

FLOWER SHOW JUDGES' CREDENTIALS CHAIRMAN MANUAL

UPDATED JANUARY 2022

The duties and responsibilities of this chairman, whose title is State or Country Flower Show Judges' Credentials Chairman, may be handled by the Flower Show School Chairman or another individual.

NOTE: All procedures of IA Country Judges' Credentials Chairman, IA Country Flower Show School Chairman, and IA Country Symposium Chairman are exactly the same as for their counterparts in the United States. Therefore, in the English text, IA Country will be omitted for brevity unless exception exists.

I. Maintains Judges' Records and Status

- A. ACCREDITED JUDGES' RECORDS - Chairman keeps all records of status and Good Standing for all Accredited Flower Show Judges permanently residing in the state and for those out-of-state judges asking for special permission to have their records held. Should a judge prefer his/her credentials be held in another state, that judge must conform to procedures of the adopted state. Only one state may hold a judge's records. (This does not apply to IAs.)
- B. NEW ACCREDITED JUDGES' RECORDS - After State Flower Show School Chairman notifies State Credentials Chairman of a new Accredited Judge, State Credentials Chairman must immediately establish a "JUDGES CREDENTIALS" file for the new judge. (Newly accredited judges are issued cards by the NGC Handbook Examination Chairman.)
- C. STUDENT JUDGES' RECORDS – Chairman keeps all records of student/student judge's progress through the NGC Flower Show Schools, including Schedule Writing and Handbook Exam grades, along with date Student Judge became Accredited Judge. (OPTIONAL CHAIRMANSHIP) (See attached "Student Credentials" form sample.)
- D. ACCREDITED JUDGE MOVES IN/OUT OF STATE - Should an Accredited Judge move from one state to another or one country to another, the judge must request that his/her credentials be transferred. It then becomes the responsibility of the State Credentials Chairman to either forward them to the State Credentials Chairman where the judge is establishing new permanent residents or provide them to the judge. (EXCEPTION: The judge may request records stay in state of former residence, and State Credentials Chairman agrees.) For such persons who elect to attend refreshers in the state or country in which they newly reside, **Form 18** (Flower Show School/Symposium Judges Eligibility Certificate) must be sent from the record-holding Credentials Chairman to the residing State's Credentials Chairman **six (6) weeks** prior to a symposium.
- E. ACCREDITED JUDGE GOOD STANDING DATE RECORD - Keeps a record of Good Standing expiration dates for all judges in the chairman's file.
- F. PROVIDES ALL JUDGES WITH JUDGES' CREDENTIALS RECORD FORM with most current records. (See attached "Judges Credentials" form example.)
- G. ADVISES JUDGES WHOSE EXPIRTATION DATE is forthcoming (December 31st of third year after the year of becoming an Accredited Judge or attending a refresher for credit).
- H. **It is strongly recommended that Judges' records be kept electronically with an off-site backup. (See example of "Judges Credentials" electronic form, page 8.)**

II. Procedure and Duties for Accredited Judge Refreshers

A. Information and procedure relative to all refreshers

1. ACCREDITED JUDGE REFRESHER: Judge must submit completed **Form 13** (Refresher Credit for Accredited Judges Application) to State Credentials Chairman for review at least one (1) month before scheduled refresher. Chairman must notify judge and refresher registrar of approval since approval must be given before judge may attend for credit.
 - a. Course III or Course IV Refresher - State Flower Show School Chairman notifies State Credentials Chairman of judges who have attended and passed Written Point Scoring Examination. (**NOTE: This can only be done ONE time.**)
 - b. Advancing to Accredited Life Judge - If a judge is eligible for Accredited Life Judge's level, State Credentials Chairman submits **Form 17** (Combined Application for ALL Judging Status Advancements) on judge's behalf to NGC Symposium Chairman for Certificate Card.
 - c. State Credentials Chairman records new Good Standing expiration date in judge's file. (**December 31 of third year after year of refresher.**)
2. ACCREDITED LIFE and ACCREDITED MASTER JUDGE REFRESHER: Judge submits completed **Form 15** (Approval of Exhibiting and Judging Credits). Forms **MUST BE** submitted one (1) month prior to scheduled symposium. (**NOTE: Accredited Life and Accredited Master Judges may only refresh at an NGC Flower Show Symposium.**)
3. IN-STATE JUDGE ATTENDING OUT-OF-STATE OR OUT-OF-COUNTRY SYMPOSIUM:
 - a. Judge **MUST** notify home State Credentials Chairman **at least six (6) weeks** prior to the symposium so that **Form 18** (Flower Show School/Symposium Judges Eligibility Certificate) can be sent to the Out-of-State or other Country's Credentials Chairman **one (1) month prior** to the refresher. Out-of-State (Country) Credentials Chairman will complete and return a portion of Form 18 when refresher has been accredited.
4. OUT-OF-STATE OR OUT-OF-COUNTRY JUDGE ATTENDING YOUR STATE REFRESHER:
 - a. Credentials Chairman must receive a copy of **Form 18** (Flower Show School/Symposium Judges Eligibility Certification) at least six (6) weeks prior to the refresher for all out-of-state or out-of-country judges attending for credit.
 - b. AT COMPLETION OF REFRESHER: Upon the completion of the state's refresher approval accrediting by the NGC Symposium Chairman, State Flower Show Schools Chairman or State Symposium Chairman advises the Credentials Chairman of name/s and grade/s for out- of-state and/or out-of-country attendees deserving credit. Credentials Chairman completes **Form 18** (Flower Show School/Symposium Judges Eligibility Certificate) and mails the lower

