

Hints For completing Forms #5 the Course Roster, Form #6 Consultant Accreditation

Form #7 Consultant Refresher Accreditation

- **Correction: State School Chairman: Delete "Send one hard copy with fees" Insert: Send check of \$5.00 fees (Check payable to NGC Inc.) with notation of School (GS, ES, LDS), Series & Course #, Date, Location, and State School/ Local School Chairman with contact information. Rational: An NGC Accrediting Chairman needs to approve and sign all Rosters and Applications before the NGC Secretary receives them.**
- **For Students taking the exam only need to check under "Cr" Credit. (Do not check "Consultant" or "Master Refresher")**
- **For Consultants refreshing check the "R" space/box and check Consultant or Master consultant space/box depending on their current status. These boxes are only used if getting Refresher Credit.**
- **P for Pass; F for Fail for students taking the exam, courses 1,2,3, and/or 4.**
- **Give the date of the last course if student has completed courses 1, 2, or 3.**
- **After a student has completed all of the courses, including passing all exams and being a member of an NGC Garden Club, the student is a consultant. (The Consultant box/space and Master box/space are only intended for and needed for refreshers – to indicate the kind of refresher card the consultant will receive – Consultant or Master.**

Accreditation #6 form is to be completed and submitted to the NGC Accrediting Chairman.

- **Place check in the space/box following Consultant while taking the 4 Refreshers to be a Master Consultant. Give the date the student became an Accredited Consultant and list refreshers taken on the Consultant Refresher Application.**
- **Place a check in the Master Refresher space/box for Master Consultants seeking refresher credit. Give the Consultant Accreditation Date plus last the refresher completed. All Refreshers are listed on Form 7 Consultant Refresher Accreditation**
- **Write M for Member of a Garden Club**
- **Write NM for students attending courses but NOT member of an NGC Garden Club.**

Note: Out of State Students need to send a copy of Form 6 to home State ES, GS, LDS Chairman signed by the out-of-state ES, GS, LDS Chairman. Out of State Consultants need to send a copy of form 7 to their home State ES, GS, LDS Cchairman signed by the out-of-state ES, GS, LDS Chairman.

Students and consultants are responsible, as well as State Schools Chairmen, to maintain record (Course, Date and Location) of all courses and refreshers completed for the ES GS LDS programs.

A Data base for all Environmental students and consultants is available to all to assist you in determining courses/ refreshers completed. I have both a data base and paper records of Environmental Students/Consulates.

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