

## CHAPTER I DEFINITIONS

### **1. Certified Golf Course Superintendent**

- 1.1. “Certified Golf Course Superintendents” are those persons having met and maintained all of the qualifications set forth by the Association (GCSAA Bylaws).
- 1.2. “CGCS” shall be the designated abbreviation of “Certified Golf Course Superintendent” and may be used as a standard professional designation.
- 1.3. “Permanent Certified Golf Course Superintendent” status applies only to those individuals so designated during the first years of the certification program. Such individuals are listed with GCSAA headquarters. Permanent CGCS individuals will have their CGCS status automatically renewed every five years. Such individuals shall have all rights and privileges of CGCS status.
- 1.4. “Retired Certified Golf Course Superintendent” status applies to a member holding the CGCS designation at the time he or she meets the criteria for one of GCSAA’s retired classifications and chooses to reclassify to such classification. Said individual shall be designated as “CGCS Retired” and be exempt from all certification renewal requirements.

### **2. Golf Course Superintendent**

- 2.1. A “Golf Course Superintendent” is one who is entrusted with the management and operation of the tract of land defined as a golf course, including involvement in construction and maintenance of golf courses and related equipment (GCSAA Bylaws).

### **3. Confidentiality**

- 3.1. “Confidentiality” of all individual records shall be maintained at all times. All certification forms, examination results, continuing education records, attestors’ evaluations, portfolios and all such other related documents may only be disclosed by GCSAA with the written permission of the individual to whom these documents relate. Individuals may have complete access to their own records when requested in writing or in person. All such information shall be handled as privileged. GCSAA officials shall deal with all such related information among themselves on a strict “need to know” basis only and right of access shall be at the discretion of the GCSAA president. The GCSAA Certification Committee chairman shall be informed of such disclosures.

#### **4. Education/Service Points**

- 4.1. Education Point - A measurement of the value of continuing nonaccredited education courses. One Education Point is equal to 10 contact hours of classroom study. Within the GCSAA Certification Program, the GCSAA Director of Education shall be the final determiner of the Education Point value applied to all continuing education offered by GCSAA and other external sources.
- 4.2. Service Point - Awarded to professional development activities as defined in this code.

#### **5. Portfolio**

- 5.1 A portfolio is used as a method of testing soft skills where the correct answers can be a matter of judgment. The components of the portfolio include case studies, skills statements and work samples.
- 5.2. CPRT – Certification Portfolio Review Team consists of CGCSs trained with the knowledge, skills and abilities to objectively review/judge the certification portfolios.

CHAPTER II  
ELIGIBILITY FOR CERTIFICATION

**1. Criteria for Eligibility – PDI Grandfathered Superintendent Members**

1.1. Eligibility for application to Certified Golf Course Superintendent status is specifically restricted to those individuals who:

- a) are currently employed as a golf course superintendent.
- b) meet the basic criteria as outlined in the certification sliding scale. (page 4 of this Code)
- c) provide proof of a valid pesticide license or of passing the GCSAA-developed IPM exam at the time of application.
- d) have completed the Professional Development Resource (PDR) self-assessment at the time of application.

Grandfathered A members must have achieved certification applicant status under the grandfathered clause by July 1, 2008; therefore, those that did not are now subject to the requirements implemented on July 1, 2003 (paragraph 2, page 6) with membership standards.

Grandfathered Superintendent Members must achieve certification applicant status by July 1, 2011, or be subject to the requirements implemented on July 1, 2003 (paragraph 2, page 6) with membership standards.

**Grandfathered Sliding Scale Eligibility Requirements for GCSAA  
Certification Program**

<b>Education</b>	<b>GCS Experience</b>	<b>Education Points</b>
Bachelor's in Turf or Plant Science	3 years	4.2
Other Bachelor's plus Associates in Turf/Plant Science or two-year Turf Certificate from four-year institution	4 years	7.0
Other Bachelor's	5 years	7.0
Associate's Turf/Plant Science	5 years	7.0
Turf Certificate Programs that are two years in length and offered by a four-year institution	5 years	7.0
Other Associate's	7 years	9.8
Turf Certificate Programs with a minimum of 400 contact hours	7 years	9.8
**No degree or recognized certificate	8 years	31.5

1.1.1 \*\*Individuals entering the certification program under the “No Degree or Recognized Certificate” category may retroactively receive up to 21 Education Points for previous golf course management related college credit hours (1.5 per semester credit hour). This credit will be determined by evaluation of the official college transcript submitted with the educational requirement worksheet and approved by the Certification Manager.

1.1.2 \*\*Individuals entering the certification program under the “No Degree or Recognized Certificate” category may retroactively receive up to 21 Education Points for extended golf course management related short courses equal to or greater than 28 educational contact hours and less than 400. Initial evaluation to determine the Education Point equivalency at .1 per educational contact hour will be conducted by the education department. Official short course transcripts must be received and the credit equivalency recorded on applicant's educational worksheet.