portion back to the sender.

- c. **ADVANCED JUDGE STATUS CERTIFICATE CARD:** All requests for Certificate Cards for advanced judge's status, **Form 17** (Combined Application for ALL Judging Status Advancements), must be prepared and submitted to the NGC Symposium Chairman by the State's Credentials Chairman in which the judge's records are held. For IN-STATE symposium advancements, the form may be submitted with accrediting papers.

B. JUDGE EXTENSION AND LAPSED JUDGES - Duties of State Credentials Chairman

1. EXTENSIONS

- a. When a judge requests an extension of Good Standing, State Credentials Chairman may grant a six-month (6) extension **ONLY twice**. (January 1 to June 30, July 1 to December 31) ***Credentials Chairman does not need to notify NGC.***
- b. A third **and final** six-month (6) extension is granted **ONLY** if the judge attends and fails a portion of the symposium. If a refresher has not been attended for credit within the extended time period, a judge is considered "lapsed." The State Credentials Chairman must indicate a lapsed status on the judge's records.

2. LAPSED JUDGES

- a. LAPSED JUDGE contacts State Credentials Chairman who records initial date for seeking reinstatement. State Credentials Chairman informs lapsed judge of **Form 16** (Renewal of Lapsed Certificate Application) and **Form 16-1** (Reinstatement of Lapsed Judge) that will need to be completed and submitted. Form 16-1 will refer judge to specific requirements for each level.
- b. LAPSED ACCREDITED JUDGE may attend required refreshers before completing exhibiting and judging credits toward reinstatement.
- c. ACCREDITED LIFE AND ACCREDITED MASTER JUDGES MUST fulfill exhibiting and judging requirements **PRIOR** to attending each refresher toward reinstatement.
- d. WHEN ALL REQUIREMENTS ARE FULFILLED for the judge's specific judging level, judge submits **Form 16** (Renewal of Lapsed Certificate Application) to State Credentials Chairman for approval. If all credits have been earned, including required number of refreshers, lapsed judge is reinstated to judge's previous status and Good Standing date is recorded.
- e. State Credentials Chairman will notify NGC Headquarters of the reinstatement by submitting **Form 16** (Renewal of Lapsed Certificate Application) and requesting appropriate Good Standing Certificate Card for judge's status.
- f. EMERITUS MASTER JUDGES seeking reinstatement are handled similarly. See **Form 16-1** (Reinstatement of Lapsed Judge) for requirements and exceptions for extended lapsed periods.

