



**FLOWER SHOW SCHOOL INDIVIDUAL COURSE CHECK LIST**

The State Flower Show Schools Chairman may use this form to help monitor the responsibilities associated with each Course in the Series.

COURSE NUMBER: \_\_\_\_\_ LOCATION: \_\_\_\_\_ COURSE DATES: \_\_\_\_\_

INSTRUCTORS: \_\_\_\_\_ PLANT GROUP/S SPECIFIC PLANTS FOR PT. SC. \_\_\_\_\_

Horticulture: \_\_\_\_\_

Flower Show Procedure: \_\_\_\_\_

Design: \_\_\_\_\_

REGISTRATION DATES:

Date Application Form is received from Local Chairman: via email \_\_\_\_\_

Date Application Form is emailed to NCG Accrediting Chairman for region: \_\_\_\_\_

Deadline - 4 months prior to Course date.

Date Local Chairman was notified that a Course had been registered: \_\_\_\_\_

ACCREDITATION MATERIALS:

Date received all documents, listed below, from the Local Chairman: \_\_\_\_\_

Deadline: 5 weeks after the Course dates

- Documents include:** EXAMINATION PAPERS & POINT SCORING PAPERS (if applicable) FROM 3 STUDENTS (each set represents either a high, a middle, or a low total score.)  
 EXAMINATION ANSWERS FOR ALL SUBJECTS - 1 copy  
 MASTER PANEL COMMENT SHEETS (if applicable) - 1 copy for each of the 4 classes.  
 CHECK PAYABLE TO NGC - \$5.00 for each student taking examination for credit.  
 FORMS: SUMMARY SHEET - 3 copies  
 ROSTER SHEET/S - 2 copies  
 REFRESHER ROSTER SHEET, if any, - 2 copies  
 RETURN ENVELOPE WITH SUFFICIENT POSTAGE FOR PRIORITY MAILING

Date the State FSS Ch. mailed the Accrediting documents, listed above, to the Accrediting Chairman: \_\_\_\_\_

Deadline: 6 weeks after the course dates

Date State FSS Chairman received the documents below: \_\_\_\_\_

- Signed Summary Sheet (1 copy),
- Rosters (1 copy),
- Master Panel Comment Sheets, and
- Three sets of Examination Papers from the Accrediting Chm. for that region.

Deadline: Allow 2 weeks from the date the Accrediting Chairman for that region received documents **Date the documents, below, were returned to Local Ch.** \_\_\_\_\_

Deadline: 1 week

EXAMINATIONS: \_\_\_\_\_ GRADE CARDS: \_\_\_\_\_ MASTER PT.SC.&TEST ANS.: \_\_\_\_\_  
(Available through Headquarters)

NUMBER ATTENDING FOR CREDIT: STUDENTS: \_\_\_\_\_ REFRESHERS: \_\_\_\_\_ MAKE-UP: \_\_\_\_\_

NUMBER: \_\_\_\_\_ PASSED: \_\_\_\_\_ FAILED: \_\_\_\_\_

**10 WEEKS ALLOWED FROM COURSE DATE TO COMPLETED ACCREDITATION DATE**

**FOR COURSES III OR IV: STATE CREDENTIALS CHM. MUST BE ADVISED OF ANY REFRESHING JUDGES.**

IMMEDIATELY AFTER COURSE IV HAS BEEN ACCREDITED, STATE FSS CHAIRMAN SUBMITS REGISTRATION FORM 24 TO SCHEDULE WRITING CHAIRMAN. FOR THAT REGION. WHEN THE COURSE IV EXAMINATION PAPERS ARE RETURNED, THE INDIVIDUAL DIRECTIVES, SENT BY THE SCHEDULE CHAIRMAN, ARE TO BE GIVEN TO ALL STUDENTS WHO SUCCESSFULLY COMPLETED FOUR COURSES. THE STATE FSS CH. ESTABLISHES 6 MONTH MAILING DEADLINE DATES FOR SUBMITTING SCHEDULES FOR GRADING.