



NATIONAL GARDEN CLUBS, INC.
Gardening Study Schools

REGISTERING A GSS COURSE:

Task Completed:

Series _____ Course _____
:
Dates _____ Location _____

- Request approval from State Federation for a new series of Gardening Study Schools.
Date requested _____ Date approval rec'd _____
- Register course with NGC Accrediting Chairman – **3 months prior** to course. Send Registration Form (Form 05-1), \$5 registration check, and Instructor's Credentials (Form 05-6) for each new instructor.
Date sent _____ Date approval rec'd _____
- Receive instructor's outlines and exam questions and answer key from Local Chairman – **5 weeks prior** to course. Retain outlines and one copy of exams and answer key for file. Send one copy of exam and answer key to NGC Accrediting Chairman.
Date rec'd _____ Date sent _____ Date approval rec'd _____

ACCREDITING A GSS COURSE:

Task completed:

- Receive accrediting materials from Local Chairman – **within 4 weeks** following the course (Student Roster {Forms 05-2}, Refresher Roster {Forms 05-3}, Course Summary {Form 05-4}, check for testing students and refreshing consultants)
Date rec'd _____
- Prepare Gardening Consultant Certificate Applications (Form 05-10) for any students completing their fourth course. Prepare Refresher Certificate Applications (Form 05-11) for any Consultants who refreshed.
Form (s) prepared _____
- Accredit course with NGC Accrediting Chairman – **within 5 weeks** following the course. Send (4 copies of Student Roster (Forms 05-2), 4 copies of Refresher Roster (Forms 05-3) (if applicable), 4 copies of Course Summary (Form 05-4), check for fees for testing students and refreshing consultants, 3 copies of Gardening Consultant Certificate Applications (Form 05-10) and Refresher Certificate Applications (Form 05-11) (when applicable) OR **send all forms by email and check by postal mail.**
Materials sent _____ Date approval rec'd _____