C. STATE-SPONSORED JUDGES' SYMPOSIUM DUTIES

1. Symposium Chairman confers with State Credentials Chairman two (2) weeks

- prior to symposium to confirm eligibility of all registered judges attending the symposium for credit.
2. State Credentials Chairman, working with Registration Chairman, is responsible for checking attendance at all symposium sessions for judges in attendance, seeking credit. Attendance sign-in sheets organized by morning and afternoon sessions are recommended (*see example*).
 3. DURING SYMPOSIUM State Credentials Chairman prepares two (2) copies of Form 15M (Renewal of Master Judges' Good Standing Application) for all Accredited Master Judges. At the conclusion of final practice point score session, State Credentials Chairman provides each Accredited Master Judge with a copy of **Form 15M**, which shall include judge's name, current date, and Good Standing expiration date, keeping one copy for the files.
 4. ACCREDITED LIFE JUDGES ATTENDING FIRST REFRESHER must await grades, and all other attending judges will be eligible for new status Certificate Cards if Point Scoring Examinations are passed.
 5. WHEN GRADED PAPERS ARE RETURNED, State Credentials Chairman prepares **Form 17** (Combined Application for All Judging Status Advancements) with names of judges eligible for status advancement. All applications for advancement in judging status are handled through the State Credentials Chairman in the state in which the judge's records are held. This chairman delivers **Form 17** (Combined Application for All Judging Status Advancements) to State Symposium Chairman prior to that chairman submitting papers for symposium accreditation to the NGC Symposium Chairman.
 6. WHEN SYMPOSIUM/COURSE (III or IV) WAS NOT HELD IN-STATE, Credentials Chairman submits **Form 17** (Combined Application for All Judging Status Advancements) for judges' status advancement directly to NGC Symposium Chairman.
 7. CERTIFICATE CARDS ARE FOR Accredited Judge – First Refresher, Accredited Judge – Second Refresher, Accredited Life Judge, and Accredited Master Judge will be sent with returned papers from NGC Symposium Chairman to State Symposium Chairman.
 8. WHEN ALL GRADED SYMPOSIUM POINT SCORING EXAMINATIONS ARE RETURNED TO ACCREDITED LIFE JUDGES WHERE THIS IS THEIR FIRST REFRESHER, only **Form 17** (Combined Application for All Judging Status Advancements) should be enclosed. There is NO Certificate Card for this level due to its usual short duration.
 9. UPON ACCREDITATION OF THE SYMPOSIUM FOR IN-STATE JUDGES, Credentials Chairman updates all records for in-state judges having fulfilled all requirements of attendance and passing of Written Point Scoring Examination, if necessary.
 10. UPON ACCREDITATION OF THE SYMPOSIUM FOR OUT-OF-STATE OR OUT-OF-COUNTRY JUDGES, Credentials Chairman completes the lower portion of **Form 18** (Flower Show School/Symposium Judge's Eligibility Certification) and returns to sender.

NGC FORMS USED BY THE STATE CREDENTIALS CHAIRMAN –

FORM 13 - REFRESHER CREDIT FOR ACCREDITED JUDGES APPLICATION

This form is for STATE USE ONLY and it is NOT to be sent to NGC Headquarters. Judge mails the completed form to the State Judges' Credentials Chairman no later than one month prior to the Symposium he/she plans to attend for refresher credit.

NOTE: Out-of-state judges attending Symposium must submit the form six (6) weeks prior.

FORM 14 - FLOWER SHOW ACCREDITED MASTER CERTIFICATE APPLICATION

This form is for STATE use only and is not to be sent to NGC Headquarters. The Accredited Life Judge mails completed form to the State Credentials Chairman following the second Symposium accreditation.

FORM 15L - RENEWAL OF ACCREDITED LIFE GOOD STANDING APPLICATION

This form is for State use only, and it is not to be sent to NGC Headquarters. Accredited Life Judge mails the completed form to the State Judges' Credentials Chairman **no later than one month prior** to the Symposium he/she plans to attend for audit credit.

FORM 15M - RENEWAL OF MASTER JUDGE'S GOOD STANDING APPLICATION

This form is for State use only, and it is not to be sent to NGC Headquarters. Master Judge mails completed form to the State Judges' Credentials Chairman **no later than one month prior** to the Symposium he/she plans to attend for audit credit.

Form 16 - RENEWAL OF LAPSED CERTIFICATE APPLICATION FOR JUDGES WHO HAVE LAPSED BEFORE FOUR YEARS

State Judges' Credentials Chairman signs and submits to NGC Headquarters. Headquarters acknowledges form with Certificate Card for Judge.

FORM 16.1 - PROCEDURE FOR REINSTATEMENT OF ACCREDITED JUDGE WHO HAS LAPSED FROM GOOD STANDING BEFORE 4 YEARS FROM GOOD STANDING DATE FOR NGC ACCREDITED JUDGE, LIFE JUDGE or MASTER JUDGE.

FORM 17 - COMBINED APPLICATION FOR ALL JUDGING STATUS ADVANCEMENTS

Email completed form to NGC Symposium Chairman plus return postage. If Judge is applying for Emeritus-Master Judge status, apply directly to NGC Headquarters.

FORM 18 - FLOWER SHOW SCHOOL/SYMPOSIUM JUDGE'S ELIGIBILITY CERTIFICATION

Send this form to the State FSS or Symposium Chairman in the State sponsoring the Course/Symposium to certify this Student's or Judge's eligibility to attend an out-of-state course. Send a second copy to the Student or Judge.

NEW MEXICO GARDEN CLUBS, INC.

