



Certified Golf Course Superintendent Code of Standards

TABLE OF CONTENTS

Definitions	3
Eligibility for Certification	5
Application for Certification	8
Golf Course, Communication and Leadership Attesting	9
Certification Examination	13
Admission to Certified Status	17
Renewal of Certified Status	18
GCSAA Universal Appeals Process	24
Revisions and Amendments of this Code	26

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. "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, 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 Professional Development 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.

CHAPTER II ELIGIBILITY FOR CERTIFICATION

1. Criteria for Eligibility

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.
- c) provide proof of a valid pesticide license/certification or of passing the GCSAA-developed IPM exam at the time of application.

Formal Education Category	Formal Education Point Value	Years of Superintendent Experience	Education Points	TOTAL POINTS REQUIRED
Bachelor's Degree in Turf/Plant Science	15	3 or more	Variable	20
Other Bachelor's Degree, plus Assoc. Degree in Turf/Plant Science	15	3 or more	Variable	20
Other Bachelor's Degree or Higher	14	3 or more	Variable	20
Associate's Degree in Turf or 2-year Turf Certificate from accredited University or College	13	3 or more	Variable	20
Other Associate's Degree	8	3 or more	Variable	20
1-year Turf Certificate from an Accredited University or College	7	5 or more	Variable	20
No Degree or Recognized Certificate	0	5 or more	Variable	20

- 1.2. The definition of Turf will be plant science related. All Turf/Plant Science related degrees will be approved by the GCSAA 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 3.4.)
- 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 a golf course superintendent prior to assuming their current position and must currently have direct or indirect responsibility of golf course maintenance. Qualifying indirect responsibility is defined as positions such as Regional Agronomist, or similar, who are ultimately responsible for golf course maintenance and planning but do not necessarily have direct daily responsibility. General Manager positions do not qualify. 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. Eligibility for Non-members

- 2.1. 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 the sliding scale. A non-member applicant fee, not less than three times the member fee will be assessed.

3. Time Limitations

- 3.1. Each individual application to Certified Golf Course Superintendent status

must be reviewed, dated, and signed by the GCSAA Manager of Certification. The applicant thus approved shall have 12 months from such date to successfully complete the certification process.

- 3.2. Once a superintendent's application is approved, additional requirements becoming effective after the application is accepted will not apply to such individual applicant, provided he or she successfully completes the certification procedure within 12 months.
- 3.3. 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 one-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.
- 3.4. 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 Certification Application form. An official college transcript will be required to verify an applicant's formal education.
- 1.2. The appropriate member/nonmember application fee must accompany the submitted application. The fee may be tendered by check, money order or GCSAA accepted credit cards. The application will not be processed without receipt of the applicant fee.
- 1.3. The application fee is nonrefundable.
- 1.4. Check or money order should be made payable to "GCSAA" 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, with exception of scores.

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 GCSAA Certification Committee for re-entry to the Certification Program.

CHAPTER IV GOLF COURSE, COMMUNICATION AND LEADERSHIP ATTESTING

1. Content

- 1.1 The attesting evaluation covers four major divisions: Course Conditions, Maintenance Facility, Record Keeping and Communication Skills. Competencies to be validated through the attesting component of the certification process shall be determined by the GCSAA Certification Committee.
- 1.2 A passing score will be established at the conclusion of a psychometric review process and is kept confidential. Such process will take place on an as needed basis.
 - 1.2.1 Passing scores will be reported to applicants as pass only. Failing scores will be reported to applicants as fail only.
 - 1.2.2 Specific items rated as not qualified will be shared with the applicant.

2. Selecting Course Attestors

- 2.1. The designated attestors for certification applicants will be selected by GCSAA.
- 2.2 A qualified attestor is any currently active Certified Golf Course Superintendent responsible for the management of a golf course, either directly or indirectly, and who has been trained to attest.
- 2.3 In cases of hardship identifying Certified Golf Course Superintendents to serve as attestors (e.g., remoteness of applicant to other certified superintendents) the GCSAA Certification Committee Chairman may elect to appoint two attestors who are not currently active Certified Golf Course Superintendents.
- 2.4 All attestors must have received attestor training through GCSAA within the 5 years prior to the attesting visit.

