



# CNLA Recertification Requirements

## Information Sheet - December 31st Deadline

**Recertification:** Individuals holding CNLA certifications must recertify every two years by reporting 24 Continuing Education Units (CEUs) earned during the recertification period. CEUs may be earned and reported in both Educational and Service categories. CNLA will send a series of reminders via e-mail and regular mail.

Check which designation applies:  Technician  Retail Horticulturist  Designer  Manager

Name: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Street: \_\_\_\_\_ (Business or Home - circle one)

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Activity Month/Year	CEU Category	Title/Description	Sponsoring Organization Event Location	# of CEUs

If there is some education opportunity that does not fall into one of the categories, **you can request pre-approval** from the CNLA Certification Committee. Send an email to [certification@cnla-acpp.ca](mailto:certification@cnla-acpp.ca) that fully describes the event including the host, dates, learning outcomes and subject matter. CNLA will respond via email and if approval is granted, will indicate the applicable number of CEUs. A copy of that email response should accompany the submission. *More information is available at [www.cnla-acpp.ca/training](http://www.cnla-acpp.ca/training) or by calling CNLA at 888-446-3499*

- Recertification Program Recap:
- Continuing Education Units (CEUs) reported in Education only or Education/Service combination
  - 2-year reporting cycle, reminders are sent by mail and email
  - Sample form on website or call the CNLA office

Indicate Education/Service points earned this year and submit:

**Education** \_\_\_\_\_

**Service (max. 12)** \_\_\_\_\_

**Total** \_\_\_\_\_

(Submit greatest point value)

I will pay my \$84.75 (HST included) renewal fee by: Cheque (Payable to Canadian Nursery Landscape Association) or Credit Card (VISA or Master Card only). **\*Note: Visa Debit is not accepted**

Credit Card #: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Address (associated with card): \_\_\_\_\_

City: \_\_\_\_\_ Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Signature: \_\_\_\_\_ CVV: \_\_\_\_\_

## EDUCATION

Category	Description	CEUs (Education)
<b>Educ 1</b>	Continuing education, conferences, and seminars presented by national, regional, or provincial green industry associations. This education category also encompasses PRE-APPROVED in-house training programs (see instructions for pre-approval process). Examples: Congress, CanWest, Garden Expo, Green Industry Show, HortEast, Grow Conference, Pre-approved in-house training, etc. <b>Documentation*:</b> Copy of event brochure or flyer with sessions attended indicated and proof of registration	1 CEU per hour of instruction
<b>Educ 2</b>	College/University course work College/University-sponsored distance or online learning Subject areas in business management or technical horticulture only Examples: Refer to college and university catalogs of courses offered in business management or technical horticulture. <b>Documentation*:</b> Proof of completion (certificate or transcript)	15 CEUs per credit hour
<b>Educ 3</b>	Education supporting green industry license completion or renewal. Requirements vary by province. Examples: Contractor license, pesticide applicator license <b>Documentation*:</b> Proof of completion or CEU statement	1 CEU per hour of instruction
<b>Educ 4</b>	Successful completion of additional CNLA certification or specialty endorsement or other validated industry certification endorsement Examples: CLHT who earns CLHM gets 8 CEUs; CLHM who earns CLHT gets 8 CEUs; CLT in Softscape Installation who earns Turf Maintenance gets 4 CEUs <b>Documentation*:</b> None. CNLA will verify the entry on the form	8 CEUs for earning a new certification 4 CEUs for earning a new specialty
<b>Educ 5</b>	Writing articles or books for publication, preparing presentations at schools, professional conferences, workshop or programs, or reading materials as part of self-study. Subject matter must be green industry or job related. Each article or reading time presentation and self-study material may be counted only once during a two-year recertification period and cannot earn additional CEUs in future recertification periods unless proof is given that a considerable amount of further research and/or preparation was completed. For CEUs awarded for actual presentation, see Service CEU category <b>Documentation required with CEU submission form upon recertification</b> Presentations: Speaking Documentation Form. Article Writing: Writing Documentation Form Reading: Book Reporting Form	1 CEU per hour of course preparation article writing (10 CEUs for a published book) or reading time

## SERVICE

Category	Description	CEUs (Service)
<b>Serv 1</b>	CLHT exam Judge or JTA participation on test day Credit is extended for test day only. <b>Documentation*:</b> Documentation of participation from licensee with date/location of the exam	1 CEU per hour on site
<b>Serv 2</b>	Serving on Board of Directors or as a Committee Chair for national, regional, or state association. The affiliation of the association is not limited to the Green Industry. <b>Documentation*:</b> Official Leadership Roster	.5 CEU per hour
<b>Serv 3</b>	Official ICC Evaluator to CLHT for set up and test day Credit is extended for both set up and test day. <b>Documentation*:</b> None, CNLA will validate the entry on the form	1 CEU per hour on site
<b>Serv 4</b>	Teaching or presenting at schools, professional conferences, workshop or programs. Subject matter must be green industry or job related. For CEUs awarded for preparation of presentation, see Educ5 category. <b>Documentation required with CEU submission form upon recertification</b> Presentations: Speaking Documentation Form	1 CEU per hour
<b>Emeritus or Retired status</b>	Emeritus status allows certificants to continue to use their designation(s) upon retirement from the profession without having to re-certify. Landscape Horticulture Certified individuals may request emeritus status if they are age 60 or above and are retiring from green industry and maintained certification for at least six (6) years prior to retirement. Certificants who intend to continue work in the green industry (perhaps as a consultant or lecturer) are not considered retired and are not eligible for emeritus status.  To request emeritus status, please send a written notice of your intent to retire to the CNLA office and include documentation of age (a copy of one's driver's license is sufficient). The letter (which may be e-mailed, mailed or faxed) must include your name, designation(s) and years certified, and retirement date.  This status should be considered carefully. Landscape Horticulture Certified individuals awarded emeritus status who later decide to re-enter the profession will have their emeritus status rescinded and will be required to retake the applicable exams.  Certificants granted emeritus status will receive a new certificate indicating this retired status.	

\* Documentation: Submission only required if you are selected for audit. Please keep on file for two years.