- 1.2. The definition of Turf will be plant science related. All Turf/Plant Science related degrees will be approved by the Sr. Manager of Certification, who will determine what category within the sliding scale an applicant will enter the program.
- 1.3. Applicants listing superintendent experience prior to the age of 18 must provide a letter verifying the job title, duties and length of employment signed by the owner or president of the golf course or city supervisor of a municipal course.
- 1.4. The applicant for Certified Golf Course Superintendent status must maintain employment as a golf course superintendent through successful completion of the application process. If during the application process the applicant no longer meets this basic requirement, the application shall be frozen until the applicant once again meets these basic criteria. In such cases the applicant shall exhaust the 12-month application period cumulatively. (See Time Limitations, paragraph 4.4.)
- 1.5. Applicants changing courses during the 12-month eligibility period and prior to completion of attesting shall have their applications frozen until they have six months tenure at their new golf course. Completion of the entire certification process must not exceed more than two years from the initial date of application approval.
- 1.6. Individuals applying for certification not currently holding the title of golf course superintendent and are over multi-facilities, must have three years experience as golf course superintendent prior to assuming their current position and must currently have direct or indirect responsibility of golf course maintenance. The construction superintendent must also have primary responsibility for the grow-in of the constructed golf course.
- 1.7. Individuals with direct or indirect responsibilities over multi-facilities or courses must provide GCSAA a list of their courses. GCSAA will randomly select the course to be attested.

## 2. Criteria for Eligibility – With Member Standards Implementation 7/1/03

- 2.1 Existing members on July 1, 2003, (with the exception of PDI Grandfathered Superintendent Members) and new members who joined after July 1, 2003, must first reach Class A status as outlined in Chapter III – Eligibility, paragraph one, of the “*Class A Code of Standards*”.

They must also meet the following additional requirements before becoming an applicant in the certification program:

- a. Meet the years of experience required as a Golf Course Superintendent, and points as defined by their level of education in the sliding scale below (Paragraph 2.2).
- b. Have a minimum of one year as a Class A member.
- c. Earn five education points after attainment of Class A
- d. Self-assess their competencies as outlined in the Professional Development Resource (PDR)

### 2.2 Sliding Scale

Education Category	GCS Experience	Points
1. Bachelor’s Degree Turf/or Plant Science	4 years total as gcs with a minimum of 1 as Class A	8 total, of which 5.0 in education pts. were earned after attainment of Class A.
2. Other Bachelor’s Degree: plus Associates in Turf/Plant Science, or, 2-yr. Turf Certificate from 4-yr. institution.	4 years total as gcs with a minimum of 1 as Class A	8 total, of which 5.0 in education pts. were earned after attainment of Class A.
3. Other Bachelor’s Degree	5years total as gcs with a minimum of 1 as Class A	10 total, of which 5.0 in education pts. were earned after attainment of Class A.
4. Associate’s Turf/Plant Science or, comparable 2-year turf certificate (i.e. Michigan State, Penn State)	5years total as gcs with a minimum of 1 as Class A	10 total, of which 5.0 in education pts. were earned after attainment of Class A.
5. Turf Certificate/Winter School/Short Course (400 hours minimum	6 years total as gcs with a minimum of 1 as Class A	15 total (minimum of 11 in education pts., of which 5.0 were earned after attainment of Class A.)
6. Other Associate’s Degree	7 years total as gcs with a minimum of 1 as Class A	15 total (minimum of 11 in education pts., of which 5.0 were earned after attainment of Class A.)
7. No degree or recognized certificate	8 years total as gcs with a minimum of 1 as Class A	45 total (minimum of 37 in education pts., of which 5.0 were earned after attainment of Class A)

- 2.3 An International Superintendent Member (ISM) is not eligible to pursue certification unless he or she earns and maintains the Class A requirement first. Upon earning certified status, he or she may choose to reclassify to the ISM classification.

### **3. Eligibility for Non members**

- 3.1 Superintendents wanting to pursue certification status through GCSAA, but choose not to be members of the association, must meet the total tenure requirement of member golf course superintendents, plus earn the number of education points that are defined in paragraph 2.1 above. A non member applicant fee, not less than three times the member fee will be assessed.

### **4. Time Limitations**

- 4.1. Each individual application to Certified Golf Course Superintendent status must be reviewed, dated and signed by the GCSAA Sr. Manager of Certification. The applicant thus approved shall have 12 months from such date to successfully complete the certification process.
- 4.2. Once a superintendent's application is approved, additional requirements becoming effective after the application is accepted will not apply to such individual provided he or she successfully completes the certification procedure within 12 months.
- 4.3 Any applicant to Certified Golf Course Superintendent status who fails the application process, and exhausts all subsequent appeals to remain in the application process, must enter a 12-month waiting period in order to reapply for Certified Golf Course Superintendent applicant status. Such a waiting period shall commence on the date of application rejection or final appeal decision.
- 4.4. If during the 12-month certification application period, an applicant ceases to be employed as a golf course superintendent, his or her application will be placed on hold until such employment resumes. If within 12 months of the hold date of the application the applicant fails to become employed as a golf course superintendent, the application will be deemed expired and the applicant fee forfeited.

