Maine Certified Nursery Professional
Maine Certified Sustainable 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 be a MELNA member and meet the following eligibility requirements:

1. Employment in the nursery/landscape industry for a minimum of four years (active employment for 32 months).
   
   or
   
   2. 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).

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 Sustainable Landscape Professional (MCSSL), 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.

Certification examinations are administered twice a year. The application fee is $75.00 for MELNA members. 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 ____ MCSL ____ Both MCN/MCSL ____

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 for MELNA members, 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 Sustainable Landscape Professional and use the initials MCN or MC SL after my name, as well as display the Certification emblem in all forms.

I AGREE TO THE ABOVE.

______________________________________________
Signature

Date / /
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 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.

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 Professional’s 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-MCSL 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
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 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 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____

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____

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.**