



# Illinois Certified Nursery Professional

## 2016-17 Re-Certification Guidelines

### Retaining Your ICN Pro Status

Annual Re-certification is required to keep your ICN Pro designation active.

### Annual Re-certification

Annual Re-certification of your designation is granted based upon the accumulation of continuing education points and remittance of a required fee. It entails filling out an Annual Re-certification Update Form to keep your mailing information up to date, completing this Continuing Education Points Form, and returning both forms and a **\$30 fee** to the IGIA office. A letter reminding you that your Annual Re-certification is approaching will be sent along with the proper forms, prior to the December 31<sup>st</sup> Re-certification date.

### Continuing Education Points

Continuing Education Points can be obtained in a variety of ways. Four (4) Continuing Education Points are required for Re-certification every year. At least two (2) of your Continuing Education Points need to be obtained through educational horticulture-related programs. Should you decide not to seek continuing education points, you may obtain Re-certification by re-taking and passing the ICN Pro test.

### Continuing Education Point Schedule

Point(s) are received for participation in the following:

- **Industry Educational Program:**  
1/2 point per 1/2 day session (any professional horticulture-related program)
- **College Classes:**  
1 point per semester hour (must be in horticulture field)
- **IGIA-sponsored, hosted or coordinated Education Event or Trade Show:**  
1 point per day (i.e. InVigorateU, Growers Tour, Retail Tour, Design Seminar, etc.)

- **Non-IGIA Trade Show/ Field Day, etc.:**  
1/2 point per day (1 point maximum per event)
- **Staffing of IGIA booth or other industry-related booth for the IGIA:**  
1 point per 1/2 day shift (i.e. State Fair, InVigorateU, etc.)
- **Articles published in Trending Green or other media publications:**  
1 point per article (300 words)
- **Speaking Engagements:**  
1 point (may include in-store seminars, radio/TV programs, etc.)
- **Mentoring Program:**  
2 points (tutor employee or colleague as they prepare to take ICN exam, ICN will receive points upon individual successfully passing exam)
- **Assisting IGIA staff at ICN Pro exam:**  
1 point
- **IGIA Committee Work:**  
1 point (1 point per year maximum per committee)
- **REFERRAL:** refer an exam candidate to program  
1 point
- **REQUIRED...Attendance at an official IGIA function or event**  
1 point (\*\*This point is mandatory!\*\*)

### Record Keeping:

You are responsible for keeping track of your own Continuing Education Points. Suitable documentation must be submitted along with this continuing education point form (i.e. name badge from class or seminar, registration form from event, program booklet, etc.). It is suggested you keep a file for these documents so they can be easily gathered at the time of Re-certification. Do not send materials prior to annual Re-certification.

### Continuing Education Point Record

| <u>Date</u> | <u>Points</u> | <u>Program</u> |
|-------------|---------------|----------------|
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*This designation is offered to qualified green industry professionals and is sponsored & administered by the:*

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