

DESCRIPTION AND DIRECTIONS FOR NGC SCHOOLS FORMS HANDBOOK:

Environmental, Gardening and Landscape Design Schools each have subject matter that overlaps with and complements the curricula of each other. All three schools include a series of four courses and refreshers and provides for the establishment of Councils. Over the years, they have developed common threads related to refresher requirements, criteria for Master Consultant status and other administrative details. In recent years, they have been the subject of increased coordination under the auspices of NGC joint Schools Policy Committee.

This Common Handbook has been developed in conjunction with School Forms that can be utilized for each of these three Schools because many students who take one of these schools eventually take two or all three of them and because many chairmen who conduct one school eventually conduct one or both of the others. It is believed that achieving as much consistency as possible between the three schools will be beneficial to those who conduct and attend these Schools.

In addition to a section containing criteria applicable to all three Schools, this Handbook contains separate units for each School that contain information and forms that are applicable to only that one School. NGC welcomes all students, both members and non-members, to its schools, which are sponsored by the State Garden Clubs and their member organizations (clubs, districts, councils) and by National or International Affiliates.

FORM 1:

Complete form (Form 1-2021) to register any School Course or any Single-subject Refresher. Email this form to the appropriate NGC ES, GS, or LDS Accrediting Chairman, to approve sign and forward to the NGC Schools Secretary who will post your event on the NGC Schools Website. You do not need to contact website personnel directly. Follow-up if you do not receive an acknowledgment from the Schools Secretary within a week of sending. Submit this form as soon as the information is available, and the event has been approved by your state organization and at least two months prior to event. See the NGC Schools Handbook, Section 7, page 21, for more information.

FORM 2:

NGC Schools Course Information Form 2 includes the school's subjects and instructors' contact information. Complete this form to get your courses, supplemental subjects and instructors approved. Send to your NGC Accrediting Chairman.

FORM 3:

Credentials - Complete this form for any instructor who is teaching a specific class for the first time or whose credentials were approved more than ten years ago. Send to State Chairman who sends this form to the NGC ES, GS, or LDS Accrediting Chairmen.

FORM 4: Contract - Once an instructor is approved/credentialed, the Local Chairman may contract with the instructor to provide services to the school. This is an optional form for that purpose, for the benefit of the specific school. It is not submitted to NGC.

FORM 5:

Course Roster - This form is for the purpose of recording a course or event upon its completion and accrediting the students and refreshing consultants. At the conclusion of each School Course or Single-subject Refresher, the Local Chairman completes the form. The State Chairman, after reviewing Course Roster and Summary for accuracy and making necessary corrections, sends one electronic copy of this form to your ES, GS, or LDS NGC Accrediting Chairman. Discuss the correct fee amount with Accrediting Chairman, who will check the total amount owed. When total and roster contents are confirmed, Mail check and copy of roster to the Schools Secretary. Include fees of \$5.00 for each attendee seeking credit as a student or a refresher. Typing your name on appropriate line is you signature (do not insert digital signature); enter date of your "signature". Keep a signed copy for your state records.

FORM 6:

Student Form - This form causes the student to be recorded as a Consultant in the state and NGC records. Upon completion of a student's fourth course in a School, the State School Chairman completes this form and submits it electronically to the appropriate NGC Accrediting Chairman for review and approval and electronic submission to the NGC Schools Secretary.

FORM 7:

Consultant Form - This form causes the Consultant to be recorded as having completed a Refresher in state and NGC records, causing the Consultant's Good Standing date to be updated. Upon completion of the fourth Refresher, the Consultant is noted in state and NGC records as a Master Consultant. Failure to submit this form will prevent the student from receiving refresher credit and/or from being recognized as a Master Consultant.

FORM 8:

Emeritus - Master Consultants in good standing who are unable to refresh within the required timeframe may complete this form requesting Emeritus status. The State School Chairman verifies their eligibility and forwards the form electronically to the NGC Accrediting Chairman. NGC Accrediting Chairman approves the form and forwards it electronically to the NGC School's Secretary.

FORM 9:

Extension- This form is used for two situations:

1. Students who have not completed all four courses of a School by the end of the seventh calendar year since taking the first course may request a one-year extension to complete all courses. If the student does not complete all courses by the end of the seventh calendar year or receive an approved extension, credit expires for all courses.

2. Consultants in good standing who are not able to refresh by the end of the fifth calendar year since becoming a Consultant or since the last Refresher taken for credit may request a one-year extension of time to refresh.

FORM 10:

Reinstatement - Lapsed Consultants who did not refresh by the end of the fifth calendar year following becoming a Consultant or last refreshing for credit may reinstate their certificate by completing two courses of the School in which they lapsed within a two-year period following the lapse. This must be done by the end of the seventh calendar year following becoming a Consultant or last refreshing for credit. See page 23 of the NGC Schools Handbook for more details on the reinstatement procedure.

FORM 11:

Evaluation - This form has two sides, one for evaluation of the instructors and one for evaluation of the subjects. This form should be given to students/Consultants attending all School courses. Using the evaluation numbers provided, the Local Chairman should tabulate the scores and review the forms to consider changes that might improve subsequent courses in a specific School series. The forms (or copies of them) should be forwarded to the State School Chairman and may be electronically sent to the NGC School Chairman for similar review. It is a great way to know the best instructors for subjects offered. Keep note if they are willing to teach electronically.

FORM 12:

This is the Task List for Environmental, Gardening or Landscape Design STATE School Chairman to help accomplish workload and project the anticipated timeline. It informs you of work to be accomplished and allows you to mark that it was completed. This is for your use, not to be sent anywhere.

FORM 13:

This is the Task List for the Local Chairman of the school. Please note, sometimes this is the same person as the State Chairman. This list facilitates your planning and sending required forms in a timely manner to your State Chairman or your Accrediting Chairman. This instructs you on completing tasks to receive accreditation for everyone.

FORM 14: This form is filled out and sent to the State and National Accrediting Chairman of the appropriate school so that records may be moved or eliminated as the case warrants. **The National Accrediting Chairman will notify NGC Schools Secretary.**

FORM 15:

This is the Certificate of Completion that may be awarded by the Local or State Chairman to the attending student who is not a Garden Club member. They may receive after each course or at

the end of a series. If attendee needs an official record for work – use this. Taking the exam may be expected by employers.

FORM 16:

Attendance Card (for in person classes) - This is for the Local Chairman/Registrar to facilitate ease of accurate attendance. Simply complete the form, using extra pages as needed, and cut apart. It is easiest to put in their notebooks. Have attendees place cards at their seat, then punch or mark the appropriate space for the period indicated. In larger class settings it is an easy way assure everyone gets appropriate credit. Once your roster is complete, you do not need to keep it. They go nowhere else.