3. Communicating Changes to Course Attestors

- 3.1 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.

4. When the Course Attesting Visit Should Be Conducted

- 4.1 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.

- 4.2 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.
- 4.3 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.

5. Scheduling the Course Attesting Visit

- 5.1. 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. Attestors may request reimbursement of expenses up to \$100 per visit with documentation of incurred expenses. Amounts exceeding \$100 may be approved for extenuating circumstances due to remoteness of the applicant. All reimbursements are subject to approval by GCSAA Manager of Certification.
- 5.2. Prior to the attestors visitation, the applicant must submit a completed "Report to Attestors" form and current resume to each attestor.

6. Eligibility Period

- 6.1. 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.
- 6.2. Applicants re-applying to the program who have previously passed the attesting process, will not be required additional attesting if all other requirements for Certified Golf Course Superintendent are successfully met within 12 months of the original attesting date.

7. Attestor Evaluation Report

- 7.1. 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 submit the signed GCSAA Attestor Evaluation Report to GCSAA Certification Program within five working days after the visitation.
- 7.2. 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

- 7.3. Upon receipt by GCSAA of both completed attester evaluation reports, staff will compute the percentage score of each attester individually. Scores will be rounded to the nearest whole percentage number. The applicant must achieve a passing score from both attestors in order to successfully meet the attesting requirement.

8. Leadership and Communication Attesting

- 8.1 Competencies to be validated through the leadership and communication attesting shall be determined by the GCSAA Certification Committee. Applicants must successfully complete one of the two following options to meet this requirement.
 - 8.1.1 Option 1: Completion of the “Principles of Golf Course Leadership and Communications” Certificate within the Assistant Superintendent Certificate Series (ASCS).
 - 8.1.2 Option 2: Provide proof of completion of 3 of the 4 following items:
 - 8.1.2.1 Write and publish an article on a golf-related topic for a chapter newsletter, GCM, or other publication.
 - 8.1.2.2 Volunteer on a GCSAA Chapter or golf organization task group/committee; board of directors, participate in hosting a First Green event, serve as a GCSAA Grassroots Ambassador, or attend National Golf Day.
 - 8.1.2.3 Give a presentation and document the experience by providing the date and time of the presentation, meeting outline and meeting minutes.
 - 8.1.2.4 Complete or update the facility BMP template for your course or create and implement a BMP manual.

9. Attesting Evaluation Rejection

- 9.1. Upon submission of their attesting report, attestors will indicate whether a repeat visit is necessary in the case of failure.
- 9.2. In the event the applicant does not earn a passing score, a meeting to review discrepancies will be held by the GCSAA Certification Manager with both the attestors simultaneously to determine which items need to be reattested.
- 9.3. Attestor comments will be provided back to the applicant. Comments will be separated out to identify which items did not meet qualified status.
- 9.4. 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 not qualified on the attester evaluation report. Only

those areas marked as not qualified will be reattested. If the attestors indicate a repeat visit is necessary, the original attestors must conduct this second evaluation within the applicant's growing season. If a repeat visit was not deemed necessary by the attestors, missed qualifications may be reattested through photo or video documentation at any time of the year as long as the growing season has no impact on evaluating qualification status. All reattesting must be completed during the one-year applicant period. If one, or both, of the original attestors cannot conduct the second attesting, new attestor(s) will be appointed by the GCSAA Certification Manager and will be provided copies of the initial attestor reports for referral prior to conducting the second attesting.

- 9.5. 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 1-month waiting period shall commence and must be completed before the rejected applicant can reapply for certification.
- 9.6. 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.

10. Appeal Process for Attesting

- 10.1. The rejected applicant may, within 45 days of the dated notice of rejection, make a formal written appeal through mail or email to the GCSAA Certification Committee through GCSAA to have the chairperson of the GCSAA Certification Committee appoint two appeal attestors.
- 10.2. 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.
- 10.3. 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 GCSAA 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.
- 10.4. 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 45 days of the dated rejection of appeal email notification from the Certification Committee chairman.

