



NATIONAL GARDEN CLUBS, INC.
Gardening Schools

REGISTERING A GS COURSE:

Task Completed:

Series _____ Course _____

Dates _____ Location _____

- Request approval from State Federation for a new series of Gardening Schools. May require submittal of a budget.

Date requested _____ Date approval rec'd _____

- Register course with NGC GS Accrediting Chairman – **3 + months prior** to course. Email top half of Registration Form 05-1

Date sent _____ Date approval rec'd _____

- Receive instructor's credentials, 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. E-mail one copy of outline, exam and answer key to NGC Accrediting Chairman and to Proctor appointed for the Course..

Date rec'd _____ Date sent _____ Date approval rec'd _____

ACCREDITING A GS 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. Email Student Roster (Forms 05-2), Refresher Roster (Forms 05-3) (if applicable), Course Summary (Form 05-4), check for fees for testing students and refreshing consultants, notice of completion of Gardening Consultant Certificate Applications (Form 05-10) and Refresher Certificate Applications (Form 05-11) (when applicable) Send **check by postal mail..** Postal mail GS Course Completion cards to each student.

Discuss with Accrediting Chair and Local School Chair the alternative plans to be offered to any student that failed an Exam or missed a portion of the course and was unable to take the exam.

Materials sent _____ Date approval rec'd _____