

**Revisions/Corrections to the Environmental Studies Handbook to comply with recommendations approved at the 2009 NGC Fall Board Meeting and changes in distributing cards/certificates to provide uniformity between the LD, GS and ES schools.**

Page 23. **Delete:** Courses should be scheduled at least four months apart with two courses in one calendar year. Exception: Courses may be scheduled less than four months apart under certain circumstances but must be approved by the NGC, Inc. ESS Accrediting Chairman. International Affiliates may schedule as needed.

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**Insert New 20 and Renumber.**

- \_\_\_\_20. "Issue the following Refresher Cards over the State Chairman's signature may be issued immediately following completion of the ten hours of study. Consultant's name and appropriate dates (Date of Event & Expiration Date) to be typed and/or printed.
1. Yellow – Consultant Refresher Card: Issued for State sponsored refreshers.
  2. White – Master Consultant Refresher Card: issued for State sponsored refreshers."

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Old 20/New 21. Strike "All Consultant and/or Refresher cards will be sent by NGC, Inc. to the State ESS Chairman."

**Insert:** "Consultant and Refresher Cards will be sent by the NGC Accrediting Chairman. The NGC Schools Secretary will issue the Emeritus Consultant Card. "

**To Read:** The NGC, Inc. ESS Accrediting Chairman will review and sign all forms forwarding one copy of each form and all checks to NGC, Inc. School's Secretary. She will keep one copy for her files, return one signed copy to the State ESS Chairman, and send one copy to the NGC, Inc. ESS Chairman. Consultant, Refresher and Master Consultant Cards will be sent by the NGC Accrediting Chairman. The NGC Schools Secretary will issue the Emeritus Consultant Card. The State ESS Chairman mails the cards to the students/consultants. State Chairmen are to request cards from NGC Accrediting Chairman.

Page 33. NGC, Inc. ESS Accrediting Chairman's Duties

**Delete I.** "Also instruct the NGC, Inc. School's Secretary to send the ESS card to the consultant."

**To Read:** When receiving a **Course Roster** (Form #4), check for any out-of state students who are becoming Consultants or are Refreshing at that course. Duplicate any Consultant or Refresher application(s) and send to the student's State ESS Chairman. If there is no State Chairman, sign and forward the various copies of her/his application; send the fourth copy to the consultant. Highlight out-of state students on **Course Rosters** sent to you. The state giving the out-of-state student her qualifying course does not get credit for having another consultant, only the consultants' home state gets credit.

**Insert New J and reletter J through M.**

**To Read:** Issue the following cards/certificates over NGC President's Signature, (Stamped Signature.) Consultant's name and appropriate dates to be typed and/or printed.

3. Orange - Consultant Card: issued when a student completes four (4) courses.
4. Yellow- Consultant Refresher Card: issued for NGC sponsored refreshers.
5. White- Master Consultant Card: issued after consultant completes four (4) refreshers.
6. White- Master Consultant Refresher Card: issued for NGC sponsored refreshers.

Judy Newman

NGC Environmental Studies School Chairman