- 10.5. All appeals regarding attestation shall run concurrently with the 1-month waiting period required before the rejected applicant can reapply for Certified Golf Course Superintendent status.

11. Confidentiality

- 11.1. The results of all visitations, or subsequent administrative actions, shall be held in the strictest confidence.
- 11.2. 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 V CERTIFICATION EXAMINATION

1. Content

- 1.1. Competencies to be validated through the examination component of the certification process shall be determined by the GCSAA Certification Committee.
- 1.2. An examination blueprint encompassing the number of questions included on the examination for each competency tested, and the distribution of such questions into test sections, shall be determined by the GCSAA Certification Committee.
- 1.3 The multiple-choice examination is administered with an online proctor in a closed-book format. Each section of the certification examination shall consist of objective, multiple-choice questions, and shall be taken independently of each other. Applicants shall have 2 hours for Section 1-Agronomy, 1.5 hours for Section 2-Business, and 1 hour for Section 3-Environmental Management.
 - 1.3.1 Applicants may use a simple calculator, and scratch paper.
 - 1.3.2. A passing score for each section will be established at the conclusion of the psychometric review process. Such process will take place on an as needed basis.
 - 1.3.2.1. Passing scores will be reported to applicants as pass only. Failing scores will be reported to applicants as fail only.
 - 1.3.3. Two re-examinations will be allowed per section not passed.

2. When the Examination should be Scheduled

- 2.1. The certification examination sections may be scheduled and taken upon approval of the application for Certified Golf Course Superintendent status.
 - 2.1.1. The certification examination sections may be taken prior to the completion of the attestor visitation process and/or the completion of the Leadership and Communication attesting.

3. Confidentiality

- 3.1. The certification examination shall be maintained in the strictest confidence by GCSAA staff. Only the GCSAA Certification Committee and GCSAA Certification Program personnel shall have access to the examination. The GCSAA 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 results and GCSAA shall maintain those results in the strictest confidence.

4. Scheduling the Examination

- 4.1 Each applicant for Certified Golf Course Superintendent status must schedule an online examination with an online proctor.
- 4.2. Applicants may schedule their exam sections on dates and times they prefer. The applicant must schedule the date and time of their exam section with an online proctor following the directions provided by GCSAA.
 - 4.2.1. In such cases that an online examination is not feasible, and a paper version is requested, the applicant must submit an Exam Request Form no less than 14 day prior to the examination date, with the date of the examination and the name and address of a GCSAA approved exam proctor. GCSAA will provide the exam proctor with the examination booklet, exhibit booklet, answer sheets, scratch paper and pencil.
 - 4.2.2 In the case of individuals living outside of the United States, if a paper exam is requested the exam will be sent to the exam proctor using an electronic format or express trackable method of shipping to ensure the timely receipt of the exam. Return postage of the exam is the responsibility of the applicant.

5. Examination Proctors

- 5.1. Applicants are required to use the online proctor service as indicated by GCSAA.
- 5.2 Under extenuating circumstances where an online examination is not feasible, a paper version may be requested. The applicant must submit an Exam Request Form no less than 14 days prior to the examination date, with the date of the examination and the name and address of a GCSAA approved exam proctor. GCSAA will provide the exam proctor with the examination booklet, exhibit booklet, answer sheets, scratch paper and pencil. All requests for a paper version must be approved by the GCSAA Manager of Certification.
- 5.3. In the case of a hardship situation, it shall be the applicant's sole burden and responsibility to obtain a qualified proctor meeting GCSAA approval and to make all scheduling arrangements for the examination to be administered by the proctor. All expenses for such proctor, if any, shall be borne by the applicant.
- 5.4. A proctor may not be a golf professional, club manager or other professional involved in the turfgrass or golf course industries.

- 5.5. Examples of appropriate prospective proctors include Past presidents of GCSAA, current board members of GCSAA, current members of the GCSAA Certification Committee, GCSAA Field Staff or proctored testing centers.
- 5.6. In all cases, the GCSAA Manager of Certification shall be the final approval authority for proctors of the certification examination and may appoint any individual as a proctor on a case-by-case basis.

