisheries      [    ]      Invasive Species      [    ]

**Year in program:** \_\_\_\_\_

***By signing this application, the applicant is agreeing to complete the NAFWS Technician Program. In addition, you are agreeing to abide by NAFWS training policies and code of conduct, outlined in attached documents.***

**Specific course registration and fees, detailed in NAFWS award document.**

<b>Signature of Applicant:</b>	
--------------------------------	--

<b>Signature of Supervisor:</b>	
---------------------------------	--



## **Participant Code of Conduct**

The Native American Fish and Wildlife Society strives to provide a safe, inclusive environment for our participants, members and guests. We honor the teachings of our ancestors and values of our Native American and Alaska Native members, and we expect professional, respectful behavior. We hope to provide an environment that allows for professional, respectful networking, education and exchange of ideas. In order to ensure this, we have established the following guidelines for professional behavior during our events:

All participants should be treated with respect and consideration, valuing the diversity of views and opinions that may be different than those you hold.

Communicate with respect for others; critique ideas rather than individuals.

Avoid personal attacks directed towards conference participants.

Be mindful of your colleagues and your surroundings.

Professionalism and respect should be exercised at all time.

### **UNACCEPTABLE BEHAVIORS:**

The following are examples of behavior that will not be tolerated at NAFWS sponsored events, including trainings and conferences:

Harassment, threats, intimidation or discrimination of any kind or in any form;

Physical, verbal or sexual abuse;

Verbal comments related to gender, gender identity, sexual orientation, disability, physical appearance, race, religion, national origin which may reasonably be interpreted as offensive, insulting, or obscene or engaging in any conduct of a stalking or threatening nature directed to any participant or attendee.

Behavior deemed to be excessively loud and/or disruptive of a meeting or any other event taking place during the event.

Unlawful conduct or activity of any kind.

Reporting of Inappropriate Behavior:

If you are the subject of or witness conduct in violation of these guidelines at the NAFWS events please notify a NAFWS staff or Board of Directors member.

NAFWS will use reasonable efforts to respond and attempt to resolve the matter in a timely manner respectful of the parties and necessary to ensure the continued integrity and quality of the conference.

Anyone experiencing or witnessing behavior that constitutes an immediate or serious threat to public safety at our event or in a convention center or hotel where the event is taking place is advised to locate a house phone and ask for security or dial 911.

NAFWS at all times reserves the right, in its sole and reasonable discretion, to have individuals acting in an unprofessional manner or contrary to these guidelines removed from any event taking place, forfeiting any registration and/or fees. The right to prohibit attendance at any future event and/or revocation of NAFWS membership may also apply. Attendance at the NAFWS events is a privilege, not a right. We appreciate your attention to these guidelines and wish you a productive and meaningful experience.

**I have read, understand, and accept all the conditions above:**

**Name (Print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Native American Fish & Wildlife Society**

# **Training Policy**



Prepared by:

Mitzi Reed, Invasive Species Coordinator and  
Robert Romero, CLEO Consultant

Board of Directors Approved: December 2022



## X00.1 PURPOSE

The purpose of this document is to describe the Native American Fish & Wildlife Society's (NAFWS) Training Policy (Policy). NAFWS, Board Members, consultants, member tribe representatives, and individual members that commit to attend NAFWS organized and/or sponsored training are required to meet certain requirements as part of training objectives. This Policy will ensure that NAFWS sponsored training serves the interests of NAFWS and its members and complies with NAFWS funding agreements.

The purpose of training is to provide participants with professional development opportunities to increase skills and enhance knowledge in various aspects of fish and wildlife conservation management. In support of tribal fish and wildlife conservation management, the NAFWS offers and partners with entities devoted to our mission. Professional development can be obtained through attendance at conferences (national and regional), specialized training courses and webinars that provide training in performing essential job functions and knowledge.

Due to high demands and limited space for our events, this Policy addresses the participation and attendance requirements associated with NAFWS sponsored training opportunities. Procedures for managing, planning, and executing training opportunities are time consuming, costly and labor intensive so the objective of this Policy is to give adequate and fair opportunity for our members to avail from training.

## X00.2 SCOPE

All employees, Board Members, member tribe representatives, individual members, and paid registrants are subject to this Policy's requirements. Consultants and other contractors will also be subject to this Policy if specified in their contract with the NAFWS.

## X00.3 TRAINING DEVELOPMENT

Training materials will be reviewed and evaluated by NAFWS for accuracy, clarity, completeness, and perceived effectiveness.

## X00.4 TRAINING REQUIREMENTS

### X00.4.1 Training Authorization

Authorization for all NAFWS training must be pre-approved by the Executive Director. Authorization for NAFWS organized and/or sponsored training by the Executive Director is approved by the NAFWS President. All training will require registration that states at minimum the name of the trainee, the subject matter of the training and the contact information of the NAFWS employee managing the training.

### X00.4.2 Trainee Responsibility

Whether onsite with NAFWS or with NAFWS partners, it is the trainees' responsibility to attend and participate in all scheduled activities organized as part of the training. Trainees may only participate in training if they are officially registered and approved for it in advance.

#### X00.4.3 Evaluations

Upon satisfactory completion, the trainee maybe be asked to provide an evaluation or critique of the training.

#### X00.4.4 Cancellation

An individual can cancel registration for training without penalty by providing written notice at least 2 weeks prior to the start of the scheduled training. Any paid registration resulting in a no-show in violation of this clause will not receive a refund. Announcements of NAFWS trainings shall include notice of these cancellation and refund terms.

#### X00.4.5 No-Shows

In order to reduce the negative impact of high no-show incidents at NAFWS trainings where payment is necessary to attend, an individual (or their organization/agency) will be charged a no-show fee of \$100 in the event the 2 week notice of cancellation is not provided. A person's failure to meet these training requirements is a violation of this Policy and will result in that person (1) being required to pay for registration for future NAFWS trainings in advance or (2) being subject to a one-year suspension of participation in any future specialized NAFWS training.

In instances where NAFWS sponsored events are provided at no cost to members, failure to comply with this Policy will result in the suspension of participation of future training for a period of one year.

These suspensions are necessary to minimize and/or eliminate no-show impacts to other members who cannot register for events due to training slots reaching capacity and impacts to program budgets of the NAFWS.

Exceptions for the no-show clause are limited to unforeseen sickness or accident, family emergency, or death in the trainee's immediate family. Written notice of such circumstance must be submitted to NAFWS as soon as possible.

#### X00.4.6 Continuing Education Credits

If applicable, continuing education credits may be available for professional development and attendance will be accounted for by NAFWS or lead instructor using a daily sign-in sheet. Any violation of this Policy will not result in endorsement of credits from the NAFWS.

#### X00.4.7 Travel Reconciliation

Any travel reconciliation associated with a person's failure or inability to attend a NAFWS training event will be addressed in the NAFWS Travel Policy.