CHAPTER III  
APPLICATION FOR CERTIFICATION

**1. The Application and Fee**

- 1.1. Application to Certified Golf Course Superintendent status must be made on the official GCSAA Educational Requirement Worksheet and the Certification Application form. An official college transcript will be required to verify applicant's formal education.
- 1.2. The appropriate member/nonmember application fee and certification portfolio must accompany the submitted application. The fee may be tendered by check, money order or GCSAA designated credit cards. The application will not be processed without receipt of the applicant fee and portfolio.
- 1.3. The application fee is nonrefundable.
- 1.4. Check or money order should be made payable to "GCSAA Certification Program" and must be negotiable.

**2. Confidentiality**

- 2.1. The application and all subsequent, related forms, reports and records shall be held by GCSAA in strict confidence. Applicants shall have complete access to all information in their file when requested in writing or in person.

**3. Changes of Information**

- 3.1. The applicant has a responsibility and burden to notify GCSAA in writing of any changes of information during the application process. That notification should be sent with a return postal receipt requested.

**4. Timely Compliance**

- 4.1. The burden of timely compliance with all requirements, deadlines and arrangements shall be with the individual applicant.

**5. Improprieties**

- 5.1. If a candidate engages in any form of impropriety during the certification process, the documents in question cannot be scored and the results cannot be accepted. Furthermore, the candidate must appeal to the Certification Committee for re-entry to the Certification Program.

CHAPTER IV  
CERTIFICATION PORTFOLIO

**1. Portfolio**

- 1.1. A completed portfolio shall be turned in with the initial certification application per the format and guidelines provided in the “Instructional Study Guide for the GCSAA Portfolio”.
- 1.2. The portfolio consists of nine work samples, 15 skill statements and eight case study scenarios.
- 1.3. Each portfolio shall be scored separately by two members of the Certification Portfolio Review Team (CPRT) using a scoring rubric as an objective measure.
  - 1.3.1. If both reviewers/judges do not score an item as satisfactory and cannot reach a consensus, a third reviewer will be selected by staff and will be the deciding factor.
  - 1.3.2. Reviewers/judges have a minimum of 30 days from the date they receive the portfolio from GCSAA Headquarters to complete the initial review and/or review of items requested for resubmittal.
  - 1.3.3. Each portfolio item that scores below standards (unsatisfactory) by both judges will be returned to the applicant for additional work and must be resubmitted for a second review.
- 1.4. Successful completion of the portfolio must be obtained within the applicant’s 12-month eligibility period.
  - 1.4.1. Rejected portfolio items may be resubmitted three times within the certification applicant’s 12-month eligibility period. If after the third submittal the item(s) is still rejected, the applicant will be removed from the certification process and be required to wait one year before reapplying to the program.
- 1.5. Individuals re-applying to the certification program who have an approved portfolio on file with GCSAA, will not be required to resubmit another unless at the time of reapplication the content and or requirements of the portfolio has been updated. In such cases, applicants must complete any additional requirements made to the portfolio and submit for the judge’s review and approval.

CHAPTER V  
ATTESTOR VISITATION AND PROCEDURE

**1. Selecting Attestors**

- 1.1. The selection of designated attestors for certification applicants will be channeled through GCSAA affiliated chapters.
- 1.2. GCSAA affiliated chapters who are participating in GCSAA's Certification Program, will appoint a certification attestor liaison to be responsible for appointing two qualified attestors for each certification applicant who is a member of their local organization. The two appointed attestors will be required to visit the applicant's course to conduct a course evaluation.
- 1.3. Any certification applicant who is not a member of a participating chapter will have their attestors appointed by the Certification Committee chairman.
- 1.4. A qualified attestor is any currently active Certified Golf Course Superintendent or any Retired Certified Golf Course Superintendent.
- 1.5. In cases of hardship (e.g., remoteness of applicant to other certified superintendents) the Certification Committee chairman may elect to appoint two attestors from the following groups of individuals: (1) a club official (green chairman, officer or owner); (2) a university turfgrass educator; (3) a USGA Green Section agronomist; (4) a chapter officer.

**2. Change of Attestors**

- 2.1. It shall be the sole responsibility and burden of the applicant to notify individual attestors of any changes in schedule. The applicant shall additionally inform attestors of any changes in information pertaining to the application process.

**3. When the Attesting Visit Should Be Conducted**

- 3.1. All golf course attesting visits shall be conducted during the growing season and when the course is open for play. The selected attestors will determine when the valid growing season is in the applicant's geographical area.

