



Illinois Certified Nursery Professional

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 \$25 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 31st 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:

- **Educational Program:** ½ point per ½ day session (any professional horticulture-related program)
- **College Classes:** 1 point per semester hour (must be in horticulture field)
- **Major Trade Show/Field Day:** 1 point (300+ booths, i.e. Mid-Am, ILCA Field Day, etc.)
- **Minor Trade Show/Field Day:** ½ point (Less than 300 booths)

- **Staffing of IGIA booth or other industry related booth:** 1 point per ½ day shift (i.e. State Fair, Pro-Hort, MidAm, etc.)
- **Articles published in Growing Trends or other media publications:** 1 point per page (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 exam:** 1 point
- **IGIA Committee Work:** 1 point (1 point per year maximum)
- **REQUIRED...Attendance at any IGIA function or event** 1 point
- **REFERRAL:** refer exam candidate to program 1 point

Record Keeping:

You are responsible for keeping track of your 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 to 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>

This designation is offered to qualified green industry professionals and is sponsored and administered by the:

Illinois Green Industry Association
2900 Greenbriar Drive
Springfield, IL 62704
888-525-3900 or 217-546-4733
www.illinoisgreen.net