



## **Enrollment & Maintenance Requirements**

Effective October 2009

### **Program Operation & Administration –**

The TCNC Certified Turfgrass Professional Program is owned and operated by the Turfgrass Council of North Carolina, Inc. and administered through its appointed Certification Committee and Board of Inquiry & Arbitration.

#### **Section 1. Apply for Enrollment:**

- (a.) Complete and submit official enrollment form with all attachments/documentation.
- (b.) Document turfgrass management job experience of at least twelve consecutive months.
- (c.) Document current status of North Carolina Pesticide Applicator License for Turf and Ornamentals (or equivalent from another reciprocal state).

#### **Section 2. Pay fee/submit coupon with enrollment application:**

- (a.) Upon approval, receive curriculum self-study materials.

#### **Section 3. Take written examination:**

- (a) Must pay exam fee (for each exam) and take exam within six months of receipt of curriculum materials at an official group testing site, at a TCNC event, or by arrangement with TCNC staff.
- (b) A maximum of six hours is allowed for completion of the exam, not including a mandatory one hour lunch break. Lunch is on your own. Suggested lunch locations will be reviewed by the monitor at the beginning of the day.
- (c) Reasonable accommodations will be provided for those seeking assistance under ADA regulations, and to those with learning disabilities.

The actual exam consists of one exam section for each curriculum section. Sections are scored individually. A passing score of at least 80 on all sections is required for graduation. A graduation certificate is then issued.

#### **Section 4. Retesting for failed sections:**

- (a.) The exam section(s) for any failed section(s) (on which a score of less than 80 is made) must be retaken within six months of the initial exam at the next available Testing Site.
- (b.) A retesting time limit equivalent to one hour per failed section will apply.
- (c.) After the initial examination, a maximum of two retests is allowed, each within six months of the previous one.
- (d.) If the maximum number of retests is unsuccessfully exhausted, applicant's fee is forfeited and applicant must wait a minimum of two years from the last retesting before reapplying.

#### **Section 5. Requirements to Maintain Certified Status:**

- (a.) Maintain annual NCCTP renewal fee (90 days grace).
- (b.) Maintain annual individual TCNC membership (90 days grace).
- (c.) Maintain a current North Carolina Pesticide Applicator's License (or other state's equivalent) Sub-Class L, Turf & Ornamental.
- (d.) Earn approved North Carolina (or NC equivalent) pesticide license re-certification credits at the minimum rate of twenty credits per five year period; credits must be earned in at least three of the five years.
- (e.) Document to TCNC any pesticide license violation citation activity with copies of pertinent information and explanation immediately upon occurrence.
- (f.) Subscribe to, actively support and uphold the TCNC Certification Code of Ethics.

- (g.) Complete additional future requirements in a timely manner: Additional revised or new curriculum materials, testing and fee may be required whenever new technology, science, management practices and the like are determined to be of sufficient importance.

#### **Section 6. Failure to Maintain Certified Status:**

- (a.) As related to Section 5, Item (a.), **NCCTP annual renewal** (if applicable) must be paid by October 1. Upon failure to do so, suspension\* from NCCTP program will occur as of October 1.
- (b.) As related to Section 5, Item (b.), **TCNC annual membership** must be paid by October 1. Upon failure to do so, suspension\* from NCCTP program will occur as of October 1.
- (c.) As related to Section 5, Item (c.), failure to keep the **NC Pesticide Applicator's License** (sub class L) current will jeopardize the ability to fulfill Section 5, Item (d.).
- (d.) As related to Section 5, Item (d.), **NC Pesticide License re-certification credits** must be earned at a rate of twenty credits per five year period - in at least three of the five years. Upon failure to do so, suspension\* from NCCTP program will occur at the end of the 3<sup>rd</sup>, 4<sup>th</sup> or 5<sup>th</sup> year based on ability to meet requirement.
- (e.) As related to Section 5, Item (e.), **failure to report any pesticide license violation** to TCNC could result in suspension\*/expulsion\*\*.
- (f.) As related to Section 5, Item (f.), any **violation of the TCNC Certification Code of Ethics** could result in suspension\*/expulsion\*\*.
- (g.) As related to Section 5, Item (g.), **failure to complete additional future requirements** (including testing, fees, etc.) in a timely manner (according to the time line given) could result in suspension\*.
- (h.) **Definition of Suspension\***: Suspension allows immediate re-enrollment in NCCTP program (subject to approval) and re-testing (to include applicable fees) as outlined in Section 4 to reinstate NCCTP status. Use of the NCCTP logo is unauthorized during this period according to Section 7, Item (a.).
- (i.) **Definition of Expulsion\*\***: Expulsion and it's definition based on violation or non-fulfillment of requirements will be determined by the NCCTP Committee and/or the NCCTP Board of Inquiry & Arbitration. Use of the NCCTP logo is unauthorized during this period according to Section 7, Item (a.).

#### **Section 7. Use of the Program Logo and Other Identification:**

- (a) The official Logo is the property of the Turfgrass Council of North Carolina and is protected as a registered Service Mark under North Carolina General Statutes. Unauthorized use may be subject to applicable civil and/or criminal penalties.
- (b) Certification Graduates in good standing are authorized to use the program logo in accordance with the TCNC Certification Code of Ethics, so long as such use is accompanied by the graduate's individual TCNC registration number clearly visible and placed in the clear area of the lower left hand quarter. The registered Service Mark designation must also be clearly shown at the lower right of the logo.
- (c) The official name of the program is **Turfgrass Council of North Carolina Certified Turfgrass Professional**. All uses of the program name and/or logo must be in its entirety.
- (d) The official abbreviation of the program name is **NCCTP**. All uses of the abbreviation must be in its entirety.

#### **Section 8. Program Supervision & Enforcement Options:**

- (a.) Program supervision and administration is by the TCNC Certification Committee under the direction of the TCNC Board of Directors. In order to insure proper compliance with the program and to afford the program's maximum internal and external credibility, a four person Board of Inquiry & Arbitration is appointed by the TCNC President. Two members are from the NCCTP Committee, one NCSU Turfgrass Faculty person, and one TCNC Director.

#### **Section 9. Internal & External Promotion:**

- (a.) In order to attain maximum exposure and participation within the industry, TCNC will promote the program to members and to the public in print and display mediums.
- (b.) Self promotion of the program by graduates is required in order to attain the highest possible level of public appreciation for the program's significance and merit. In addition to the mounted Graduation Certificate, various logo materials will be available to graduates for this purpose.