- 3.2. In cases where construction/grow-in superintendents move on to new locations before courses are open for play, a time period not to exceed six months from completion of grow-in, or course opening, will be allowed to complete the attesting process at the initial course grown-in. This must be completed within the applicant's 12-month applicant eligibility period.
- 3.3. Golf course operation visitations by attestors shall not be scheduled for an applicant with less than six months tenure as the golf course superintendent of the golf course to be visited. Such minimum tenure must be applicable to the immediate six-month period prior to the visitation.

#### **4. Scheduling the Attesting Visit**

- 4.1. It shall be the responsibility and burden of the applicant for Certified Golf Course Superintendent status to communicate arrangements and set an appointment for the attestors to make a visitation to the applicant's golf course operation. All expenses for the attestor visit, if any, shall be borne by the applicant.

#### **5. Eligibility Period**

- 5.1. The attesting process must be completed within the 12-month application eligibility period. Such period commences on the date the application for Certified Golf Course Superintendent status is approved by GCSAA.

#### **6. Attestor Evaluation Report**

- 6.1. Each attestor, must agree to accept the professional responsibility in serving as an attestor by signing a separate affidavit stating complete professional integrity while conducting the attesting visit, and shall complete and mail the GCSAA Attestor Evaluation Report to GCSAA Certification Program within five working days after the visitation.
- 6.2. Attestor evaluation reports received by GCSAA Certification Program later than this section defines may be deemed incomplete or invalid at the sole discretion of the GCSAA Certification Committee.
- 6.3. The attestor's conclusion may be communicated to the GCSAA Sr. Manager of Certification verbally. Such verbally communicated conclusion shall be deemed unofficial until confirmed by receipt of the completed attestor evaluation report.

- 6.4. Upon receipt by GCSAA of both completed attestor evaluation reports, staff will tally and combine rankings of the pass and pass with recommendations from the two reports to determine an overall final score. The overall cumulative score for passing is 85%. A copy of said report withholding attestor identification will be sent to the applicant.
- 6.5. All attesting recommendations shall be valid for a period of 12 months from the date of each attestor's visit.

## **7. Attesting Evaluation Rejection**

- 7.1. In cases where the applicant does not receive a passing score, they shall have the opportunity of a second attesting evaluation after correcting the areas indicated as needing improvement on the attestor evaluation report. Only those areas marked as needing improvement will be reattested. The original attestors must conduct this second evaluation, within the applicant's growing season and the one-year applicant period. If one or both of the original attestors cannot conduct the second attesting, new attestor(s) will be appointed and will be provided copies of the initial attestor reports for referral prior to conducting the second attesting.
- 7.2. If a second attesting evaluation is conducted and the applicant fails a second time, the date said applicant is rejected from the application process shall be the date on which the second attesting evaluation took place, or the later date if conducted on two different days. On such date a 12-month waiting period shall commence. That 12-month waiting period must be completed before the rejected applicant can reapply for certification.
- 7.3. In cases where the applicant fails the attesting process and chooses not to have a second evaluation, the date of rejection from the application process shall be the date on which the attesting visit took place, or the later date if conducted on two different days.

## **8. Appeal Process for Attesting**

- 8.1. The rejected applicant may, within 45 days of the dated notice of rejection, make a formal written appeal to the GCSAA Certification Committee through GCSAA to have the chairperson of the Certification Committee appoint two appeal attestors.

- 8.2. If the appeal is accepted, a member of the GCSAA Certification Committee and another Certified Golf Course Superintendent shall be appointed as appeal attestors for an appeals evaluation. When an attesting appeal is scheduled, the original attestors will be notified by GCSAA that an appeal evaluation will be made.
- 8.3. In the event that the initial appeal is rejected, or that an appeal attestor's visitation concurs with the original attestor visitation results, the rejected applicant may, within 45 days of the dated rejection of appeal notification, make a final appeal to the GCSAA Board of Directors. The Board of Directors may reject the appeal or make any determination it desires. In all cases, the final appeals level shall be the GCSAA Board of Directors.
- 8.4. In cases of appeals to rejection of application outside of the United States of America and Canada, the chairperson of the GCSAA Certification Committee shall render a determination of the rejection based upon the best information available. This determination may be appealed to the GCSAA Board of Directors within a reasonable period of time taking into consideration the timeliness of overseas mail service.
- 8.5. All appeals regarding attestation shall run concurrently with the 12-month waiting period required before the rejected applicant can reapply for Certified Golf Course Superintendent status.

## **9. Confidentiality**

- 9.1. The results of all visitations, or subsequent administrative actions, shall be held in the strictest confidence.
- 9.2. In accepting the serious, professional responsibility as an attestor, each attestor agrees not to disclose any information on the visitation, or the results of the visitation, to any party other than the applicant for Certified Golf Course Superintendent status and GCSAA.

