



Illinois Certified  
Nursery Professional  
Annual Re-Certification Form



Submit by December 31, 2019

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Email required for renewal. You will receive confirmation and certificate by email.

ICN PRO DESIGNATION (Circle one):      Woody      Perennial      Both

CURRENT EMPLOYER: \_\_\_\_\_

Continuing Education Point Record (see other side for guidelines)

Date	Points Program Description
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Renewing your certification is easy.

**Option 1:** Mail this form with your \$30 annual re-certification fee to IGIA (NOTE NEW OFFICE ADDRESS BELOW). Check should be made payable to Illinois Green Industry Association.

**Option 2:** Visit [www.illinoisgreen.net](http://www.illinoisgreen.net). Click on 'ICN Pro Certification', then on 'ICN Pro Online Renewal'. You will be asked to login. Your email address is your username.

**Option 3:** Fax this completed form with your credit card information to 217.546.4703. We accept Visa, Mastercard, and Discover card payments.

Card #: \_\_\_\_\_ Exp. date: \_\_\_\_ / \_\_\_\_

3-digit security code: \_\_\_\_\_ Billing Zip Code: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_

# 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.

## 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.

## How can I earn CE points?

Example	Points	Please Note
Attend a Green Industry Educational Program	½ point per 1/2-day session	Any professional horticulture-related program
Attend an IGIA-hosted Education Event	1 point per day attended	<b>Attend InVigorateU January 21-22, 2020!</b> Watch our calendar of events for other workshops and tours in 2020. <a href="http://www.IllinoisGreen.net/events">www.IllinoisGreen.net/events</a>
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: InVigorateU, iLandscape <b>We need help at InVigorateU and iLandscape this year!</b> Contact IGIA if you're interested in earning points this way
Write an article we can share in Trending Green and IllinoisGreen.net or GardenIllinois.com	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	<b>We are hoping to host an exam on January 21 at InVigorateU! Watch the website!</b>
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
Take a College Course	1 point per semester hour	Must be in horticulture field

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

