

PROCEDURE FOR BECOMING AN NGC INSTRUCTOR
And
MAINTAINING INSTRUCTOR ACCREDITATION

REQUIREMENTS (ALL SUBJECTS – Horticulture, Design, Flower Show Procedure)

1. Be an Accredited Judge
2. Complete minimum of two Refreshers
3. Demonstrate experience presenting programs and/or workshops
4. Exhibit and judge in a Standard Flower Show in the past three years

Instructor Levels:

Level 1: Prospective Instructor. (Can attend Instructors Symposium after two (2) horticulture teaching outlines or one (1) design teaching outline have been submitted and approved. Instructor is NOT listed in the Approved Instructor Listing.)

Level 2: Provisional Instructor. (All coursework has been approved, and Instructor is teaching.)

Level 3: School Instructor. (Instructor has taught each Course at least once, plus 4 additional courses, in any order and any configuration.)

Level 4: Symposium Instructor. (Level 3 School Instructor has now been approved by the NGC Flower Show Schools Committee, for teaching at the symposium level by submitting the required paperwork.)

Level 1: TASK	ACCOMPLISHED
Advise State FSS Chairman of intent to become NGC Instructor	
Contact appropriate NGC Instructors Chairman (NGCIC) assigned to subject matter of interest. NGC Instructors Chairman will send (by postal service or electronically): Prospective Instructor (PI) packet including: <ul style="list-style-type: none"> • Guideline letter • Detailed curriculum outline needed for each course • Sample outlines (horticulture, design, Flower Show Procedure) • Sample examination questions and answers • Sample point scoring forms. 	

<p>After receipt of packet, write Teaching outline for horticulture subject matter, Course I Design, or Course I Flower Show Procedure ONLY and submit to NGCIC.</p> <p>Outline must include not only the information in the <i>Handbook for Flower Shows</i> (latest edition), but also how the PI intends to interpret the material to the students.</p>	
<p>Transmits electronically or by postal service to NGCIC</p>	
<p>After NGCIC Chairman reviews outline for Course I and makes suggestions for improvements, PI incorporates changes.</p>	
<p>Once teaching outline for Course I (or first <u>two</u> horticulture subject outlines) is approved, the PI develops:</p> <ul style="list-style-type: none"> • Student outline, which can be no more than five (5) pages, with emphasis on exhibiting, judging and definitions of unfamiliar terms. • Submits digital images of ideal and flawed horticulture specimens for each horticulture specimen with point scoring comments (for Horticulture PIs), OR two (2) digital images of PI-created designs with point scoring comments (for Design PIs) • All pages should be numbered. • Point score sheets are also developed for the outline • Exam and exam-answer sheets, approximately 23 to 28 questions, indicating value for each answer. Each part of a question should relate to the other parts of the same numbered question. Questions do not have to total 10 points. Question values must be divisible equally by what's being asked. All questions must relate to information in the Student's Outline or the <i>Handbook for Flower Shows</i>. The examination must total 100 points. No more than three (3) pages are permitted for examination. Answer sheets should be two (2) pages. • Flower Show Procedure examination requirements are the same as Horticulture and Design <p>The student outlines, images with comments, and point score sheets are sent to the NGCIC for comments, suggestions for improvement, and final approval.</p>	

<p>After approval of Course I materials, additional teaching and student outlines and point score sheets are created for the required subject matter to be taught, completing coursework for Courses II, III and IV.</p> <p>For prospective horticulture instructors a total of eight (8) horticulture plant subject matter outlines are needed. For prospective design instructors or Flower Show Procedure Instructors, four (4) four for Course I, II, III and IV are required.</p> <p>Digital images must also be submitted with appropriate point scoring comments for each topic.</p> <p>All PI will complete a total of four (4) exams and corresponding exam-answer sheets.</p>	
<p>PI compiles all approved coursework outlines (teaching and student), exams, exam-answer sheets, point score sheets and digital images with point score comments, and submits the entire packet to the NGCIC for approval.</p>	
<p>Once NGCIC sends approval for ALL completed material, PI completes form 19 (found on the NGC website...link here) with supporting data:</p> <ul style="list-style-type: none"> • Education background • Lecturing and teaching experiences • NGC Club affiliation and Chairmanships including District, Region and National levels • Symposiums attended and other training beyond Flower Show School. • List of shows judged, ribbons won and exhibits entered within last 3 years. <p>Additionally, the PI will need to include:</p> <ul style="list-style-type: none"> • Three letters of recommendation from members of gardening organizations. Mailed separately to NGCIC. 	
<p>Emails or mails separately to NGC Form 19 and all supporting data (except letters of recommendations) to State Flower Show Chair requesting the signature from the State Garden Club President.</p>	
<p>Once NGC Form 19 is completed, sends five (5) copies by USPS or emails a copy to the NGCIC</p>	
<p>After tentative approval is received for all four courses, send \$10 check made out to NGC Inc. to NCGIC.</p>	
<p>PI submits entire packet of NGCIC approved outlines (teaching and student), point score sheets, exams, exam-answer sheets and digital</p>	

images with comments to the NGC Flower Show Schools Chairman for approval.	
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Once the Prospective Instructor is approved by appropriate NGC Instructors Chairman, and the NGC Flower Show Schools Chairman, the PI will be notified by the NGC Flower Show Schools Chairman.