CHAPTER VI  
WRITTEN CERTIFICATION EXAMINATION

**1. Length and Content**

- 1.1. The multiple-choice examination for Certified Golf Course Superintendent status shall be administered in three parts consisting of 229 questions.
- 1.2. The examination parts include the following competencies:
  - Part 1 Equipment, Irrigation System, Material and Technology – 66 questions
  - Part 2 Golf Course and Grounds – 104 questions
  - Part 3 Human Resources, Rules of Golf, Financial and Administrative Systems, Regulatory and Programmatic Systems, Crisis Management, Project Management, Ethics and Values, – 59 questions
- 1.2.1. The multiple choice examination is closed book.
  - 1.2.1.1. Applicants may bring an engineering scale ruler and a simple calculator into the exam room. No other electronic devices, including cell phones are allowed. GCSAA will provide the exam, exhibit booklet, exam answer sheets, scratch paper and #2 pencils.
  - 1.2.2. A passing score on each part is 67%. Passing scores will be reported to applicants as a pass only. Failing scores will be reported to applicants by percentage.
  - 1.2.3. Applicants shall have six hours in one sitting to complete the entire exam.
  - 1.2.4. Two re-exams will be allowed with the following time limits for parts not passed:
    - Part 1 – 100 minutes
    - Part 2 – 160 minutes
    - Part 3 – 100 minutes
- 1.3. Each section of the certification examination shall consist of objective, multiple-choice questions. The answers shall be recorded by the examinee on a separate answer sheet provided.

**2. When the Examination should be Scheduled**

- 2.1. The certification examination may be scheduled and taken upon approval of the application for Certified Golf Course Superintendent status.

2.1.1. The certification examination may be taken prior to the completion of the attestor visitation process and/or approval of the certification portfolio.

### **3. Confidentiality**

- 3.1. The certification examination shall be maintained in the strictest confidence by GCSAA staff. Only the GCSAA Certification Committee and Certification Program personnel shall have access to the examination. The GCSAA Sr. Manager of Certification shall be custodian of the examination and possess sole authority for access to it.
- 3.2. The examinees will not have access to the examination other than the individual scores and GCSAA shall maintain the results in the strictest confidence.

### **4. Scheduling the Examination**

- 4.1. The certification examination shall be administered at least once each year at the annual Golf Industry Show.
- 4.2. GCSAA may also administer the examination as many additional times as it deems feasible.
- 4.3. In order to sit for the certification examination administered at the Golf Industry Show, applicants for Certified Golf Course Superintendent status must notify GCSAA of their intent to sit for the examination “in writing.” Such notification must be received not later than five weeks prior to the scheduled date the examination is to be administered.
- 4.4. GCSAA will set intent deadlines for any additional dates it deems necessary to administer the certification examination.
- 4.5. Each applicant for Certified Golf Course Superintendent status shall have the option of sitting for the examination administered by GCSAA; or the applicant may, as authorized by GCSAA, schedule a local monitor to administer an individual examination.
- 4.6. In order to properly manage a monitored individual examination option, GCSAA must receive written notification of the applicant’s intent at least three weeks in advance of the desired examination date. An exam will not be mailed out less than seven working days prior to a scheduled exam date, nor will any form of express mailing be used.

## **5. Examination Monitors**

- 5.1. It shall be the applicant's sole burden and responsibility to obtain a qualified monitor and to make all scheduling arrangements for the examination to be administered by the monitor. All expenses for such monitor, if any, shall be borne by the applicant.
- 5.2. Monitors may be arranged through GCSAA to administer the certification examination on an individual applicant basis. Most GCSAA chapters have designated preapproved certification examination monitors. A list of these monitors will be mailed to the applicant upon request.
- 5.3. A monitor may not be a golf professional, club manager or other professional involved in the turfgrass or golf course industries.
- 5.4. Past presidents of GCSAA and executive employees of GCSAA chapters may be used as monitors.
- 5.5. Examples of appropriate prospective monitors include school counselors, librarians, clergymen, attorneys, certified public accountants and faculty members of secondary schools and colleges.
- 5.6. In all cases, the Sr. Manager of Certification shall be the final approval authority for monitors of the certification examination and may appoint any individual as a monitor on a case-by-case basis.

## **6. Examination Procedure**

- 6.1. The applicant shall provide identification to the monitor by means of a current GCSAA membership card and a photo identification.
- 6.2. The examinee may use the continuous six hours allotted for the examination in any combination.
- 6.3. The examinee may discuss examination procedures with the monitor but may not discuss answers or procedures related to specific questions.
- 6.4. At the end of the examination time allowed, the monitor shall have the examinee place all examination documents, work notes and answer sheets in an envelope provided for this purpose.
  - 6.4.1. The monitor shall sign a statement provided by GCSAA attesting to the compliance of exam procedures while administering the examination to the applicant. Such statement shall be returned in exam envelope.

- 6.5. The monitor shall place the preaddressed, postage-paid envelope – return receipt requested, in the postal system for immediate delivery to GCSAA.
- 6.6. If any questions should arise during the course of the examination period that the monitor needs assistance in answering, the monitor will immediately contact the GCSAA Sr. Manager of Certification.

