



Serving The Nursery And Landscape Industry Since 1925

Illinois Certified Nursery Professional Annual Re-Certification Form



NAME: _____

HOME ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ - _____

E-MAIL ADDRESS: _____ CELL PHONE: _____

ICN CERTIFICATION DATE / LAST YEAR RE-CERTIFIED / CERTIFICATION DESIGNATIONS

_____/_____/_____

EMPLOYER COMPANY NAME: _____

EMPLOYER ADDRESS: _____

EMPLOYER PHONE: _____ WEB ADDRESS: _____

This form and Continuing Education Point form must be submitted by January 31st with required
\$30.00 Annual Re-certification fee.
Thank you for re-certifying.

Please make checks payable to the: Illinois Green Industry Association

Mail both completed forms and payment to:
IGIA
2900 Greenbriar Drive
Springfield, IL 62704
Or fax with credit card information to 217-546-4703
(Questions 217-546-4733)

VISA/MasterCard accepted

Card #: _____ Exp. date: _____ / _____

Cardholder signature: _____ 3-digit security code: _____

Illinois Certified Nursery (ICN) Professional Re-Certification Guidelines



Annual re-certification is based on the accumulation of continuing education points and remittance of the required annual fee. Upon submitting the form with your CE points and the \$30 fee to the IGIA office, your designation will be renewed. You will receive a reminder of this re-certification process one month prior to the December 31 expiration annually.

Record Keeping

You are responsible for keeping track of your points. Suitable documentation should be submitted with this form (i.e. name badge from event, copy of registration form, program booklet, etc.). Do not send materials prior to annual re-certification time.

How can I earn CE points?

Continuing Education (CE) Points

Four (4) points are required annually. At least two (2) must be obtained through educational horticulture-related programs.

If you are unable to get your points, you may obtain re-certification by re-taking and passing the ICN Pro test. Exceptions may be granted on a case-by-case basis.

Example	Points	Please Note
Attend a Green Industry Educational Program	½ point per 1/2-day session	Any professional horticulture-related program
Take a College Course	1 point per semester hour	Must be in horticulture field
Attend IGIA-hosted Education Event	1 point per day attended	
Attend Non-IGIA Trade Show/Field Day	½ point per day	Maximum of 1 point per event
Staff an IGIA booth	1 point per ½ day shift	Ex: State Fair, InVigorateU, iLandscape,
Write an article for Trending Green, IllinoisGreen.net, GardenIllinois.com, or other industry publication	1 point per article	Must be a minimum of 300 words
Speak at an Industry Event	1 point	Could include in-store seminar, radio or TV program, podcast, etc.
Be an ICN Pro Mentor	2 points	Tutor a colleague as they prepare for the ICN exam
Help IGIA Staff Administer ICN Pro Exam	1 point	
Engage in IGIA Committee Work	1 point	1 point per year per committee
Refer a Candidate to ICN Pro Program	1 point	Upon successful completion of exam

NOTE: One of your points must come from an IGIA event or activity.

Continuing Education Point Record

Date	Points	Program