The NGCIC will then notify the NGC Flower Show Schools Credentials Chairman to be listed in the Instructors Roster as a Provisional Instructor. The State Flower Show Schools Chairman will also be notified.

LEVEL 2: Provisional Instructor identified with “*” on the Instructors Roster.

1. After all Courses have been taught at least one time, the Provisional Instructor is eligible to write outlines for a second subject, but never both Horticulture and Design.
2. After completing 4 additional Courses, the Provisional Instructors name is submitted to the NGC FSS Committee for evaluation and final approval as School Instructor.
3. If approval is not granted, four additional teaching experiences must occur before Instructors name is resubmitted for consideration.
4. If Provisional Instructor continues to be denied approval, name will be dropped from Instructor Roster.

Level 3: School Instructor

1. School Instructor level is retained until Instructor is an Accredited Master Judge.
2. School Instructor must apply to appropriate NGC IC to be approved as Symposium level Instructor.
3. An initial Symposium level outline, point-scoring forms, and digital designs/ horticultural specimens are submitted to NGC Symposium Chairman, NGC Horticulture and Design Instructor Chairmen and NGC FSS Committee Chairman for approval. All future outlines need only the approval of the NGC Symposium Chairman.
4. NGC FSS Committee approval is necessary for the initial approval to each at the symposium level.
5. School Instructors must not accept Symposium invitations until final approval is granted.

NGC INSTRUCTORS IN GOOD STANDING:

1. A Roster is compiled and maintained by the NGC Credentials Chairman.
2. Roster is found on the NGC website which is updated biannually.
3. In addition to all approved Instructors, FSS State Personnel, IA Country FSS Chairman NGC FSS and IA FSS Committee Chairman are included on the NGC website listing.
4. Instructors are responsible for advising FSS Credentials Chm when Accredited Judging Good Standing has been updated.
5. If Judging Good Standing has lapsed, Instructor may not teach until Good Standing is restored.
6. An Instructor who has not taught schools or Symposiums, in three years, is dropped from Roster.
7. **All Instructors are required to attend the Instructors Symposium at least once every four (4) years.** The NGC FSS Committee can waive this requirement in emergency situations. All Instructors must remit to NGC Headquarters Instructor's current dues before January 1. An Instructor failing to meet this deadline will be dropped from the Instructors Roster and is no longer eligible to teach at the school or symposium level. Instructors can only be reinstated with the next published roster.
8. **An instructor can count one (1) instruction and point scoring as a Judging credit in maintaining Judge accreditation for each refresher.**

FORMAT FOR WRITTEN EXAMINATIONS FOR ALL SUBJECTS

Upper left-hand corner for first page

1. Subject and Course Roman Numeral or Symposium
2. Date, Location (City, State, IA Country)
3. Instructor's name and address

Upper-right hand corner for first page

1. "Student Number" and line to make entry
2. "Grade" and line to make entry

1. Center area must be free for use by the NGC Accrediting Chairman for that Region.
2. Subsequent pages are the same as page 1 except Instructors address and "grade" are omitted.
3. All pages must be numbered.

CONSTRUCTION OF QUESTIONS

1. Questions should have several parts if simple phrases answers are required, leading to progressively more complex answers.
2. Material for all questions must be included in the lecture and/or be prominently listed on the subjects Student Outline.
3. True/False and multiple-choice questions are not permitted.
4. Questions applying pertinent subject information, exhibiting, or judging situations **are strongly recommended**.
5. All examination questions, examination answers, and point-scoring forms, Outline, must be sent to the appropriate FSS Accrediting Chairman for course approval. The Instructor must also include the NGC IC approved Student Outline with exam, exam-answer and point scoring sheets. Questions based on changes (additions, deletions, clarifications/interpretations, etc.) published in the Flower Show Schools article of *The National Gardener* are permitted.
6. Exam and exam-answer sheets, approximately 23 to 28 questions, indicating value for each answer.
7. Each part of a question should relate to the other parts of the same numbered question. Questions do not have to total 10 points. Question values must be divisible equally by what's being asked.
8. The final question valued collectively at 10 points, may be from information found in the Glossary or taken from the lecture or student's outline.
9. The examination must total 100 points.
10. No more than 3 pages are permitted for examination.

FORMAT AND CONSTRUCTION OF POINT-SCORING FORMS

Current FSS approved Point Scoring Forms must be used; fillable PDF forms can be found on the NGC website www.gardenclub.org.