## **7. Use of Translators**

- 7.1. In cases of difficulty with English language comprehension, a foreign applicant is entitled to use a translator. All costs of such translation shall be borne by the applicant. The translator shall only be allowed to translate the English language examination for the applicant, and shall not be allowed to interpret questions or offer any substantive aid in answering questions.

## **8. Grading and Notification of Results**

- 8.1. The GCSAA Sr. Manager of Certification shall grade the certification examination as soon as practicable. A score of 67% percent on each of the three parts is required for passing.
- 8.2. The GCSAA Sr. Manager of Certification will notify the examinee of the results of the examination via the postal service as soon as the examination is graded and processed.

## **9. Re-examination Opportunities**

- 9.1. The applicant for Certified Golf Course Superintendent status shall be permitted three separate attempts to pass each part of the certification examination. Each retake attempt must include all failed parts of the examination and must be taken prior to the expiration date of the applicant's 12-month application eligibility period. (See Eligibility Period 11.1.)
- 9.2. Procedures in arranging for all re-examinations are the same as the procedures for the first examination.

## **10. Failure to Pass the Examination**

- 10.1. If the applicant for Certified Golf Course Superintendent status fails any part of the examination for a third time, the applicant shall be deemed rejected from the application process and must enter a 12-month waiting period before the rejected applicant can reapply for Certified Golf Course Superintendent status.

- 10.2. Such waiting period shall commence on the date any part of the certification examination is failed for the third time.
- 10.3. Any applicant failing to pass all sections of the exam prior to the end of the 12-month applicant eligibility period, without utilizing all three examination opportunities, may reapply to the certification program no earlier than the last day of the 12-month applicant eligibility period. Said applicant must meet the current eligibility criteria in effect at the time of reapplication. Upon reapplication, said applicant must submit the application fee and begin again with all parts of the exam.
  - 10.3.1. If said applicant fails to pass the exam prior to the date 12 months following the attesting visit, said applicant will be required to be reattested.

## **11. Eligibility Period**

- 11.1. All assessments (portfolio, exam, attesting) must be successfully completed within the 12-month application eligibility period. Such period commences on the date the application for Certified Golf Course Superintendent status is approved by GCSAA.

CHAPTER VII  
ADMISSION TO CERTIFIED STATUS

**1. Duration of Certified Status**

- 1.1. An individual shall be deemed admitted to Certified Golf Course Superintendent status upon the date of notification of admission by the GCSAA Sr. Manager of Certification.
- 1.2. An individual shall be admitted to Certified Golf Course Superintendent status for consecutive five-year periods.
- 1.3. An individual is renewed to Certified Golf Course Superintendent status upon approval by the GCSAA Sr. Manager of Certification.
- 1.4. Upon admission to or renewal of Certified Golf Course Superintendent status, an individual is entitled to all rights and privileges of a CGCS.
- 1.5. Should a CGCS Retired individual become actively employed and abandon retirement, such individual will be allowed the amount of time from the retirement date to what would have been the five-year expiration date to meet renewal requirements applying to active CGCS status.
  - 1.5.1. Should a retired CGCS choose to continue to meet the renewal requirements for the renewal period he or she was in at the time of retirement, lets the next five-year cycle laps without meeting requirements, then chooses to come out of retirement, said individual may immediately regain active CGCS status on the date he or she regains employment as a superintendent and will begin a new five-year renewal cycle on such date.

**2. Use of the CGCS Designation**

- 2.1. Use of the professional designation “CGCS” shall be restricted to those having met the requirements to obtain certified status and continue to meet the on-going renewal requirements every five years as defined by this Code. Restrictions shall be strongly enforced.
- 2.2. Use of the professional designation “CGCS Retired” shall be restricted to those qualifying for Retired Certified Golf Course Superintendent status and continue to maintain their membership in GCSAA without interruption. Restrictions shall be strongly enforced.

CHAPTER VIII  
RENEWAL OF CERTIFIED STATUS

**1. Renewal Requirements**

1.1. Renewal of active Certified Golf Course Superintendent status shall be required every five years.

1.2. To meet renewal requirements, the CGCS has two options.

Option I – 15 points – (5.0 Education Points minimum)

Option II – 5 points – (2.0 Education Points minimum), plus pass the certification written examination. Three attempts to pass are allowed.

1.2.1 In addition to either option, validation of meeting the IPM competency through possession of a valid pesticide license, or by taking the GCSAA IPM exam every five years is also required.

1.3. All points must be earned within the dates of the CGCSs five-year certification period to apply toward completion of the renewal requirements. Any number of points in excess of the amount required for renewal will not be carried over to help meet the requirements for the next five-year period.

1.4. Due to the varying dates of the GCSAA Education Conference and Golf Industry Show, all individuals certifying in the month of February will have the expiration date of their first five-year renewal period extended to the last day of the month (2/28). Subsequent five-year renewal cycles will run from 3/1 through 2/28.

