



## Maine Certified Nursery Professional Maine Certified Landscape Professional



The *Maine Certified Nursery or Landscape Professional* program is a voluntary program designed to recognize the knowledge and skills necessary to be a professional in the green industry. In order to apply for certification, an industry member must meet the following eligibility requirements:

1. Employment in the nursery/landscape industry for a minimum of four years (active employment for 32 months) and be a MELNA member.

or

be a graduate of a two or four year horticulture or related field program and have a minimum of two years of employment in the nursery/landscape industry (active employment for 16 months) and be a MELNA member.

In order to become a *Maine Certified Nursery or Landscape Professional*, you must:

1. Submit a completed application. The applicant can choose between two titles: *Maine Certified Nursery Professional (MCN)* or *Maine Certified Landscape Professional (MCL)*, or hold both.
2. Achieve a 80% or greater score on the written portion of the certification examination and 70% on the Identification portion of the exam.
3. Read, sign and submit the *Certification Code of Ethics*.
4. Submit evidence of having passed the Maine State Pesticide Core Examination. It is not necessary to obtain a license.
5. Be a MELNA member.

Certification examinations are administered twice a year. The examination fee is \$75.00. Certification in both titles is an additional \$25.00. Should you fail to pass any section of the exam, the re-take fee is \$35.00. You may take up to five years to complete all sections.

Re-certification is required every year by earning a total of six (6) maintenance credits for one title and eight (8) for both and payment of a renewal fee. The maintenance credits will be accepted upon submission of a completed maintenance credit form.

*Endorsed by the Maine Landscape and Nursery Association and the  
New England Nursery & Landscape Certification Council*

**CERTIFICATION PROGRAM  
APPLICATION FOR EXAMINATION**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE (207) \_\_\_\_ - \_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

This application is for: MCN \_\_\_\_ MCL \_\_\_\_ Both MCN/MCL \_\_\_\_

I certify that the information contained in this application is true. I understand that falsification of information in this application is grounds for revocation of certification. I also authorize the Certification Committee to contact employers or sponsors named herein for verification of information.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**EMPLOYMENT and EDUCATION HISTORY:** Employment in the nursery/landscape industry for a minimum of four years (active employment for 32 months) or be a graduate of a two or four year horticulture or related field program and have a minimum of two years of employment in the nursery/landscape industry (active employment for 16 months).

List most current employer first.

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address of Employer \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Job Title \_\_\_\_\_ Dates of Employment \_\_\_\_\_

(Use separate sheet of paper for additional information if necessary.)

Name of School \_\_\_\_\_

Address of School \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Course Completed \_\_\_\_\_ Degree Earned \_\_\_\_\_

Dates Attended \_\_\_\_\_ or expected graduation date \_\_\_\_\_

Signature of Major Instructor, Advisor, Dean or Registrar:

\_\_\_\_\_ Title \_\_\_\_\_ THIS

APPLICATION MUST BE COMPLETED AND SUBMITTED WITH THE PROPER FEE AND THE SIGNED CODE OF ETHICS A study manual will be mailed to the applicant upon acceptance of application. The applicant will be notified of test opportunities approximately one month prior to the date of the exam.

Fees: \$75.00; second title \$25.00.

Examination fee, one title: \$ \_\_\_\_\_.\_\_\_\_ Second title, if chosen: \$ \_\_\_\_\_.\_\_\_\_

Total enclosed: \$ \_\_\_\_\_.\_\_\_\_

For credit card:

Credit card number: \_\_\_\_\_

Name on card: \_\_\_\_\_

Expiration date (month / year): \_\_\_\_ / \_\_\_\_ Zip Code: \_\_\_\_\_

Card billing street address: \_\_\_\_\_

Three digit security code: \_\_\_\_ \_

Send application and fees to:

MeLNA Certification Program Donald F. Sproul, Executive  
Director PO Box 4666 Augusta, ME 04330 Tel: 207-623-6430

# Certification Code of Ethics

In order to earn the title *Maine Certified Nursery Professional* or *Maine Certified Landscape Professional* you must successfully complete a written examination, attest to educational and field experience, and agree to abide by the following rules:

- 1 I will promote the highest ethical standards in the conduct of myself and my business.
- 2 I will assume the responsibility of meeting the objectives of the Maine Landscape and Nursery Association.
- 3 I will strive to improve my knowledge and skills in the field of horticulture.
- 4 I agree that, should my certification not be renewed or ever be revoked for any reason, I will not display any distinguishing emblems or titles or in any manner whatsoever imply that I am a *Maine Certified Nursery or Landscape Professional*.
- 5 I fully understand that, should I be granted certification, such certification is limited and must be renewed each year by earning maintenance credits and payment of the renewal fee. I understand that my certification will automatically be revoked unless renewed.
- 6 I understand that certification is granted by the Maine Landscape and Nursery Association as recognition of knowledge and achievement for those who voluntarily qualify and is in no way mandatory. I understand that, upon certification, I am entitled to call myself a *Maine Certified Nursery Professional* or a *Maine Certified Landscape Professional* and use the initials MCN or MCL after my name, as well as display the Certification emblem in all forms.

I AGREE TO THE ABOVE.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature

## Re-certification Review

**MCN-MCL certification is valid for one year, from March 1 to February 28. During that time you must accumulate six (6) re-certification credits for one title or eight (8) for both, based on the guidelines below or you will be required to retake, and pass, the certification exam.**

There are numerous ways to obtain re-certification credits during the course of a year. Many of the re-certification opportunities parallel other certification and licensing programs. Association membership, industry seminars, community service, and attendance at New England Grows are a few of the many ways a Certified Professional may obtain credit.

