

Texas Waters Specialist

Volunteer Registration and Reporting Guide



Note: This guide is intended for non-Texas Master Naturalists that are interested in becoming Texas Water Specialists. If you are a Texas Master Naturalist, please contact your chapter's VMS coordinator for further instructions.





How to Apply Online to Start Working Towards Earning Your Texas Waters Specialist Certification

Thank you for your interest in applying to start earning your Texas Waters Specialist certification. This is a guide to the Texas Parks & Wildlife Department's online volunteer application system for individuals applying for the first time! Start by going to our [Online Volunteer Application](http://www.tpwd.texas.gov/volunteer) (www.tpwd.texas.gov/volunteer).

Find the right opportunity

Use the "Search by Keyword" box to search for the keyword 'Texas Waters.'

Find an Opportunity

Search by Keyword

Leave blank to search all

More search options...

Within From

Job Category

Region

Click map to browse by region.

Texas Waters

Description Location Contact Info

Sponsoring Program: Community Water Education

Participants will use this opportunity to record their hours towards earning their Texas Waters Specialist certification.

To learn more about Texas Waters Specialist program requirements, visit <https://tpwd.texas.gov/education/water-education/texaswatersprogram/texaswatersspecialist>.

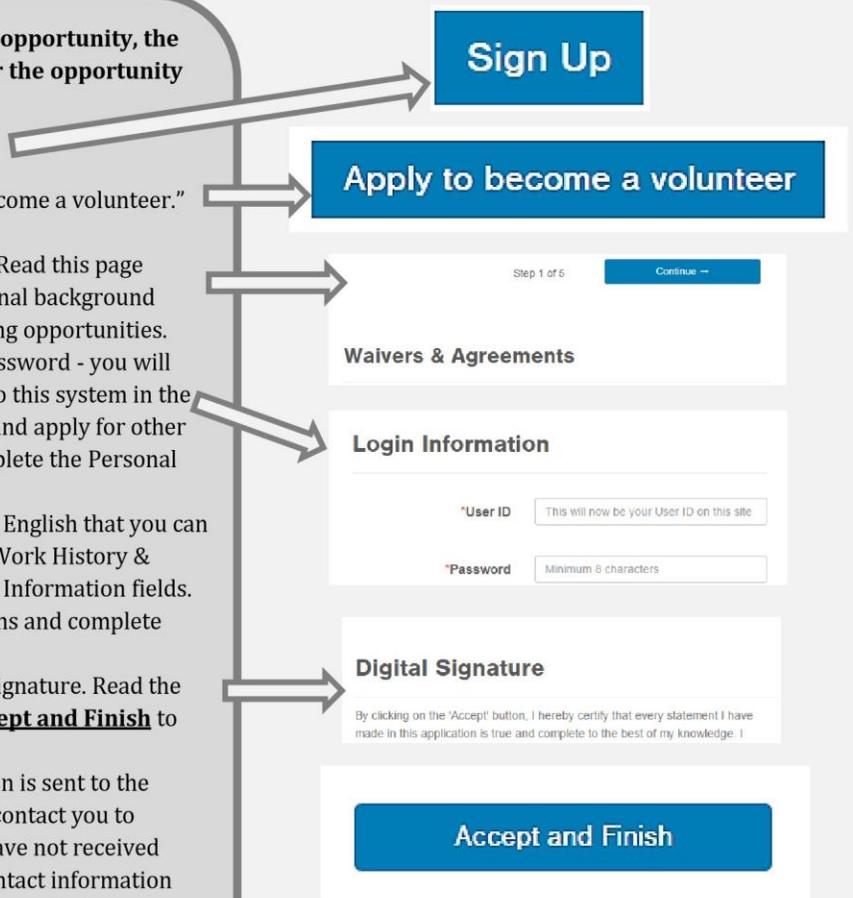
[← Back to results](#)

Once you hit search, Texas Waters will be generated as the only result. Click the blue text "Click here for details or to sign up" and then click the button.

Submit your Application

Unless otherwise noted in the description of the opportunity, the next step is to complete an online application for the opportunity you are interested in.

1. Click the "Sign Up" button.
2. If you are new to TPWD, click "Apply to become a volunteer."
3. **Complete the Application.**
 - a. Page 1: Waivers and Agreements – Read this page carefully and complete fields. Criminal background checks are required for most ongoing opportunities.
 - b. Page 2: Create your User ID and Password - you will use this ID and password to log in to this system in the future to log your volunteer hours and apply for other opportunities, so don't forget! Complete the Personal and Contact Information fields.
 - c. Page 3: Enter languages other than English that you can speak, read or write and complete Work History & Experience and Emergency Contact Information fields.
 - d. Page 4: Answer the "Other" questions and complete Ethnic Background (optional).
 - e. Page 5: You will provide a Digital Signature. Read the information carefully and push **Accept and Finish** to submit the application.
4. **Now what?** Notification of your application is sent to the coordinator of the opportunity. S/he will contact you to follow-up about your application. If you have not received contact after more than a week, use the contact information listed under the "Contact Info" tab to call or email the coordinator to follow-up.



Still have questions or need assistance? Contact Melissa Alderson, Conservation Education Manager, at

Melissa.Alderson@tpwd.texas.gov





How to Submit Advanced Training Hours Online

Thank you for your interest in becoming a Texas Waters Specialist! We are so grateful for the role you play in supporting our Texas Waters and Watersheds!

Make sure to log your training hours so that we can have accurate data to report to the Texas Legislature and so that we can fully demonstrate the amazing impact that you and your fellow volunteers are making statewide!

Log in

Log in to your volunteer account:

Start by going to the TPWD Volunteer Website at: www.tpwd.texas.gov/volunteer.

Log in using your previously created username and password.

Forgot your User ID? DO NOT create a new account! Contact your volunteer coordinator or the Statewide Volunteer Program Manager.

Forgot your password? Use the reset link.

Once you hit "Login," you will see your volunteer dashboard! You can:

Find Opportunities

View Your Schedule

Report Your Service: Click this to log your advanced training hours!!

View Your Log Book – see previously reported hours

See Placements & Referrals

Update your profile by clicking "View Profile"

Report

Report your Training!

The first step in earning your Texas Waters Specialist certification is to earn eight hours of advanced training.

If you volunteer for more than one opportunity, select the opportunity for which you are reporting hours from the drop down menu.

Complete the Survey. Input the start and end date of your training, how many hours you trained, and to count these hours towards your certification. Click "OK."

Once you submit your training hours, your volunteer coordinator will review and approve them. Email your coordinator with questions.

You can now check out your hour log book on your dashboard by clicking "View Your Log Book."

Report Service

You can log hours from any computer or mobile device with internet!

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See Placements & Referrals

Update your profile by clicking "View Profile"

Report your Service!

If you volunteer for one opportunity, that opportunity hour survey form will open.

If you volunteer for more than one opportunity, select the opportunity for which you are reporting hours from the drop down menu.

Complete the Survey. Input the start and end date of your service, how many hours you served, and the service you performed. Click "OK."

Once you submit your hours, your volunteer coordinator will review and approve them. Call your coordinator with questions.

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Report Service

- Select an opportunity to report hours/service
- Texas Aquatic Science:TAS Workshop Report
- Texas Aquatic Science:TAS Certified Field Site Report
- Texas Aquatic Science (Facilitators Only):TAS Facilitator Report
- Texas Waters:Texas Waters Specialist Advanced Training
- Texas Waters:Texas Waters Specialist Volunteer Community Service Hours**

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