1.5. Members will receive points for attending the same on-site seminar more than once within a five-year renewal cycle. Points will not be awarded for repeating correspondence/self-study courses within a five-year renewal cycle unless the course has been revised or updated.

## Education Point Categories

1. Chapter meetings with pre-approved education: 0.1 education point will be awarded for each hour of education at chapter meetings; chapters must submit an application to GCSAA before the meeting.
2. Non-GCSAA education programs that are linked to the competencies and have been pre-approved for credit: 0.1 point per hour.
3. GCSAA-developed programs: 0.1 point per hour.
4. Teaching: - Members must submit the pre-approval form--a timed lesson plan that is available on GCSAA Member Central and from GCSAA's education department with a maximum of 6 points from teaching per renewal cycle. Repeated courses will be counted only once during a five-year renewal cycle.
  - Teaching seminars earn .15 point per hour. (golf course management related courses)
  - Teaching nationally accredited college courses (golf course management related) earns 1.5 points per semester credit hour.
5. Attending nationally accredited college courses (golf course management related) earns 1.5 points per semester credit hour. Repeated courses will be counted only once during a five-year renewal cycle.
6. Professional Development Resource (PDR) self-assessment: 0.5 point per renewal cycle.
7. Development Action Plan (DAP): 0.1 point per year, up to 0.5 per renewal cycle.
8. Golf Industry Show Attendance: 1.5 points per year – only applies to full pack registrants.
9. Cardiopulmonary Resuscitation (CPR): 0.1 point per hour, with a maximum of 0.7 per renewal cycle.
10. First Aid Certification: 0.1 per hour, with a maximum of 0.7 per renewal cycle.
11. GCSAA/Chapter Board Strategic Planning sessions: 0.1 point per hour.
12. Certification attester: 0.5 point per visit with no maximum.
13. Judging certification portfolios - .5 per completed portfolio as assigned by the Sr. Manager of Certification. (Must be a CGCS on the CPRT (Certification Portfolio Review Team.)

## Service Point Categories

1. For giving an informative speech, a member may receive 0.25 point per presentation that is a minimum of 15 minutes in length. Individuals may only receive credit for giving the same speech one time within a five-year cycle.
2. Participation on a national committee or resource group: 0.5 point per committee per year of service, per committee with a maximum of 2.5 points per renewal period. – Applied by GCSAA at the end of each completed year of service.
3. Service on GCSAA Board of Directors: 1.0 point per year. – Applied by GCSAA at end of each completed year of service.
4. Allied/golf/turf officer/board of directors or First Tee board service: 0.5 point per year of service, maximum. – applied at end of each completed year of service. Affiliated Chapter board points are applied by GCSAA – no point maximum.
5. Chapter/allied/golf/turf committee member (non-board of directors member): 0.25 point per committee – not to exceed .5 point per year with a maximum of 2.5 points per renewal period. – Applied at end of each completed year of service.
6. Chapter delegate attending the delegates meeting in Lawrence: 0.5 point per year. Applied by GCSAA.
7. Published articles in trade or chapter publications: 0.25 point per educational article (400-word minimum) in a publication other than *Golf Course Management* and .5 point per educational article (600-word minimum) in *GCM*, after consultation with *GCM* staff. An article that runs in more than one publication cannot be submitted for credit more than once. Informational articles including president's messages, committee reports and meeting summaries will not be eligible for service points. – Applied once published.
8. Completion of the Audubon Cooperative Sanctuary Program (ACSP) for Golf Course certification and re-certification: 1.0 point for initial certification per person and .25 point for each re-certification of golf course, up to a maximum of 1.5 points.
9. Individual participation in ACSP for Schools: 0.5 point upon completion of established checklist signed off by sponsoring school.
10. Completion of the Audubon Signature Program: 2 points for initial certification and .5 point for each recertification, up to a maximum of 3 per renewal cycle.

11. Technical Assistance Network mentor: 0.75 point per facility with no maximum, must complete checklist and submit follow up work.
12. Chapter meetings: 0.1 service point for each meeting without pre-approved education.
13. Community Service, including time served on academic/educational advisory boards: 0.1 point per five hours given to any one community service activity with a maximum of 2.0 points per renewal cycle. Community service work is defined as a non-paid (other than minor reimbursement for travel and meals), voluntary position. Those areas identified as qualifying for community service activities include school boards/PTOs, career day participation, civic group boards, volunteer firefighters, coaching youth sports, golf course tours, assist another golf facility, church service – community outreach (other than routine attendance and participation), scouting activities, fundraising/charity work for non-profit community oriented charity organizations and environmental stewardship activities – non-golf. Other community service work may be considered through petition to the membership committee, in care of the Director of Member/Chapter Services.
14. Completion of a state environmental stewardship certification program; 0.5 points for initial certification and .25 points for recertification, up to a maximum of 1.0 points per renewal cycle.
15. Participation in a media interview relating to golf course management profession - .25 points per interview.
16. Completion of GCSAA designated surveys - .25 points for each completed survey.
17. Participant on Superintendent Research Panel - .25 points for initial sign-up on panel.
18. Submittal of “case study” or “BMP” for EDGE. - .25 points upon submittal and approval.

