



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 31<sup>st</sup> 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 |
|------|--------|---------|
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