



Re-Certification Review



Your 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 six (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.

Your Re-certification Tally Sheet is enclosed.

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.

You will receive a mailing in January or early February with information regarding the Recertification workshop. The workshop for this year will be held on February 16 at Keeley the Katerer's in Portland, ME.

There is an annual administration fee of \$25.00 for Certified Professional's to maintain their designation. **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

2011 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 License	1 credit	_____
Current Pesticide Applicators License	1 credit	_____
Current membership in other professional horticultural associations (list)	½ credit	_____
Education		
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 Business workshop	1 credit	_____
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	_____
Attendance at MELNA events between March 1 and Feb. 28-		
MELNA Annual Trade Show.....	1 credit	_____
MELNA Summer Twilight Meeting	1 credit	_____
MELNA Charity Work Project	1 credit	_____
MELNA Fall Twilight Meeting	½ credit	_____
New England Grows -		
Staffing the MELNA Booth	½ credit/time-slot	_____
Attending exhibitor area	1 credit	_____
Service to the MELNA		
Executive Committee member, 2010	3 credits	_____
Committee member, 2010	1 credit	_____
Volunteer at a MELNA event	½ credit	_____
Authoring an article for the MELNA newsletter	1 credit	_____
Staffing the MELNA Booth at an in-state show or fair.....	½ credit/time-slot	_____

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.**