All MCN-MCL's are required to obtain five (6) or eight (8) re-certification credits within the credit year (March 1 -February 28). Accumulated credits may **NOT** be carried over from year to year. The year you first pass the exam may not be a complete credit year, so it is considered a grace period. This is the only exception where credits obtained in a previous credit year may be used the following year for re-certification.

The MCL-MCN re-certification process requires the completion of an annual Re-certification Credit Form and Tally Sheet. **The sheet and form must be returned to the MELNA office no later than February 28 of the current credit year.** Once you have satisfied the minimum number of credits, you are welcome and encouraged to submit the form and sheet any time during the year. The \$25.00 administration fee must accompany the form and sheet. In this way, you will be free from having to worry about keeping track of or obtaining credits until the following credit year beginning on March 1.

New Re-certification Credit Forms and Tally Sheets will be mailed to all Certified Professional's in good standing in January or February each year. To file earlier, just call the MELNA office and the forms will be mailed to you.

The program operates on the honor system. Proof of attendance is not required at the time the Re-certification Credit Form and Tally Sheet is submitted. Random audits may be conducted on an annual basis by the MCN-MCL Certification Committee, so accurate record keeping and proof of attendance are the responsibility of the individual Certified Professional.

If you are audited in a given year, you will be required to submit proof of attendance or participation for all credits claimed on your Re-certification Tally Sheet.

There is an annual administration fee of \$25.00 for Certified Professionals to maintain their designation. Notice of payment due will be sent in February along with the registration form for the Re-certification Workshop. **Payment will be due by February 28 and should accompany your Credit Form or reservation form for the workshop or you may bring it with you to the workshop.** Anyone who does not have enough credits to re-certify can earn the balance of the credits needed by attending the February Re-certification Workshop.

If the annual re-certification credit and payment requirement is not met by February 28 of any given year, then the MCN-MCL designation will be revoked. An individual whose certification is revoked may elect to re-take the MCN-MCL exam at the regular fee (currently \$75.00 for one designation and \$100.00 for both) and may renew their status upon successful completion of the examination. Should your address change, it is your responsibility to notify the MELNA office. If your certification expires because a change of address prevented you from receiving your re-certification materials, you will need to retake the test as previously explained.

The MCN-MCL re-certification program is always seeking ways to improve. The certification committee welcomes input from MELNA members and certified professionals. You may also volunteer to be on the certification committee. Please direct any comments to the MELNA office at 207.623.6430 or [MngmtPlus@aol.com](mailto:MngmtPlus@aol.com)

## Sample Tally Sheet

**Section 1. Education Related Activity** You may receive up to 3 re-certification credits, from Section 1. Credits must be obtained **within the credit year (March 1 -February 28)**.

Maine Arborist Licence.....	1 credit	_____
Current Pesticide Applicators License .....	1 credit	_____
Current membership in other professional horticultural associations (list) .....	½ credit	_____
<b>Education</b>		
U of M, SMCC, or any other college level courses in Horticulture	1/2 credit/credit hour	_____
New England Grows Seminar .....	1 credit/lecture	_____
Other horticultural lectures (list event and lecture topic) .....	1 credit/lecture	_____
MELNA Trade Show lecture .....	1 credit/lecture	_____
Speaking/Teaching Speaker at a Horticultural Event .....	1 credit/presentation	_____
Horticultural Instructor at University or College .....	½ credit/credit hour	_____
Industry related community service (must be verified by employer and approved by Certification Committee) .....	1 credit/day (max 2/year)	_____
Industry courses or techniques taught at MeLNA member businesses (must be verified and approved by Certification Committee) .....	1 credit/course	_____
New England Nursery Association Summer Meeting Attendance .....	1 credit/day	_____
Authoring a published industry related article .....	1 credit	_____

**Section 2. Service Related Activity Requirement** You must obtain at least 3 credits from section 2.

Membership in MELNA .....	1 credit	_____
Active employment in the Industry (1000+ hours/year) .....	1 credit	_____
Part time employment in the Industry (500-1000 hours/year) .....	½ credit	_____
<b>Attendance at MELNA events between March 1 and Feb. 28</b>		
MELNA Annual Trade Show .....	1 credit	_____
MELNA Summer Field Day.....	1 credit	_____
MELNA Charity Work Project .....	1 credit	_____
Twilight Meeting	½ credit	_____
New England Grows Staffing the MeLNA Booth.....	½ credit/time-slot	_____
Attending exhibitor area .....	1 credit	_____
<b>Service to the MELNA</b>		
Executive Committee member, 2009 .....	3 credits	_____
Committee member, 2009 .....	1 credit	_____
Volunteer at a MELNA event .....	½ credit	_____
Authoring an article for the MELNA newsletter .....	1 credit	_____

**Attendance at Recertification Workshop (credit may be applied to either Section 1 or Section 2 as needed) 5 credits** \_\_\_\_\_

**Total MCN-MCL Re-certification Credits (minimum 6 for one title, 8 for both)** \_\_\_\_\_

To have additional activities considered for credits, write a description of the activity and submit proof of attendance. A re-certification fee of **\$25.00 must accompany this form** when submitted for consideration. **If paid after February 28, include a 25.00 reinstatement fee.**