STUDENT CREDENTIALS FORM EXAMPLE

| | |
|--|----------------------------|
| NAME: TYLER, MARY | PHONE: 505-400-0000 |
| Address: 114 Flower Blvd. Tijeras, NM 87059 | |
| E-Mail: mtyler@q.com | |
| Etc.: | |

| <u>FSS</u> | <u>Dates</u> | <u>Instructor</u> | <u>Written Exam F.S.P.</u> | <u>Written Exam Hort.</u> | <u>Pt. 1</u> | <u>Score 2</u> | <u>Written Exam Design</u> | <u>Pt. 1</u> | <u>Score 2</u> |
|-------------|--------------|-------------------|----------------------------|---------------------------|--------------|----------------|----------------------------|--------------|----------------|
| I | 11/17-19/17 | Sue Kirkman | 86 | 91 | | | | | |
| <u>City</u> | ABQ | Shirley Tetreault | | | | | 90 | | |

| | | | | | | | | | |
|-------------|------------|-------------------|----|----|----|----|----|-----|----|
| II | 3/23-25/18 | Darlene Newell | 98 | 94 | 92 | 93 | | | |
| <u>City</u> | ABQ | Trecee Chancellor | | | | | 89 | 100 | 98 |

| | | | | | | | | | |
|-------------|------------|--------------|----|----|----|----|----|----|----|
| III | 7/20-22/18 | David Robson | 97 | 85 | 99 | 94 | | | |
| <u>City</u> | ABQ | Mary Huntoon | | | | | 91 | 96 | 99 |

| | | | | | | | | | |
|-------------|-------------|-------------|----|----|-----|----|----|----|----|
| IV | 11/16-18/18 | Judy Newman | 95 | 94 | 100 | 98 | | | |
| <u>City</u> | ABQ | Lynn Fronk | | | | | 96 | 91 | 97 |

COURSES COMPLETED BETWEEN (Date)_____11/17-19/17___AND (Date)_11/16-18/18_____

SCHEDULE WRITING (Standard Flower Show Schedule): (Date)___2019____SCORE__88_____

HANDBOOK EXAMINATION: (Date)_____PLACE:_____GRADE:_____

ORIGINAL ACCREDITED JUDGE CERTIFICATE: (Date)_____

JUDGES' CREDENTIALS RECORD FORM EXAMPLE

JUDGE'S CREDENTIALS RECORD

| | | | |
|--|-------------------------------------|--------------------|--------------|
| NAME: | Smith, Jane | PHONE: | 505-903-2202 |
| ADDRESS: | P.O. Box, Angel Fire, NM 87710-0962 | | |
| E-MAIL: | janesmith@gmail.com | | |
| Courses completed between (date): | 5/15/85 | And (date): | 6/12/87 |

HANDBOOK EXAMINATION:

| | | | | | |
|--------------|---------|---------------|--|---------------|----|
| Date: | 4/28/88 | Place: | | Grade: | 74 |
|--------------|---------|---------------|--|---------------|----|

ORIGINAL ACCREDITED JUDGE CERTIFICATE

| | |
|--------------|---------|
| Date: | 4/28/88 |
|--------------|---------|

All refreshers for Accredited Judges may be taken in the second year after having passed the Handbook Exam or previous refresher and must be taken by Dec. 31 of the third year to remain in Good Standing.

REFRESHERS: Symposium or Course 3 or 4 (one time)

| NO. | DATE | PLACE | G.S. UNTIL |
|-----|----------|------------------------|------------|
| 1. | 10/10/90 | Albuquerque, NM (3) | |
| 2. | 6/9/93 | Oklahoma City, OK(Sym) | |
| 3. | 10/19/97 | Albuquerque, NM (Sym.) | |

ACCREDITED-LIFE JUDGE CERTIFICATE

| | |
|--------------|----------|
| Date: | 10/21/97 |
|--------------|----------|

REFRESHERS: Symposiums only. Only two refreshers for credit may be taken in one year. The first may be taken 4 months after Accredited-Life Certificate date. A minimum of 4 months must elapse before the second refresher.

| NO. | DATE | PLACE | G.S. UNTIL |
|-----|----------|-----------------|------------|
| 1. | 10/29/98 | Little Rock, AR | |
| 2. | 10/10/99 | Albuquerque, NM | |

ACCREDITED-MASTER JUDGE CERTIFICATE

| | |
|--------------|----------|
| Date: | 10/12/99 |
|--------------|----------|

GOOD STANDING RECORD for ACCREDITED-MASTER JUDGE

To remain in GOOD STANDING, an Accredited-Master Judge must attend all lecture hours of a symposium. Flower Show Schools/Courses do not apply. Only 2 refreshers may be taken for credit in one calendar year with a minimum of 4 months between refreshers. Good Standing lapses after Dec. 31 of the third year since the last attended refresher.

| | DATE | PLACE | G.S. UNTIL |
|-----|-------------|-----------------|------------|
| 1. | 3/8/02 | Albuquerque, NM | 2005 |
| 2. | 4/16-18/04 | Albuquerque, NM | 2007 |
| 3. | 10/27-29/06 | Albuquerque, NM | 2009 |
| 4. | 5/1-3/09 | Albuquerque, NM | 2012 |
| 5. | 11/5-6/11 | Albuquerque, NM | 2014 |
| 6. | 3/1-2/14 | Albuquerque, NM | 2017 |
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