6. Examination Procedure

- 6.1. The applicant shall provide identification to the proctor by means of a current government issued photo identification.
- 6.2. The examinee may discuss examination procedures with the proctor but may not discuss answers or procedures related to specific questions.
- 6.3. If any questions should arise during the course of the examination period that the proctor needs assistance in answering, the proctor will immediately contact the GCSAA 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. Applicants completing the certification examination online will receive results immediately upon completion of the examination.
- 8.2. The GCSAA Manager of Certification shall grade paper certification examinations and will notify the examinee of their results within five working days of receipt.
 - 8.2.1. In the case of individuals living outside of the United States and completing the paper examination, the results of the examination will be sent via email and the postal service to ensure results are received in a timely manner.

9. Re-examination Opportunities

- 9.1. The applicant for Certified Golf Course Superintendent status shall be permitted three separate attempts to pass each section of the certification examination. Each retake attempt must be taken prior to the expiration date of the applicant's 12-month application eligibility period. (See Eligibility Period 11.1.)

9.1.1. A 7-day waiting period will be required between re-examinations.

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 section of the examination for a third time, the applicant shall be deemed rejected from the application process and must enter a one-month waiting period before the rejected applicant can reapply for Certified Golf Course Superintendent status. Such waiting period shall commence on the date any part of the certification examination is failed for the third time. Upon reapplication, said applicant must submit the application fee and begin again with all sections of the examination.

10.2. Any applicant failing to pass all sections of the examination during their 12-month applicant eligibility period, without utilizing all three examination opportunities, may reapply to the certification program following a one-month waiting 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 sections of the examination.

10.3 Applicants re-applying to the program who have previously passed a section of the exam, will not be required to pass that section again if all other requirements for Certified Golf Course Superintendent are successfully met within 12 months of the original section passing date.

11. Eligibility Period

11.1. All assessments (examination, 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 VI 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 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 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. Upon completion of earning the necessary points to meet the outstanding renewal requirements, the individual will then begin a new five-year renewal cycle.
 - 1.5.1. Should a CGCS who is a retired member of GCSAA choose to continue to meet the renewal requirements for the renewal period he or she was in at the time of retirement, then lets the next five-year cycle lapse without meeting requirements, thus becoming “CGCS Retired”, and then chooses to come out of retirement, said individual shall 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 VII 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 – (9.0 Education Points minimum).

Option II – 5 points – (3.0 Education Points minimum), plus pass the certification 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/certification, 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 Conference and Trade 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 or 2/29). Subsequent five-year renewal cycles will run from 3/1 through 2/28 or 2/29.

Education Point Categories

Education points are those points derived from GCSAA pre-approved education events. One education point (1.0) is equal to 10 contact hours of classroom study. The GCSAA Director of Professional Development shall be the final determiner of the education point value applied to all continuing education evaluation through the official GCSAA Application for Education Points.

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 = one hour (minimum 0.025 point awarded).
3. GCSAA-developed programs: 0.1 point = one hour (minimum 0.025 point awarded).

- 3.1 Members will receive credit for attending the same on-site seminar more than once within a five-year renewal cycle. Credit will not be awarded for repeating on demand webinars within a five-year renewal cycle unless the course has been revised or updated.
4. Teaching: Members must submit the pre-approval form - a timed lesson plan that is available on the GCSAA website and from GCSAA's professional development department with a maximum of 6.0 points from teaching per renewal cycle. Repeated courses during the renewal cycle will be counted as education points if the material has been updated from the previous version. If material has not been updated, service points in the same amount will be awarded.
 - 4.1. Teaching seminars earn 0.15 point per hour. (golf course management related courses)
 - 4.2 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. GCSAA Conference and Trade Show attendance: 2.5 points per year – only applies to All Access registrants.
7. GCSAA Conference and Trade Show attendance: 1.5 points per year – only applies to Full Pack registrants.
8. GCSAA Conference and Trade Show attendance: 1.0 points per year – only applies to Virtual Conference 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. CGCS attester training: 0.1 point per hour of training. Points recorded by GCSAA following training.
13. CGCS and Master Greenkeeper (MG) Certification attester: 0.5 point per visit with no maximum.
14. 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 0.5 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 education points. – Applied once published.