## **2. Responsibility**

- 2.1. It shall be the individual Certified golf Course Superintendent's responsibility and burden to assure that all requirements and deadlines for renewal of certification are complied with as required by this code.
- 2.2. The CGCS may be required to provide supporting documentation of service point professional development activities at the time of recertification application.
- 2.3 GCSAA will abide with a policy to notify certificants, via USPS, of upcoming renewal dates through a 13-, three- and one-month notice prior to the certification renewal expiration date. The three- and one-month notices will be sent certified mail.

## **3. Failure to Renew**

- 3.1. If an individual Certified Golf Course Superintendent fails to comply fully and completely with the requirements for renewal of certification, such individual shall be deemed officially dropped from Certified Golf Course Superintendent status.
- 3.2. Individuals dropped from Certified Golf Course Superintendent status for failure of renewal of certification must reapply under the requirements and eligibility criteria in effect at the time. No waiting period is required.

## **4. Renewal Fee**

- 4.1. Individuals who are within 13 months of the expiration date of their five-year certification period may apply for renewal of certification on the official form accompanied by a check, money order or GCSAA designated credit card in the amount of the renewal application fee.

The renewal application and fee must be received in GCSAA headquarters prior to an individual's expiration date. Renewal applications received after the expiration date will not be processed.

## **5. Employment Outside of the Profession**

- 5.1. An individual who becomes employed in a position other than as a golf course superintendent, may retain CGCS status. The individual must continue to fulfill renewal requirements.

CHAPTER IX  
GCSAA UNIVERSAL APPEALS PROCESS

**1. The Written Appeal**

- 1.1. An individual may appeal the assignment of education points or any action taken during the application for or renewal of Class A status or certification application by the following basic procedures:
  - 1.1.1. An appeal of an action must be in writing, dated and signed. Such appeal must specify what action is being appealed, clearly stating all circumstances and details and supported by photocopies of any evidence cited.
  - 1.1.2. The individual filing the appeal should retain a copy of the written appeal.
  - 1.1.3. An appeal must be filed within 45 days of the date of the GCSAA notification of the action being appealed.
  - 1.1.4. The written appeal must be forwarded to the -appropriate committee chairman at GCSAA Headquarters, 1421 Research Park Drive, Lawrence, KS 66049-3859, via postal service or by e-mail to the appropriate committee liaison.
    - 1.1.4.1. For appeals regarding the assignment of education points, the appeal should be addressed to the Education Committee Chairman.
    - 1.1.4.2. For appeals regarding membership classification, the appeal should be addressed to the Membership Committee Chairman.
    - 1.1.4.3. For appeals regarding certification, the appeal should be addressed to the Certification Committee Chairman.
  - 1.1.5. The postmark on the appeal shall be the determinant of the date of filing.
  - 1.1.6. It is recommended that the individual filing the appeal request a return receipt from the postal carrier.
  - 1.1.7. A code number will be assigned to the appeal to protect the appellant's anonymity throughout the process.

## **2. The Appeal Process**

- 2.1. The first level of appeal shall be the appropriate committee, in care of the committee chairperson.
- 2.2. After the committee has acted on the appeal, if the applicant still feels aggrieved, he or she may file a notice of appeal with the GCSAA Board of Directors.
- 2.3. Said appeal to the Board of Directors shall conform to the requirements previously stated and shall be filed with the President of GCSAA within 45 days of the date of the action taken by the committee that considered the appeal.
- 2.4. The Board of Directors may consider said appeal and act upon it at its next regularly scheduled meeting. The Board of Directors may deny the appeal, sustain the appeal or take any other such action it deems appropriate under the circumstances. All actions of the Board of Directors shall be final in regard to an appeal.
- 2.5. It is deemed the sole responsibility and burden of the individual desiring to file an appeal to properly file such appeals in compliance with this code.
- 2.6. In the case of all appeals, if the appeal is determined in favor of the applicant, the time spent in the process will not be counted against any time restrictions that may apply.
- 2.7. GCSAA will review foreign transcripts based on educational contact hours. If the applicant is unsatisfied with GCSAA's review, he/she may elect to have the transcript reviewed by an outside professional agency at the applicant's expense.

CHAPTER X  
REVISIONS AND AMENDMENTS OF THIS CODE

**1. Authority**

- 1.1. The authority to revise or to amend this code shall be vested with the GCSAA Board of Directors.
- 1.2. The GCSAA President may invoke temporary revisions and amendments to this code with immediate effect.
- 1.3. Revisions and amendments to this code shall be deemed to take effect following approval of the GCSAA Board of Directors.