15. Completion of the Audubon Cooperative Sanctuary Program (ACSP) for Golf Course certification and recertification: 1.0 points for initial certification per person and 0.25 point for each re-certification of golf course, up to a maximum of 1.5 points per renewal cycle.
16. Completion of the Audubon Signature Program: 2.0 points for initial certification and .5 point for each recertification, up to a maximum of 3.0 per renewal cycle.
17. Completion of a state environmental stewardship certification program: 0.5 point for initial certification and 0.25 point for re-certification up to a maximum of 1.0 points per renewal cycle.

Golf Centric Service Point Categories

Service points are points awarded for golf-centric activities. The GCSAA Senior Director, Member Programs or designee shall be the final determiner of service point values.

1. Giving an informative speech: 0.25 point per presentation that is a minimum of 15 minutes in length, with no maximum.
2. Participation on a national committee or resource group: 0.5 point per committee per year of service. Applied by GCSAA at the end of each completed year of service.
3. Volunteering to participate on a GCSAA national committee or resource group: 0.25 point per annual submission. Applied by GCSAA at the end of each completed year of service.
4. Service on GCSAA Board of Directors: 1.0 point per year. Applied by GCSAA at end of each completed year of service.
5. Affiliated Chapter Board Service: 0.5 point per year of service. Applied by GCSAA at the end of each year completed year of service.
6. First Green field trip host: 0.5 point per event, with no maximum. Applied at completion of event.
7. First Green field trip participant: 0.25 point per event, with no maximum. Applied at completion of event.
8. First Green Liaison: 0.50 point per year. Applied at the end of each completed year of service.
9. Initial creation and participation in the state BMP steering committee: 1.0 points per five-year cycle.
10. Updating the state BMP manual: 0.25 point per year.
11. Completion and updating of facility BMPs recorded in the GCSAA BMP tool: 0.5 point per each occurrence, annually.

12. Allied/golf/turf/First Tee/environmental/community board service: 0.5 point per year of service, maximum. Applied at the end of each completed year of service.
13. Chapter/allied/golf/turf/environmental/community committee member (non-board of director member): 0.25 point per committee; not to exceed 0.5 point per year with a maximum of 2.5 points per renewal period for certified members. Applied at the end of each completed year of service.
14. Chapter delegate attending the delegates meeting: 0.5 point per year. Applied by GCSAA.
15. Chapter meetings/activities including community outreach efforts without education or host a chapter event at your club/course: 0.1 point for each meeting/activity.
16. Host a chapter event at your club/course: 0.25 point for each meeting/activity.
17. Completion of GCSAA designated survey(s): 0.25 point per completed survey and 0.5 point per completed lengthy survey.
18. Completion of pre-approved GCSAA affiliated chapter survey(s): 0.1 – 0.25 point based on complexity of survey.
19. Participant on Superintendent Research Panel: 0.25 point for initial sign-up onto panel.
20. Submit an approved case study or best management practice for publication/website: 0.25 point per case study following submittal and approval.
21. Participation in a media interview: 0.25 point per interview.
22. Provide assistance to another golf facility: 0.25 point per event/activity associated with volunteering at a major golf event or assisting another superintendent or facility or offering expertise to sports fields and other non-golf facilities during a time of need.
23. Participation in environmental advocacy activities: 0.25 point per event/activity including, but not limited to, attending state or national “Day on the Hill” activities working with lawmakers on legislative or regulatory issues that impact golf course management or involvement with community outreach promoting the value of golf course and other green areas.
24. Participation in GCSAA National Championship and Golf Classic: 0.1 service point per day for participating in the Four-Ball Mixer; the Monday-Only Fun event; the National Championship; and the Golf Classic. Points recorded by GCSAA following the event.

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 certification holders of upcoming renewal dates through a 13-, three- and one-month notice prior to the certification renewal expiration date.
 - 2.3.1. 13-month renewal notifications and current transcripts will be sent via email from the Manager of Certification. Individuals with a point deficit of 3.0 points or greater will also be contacted by phone. Three-month renewal notifications and current transcripts will be sent via USPS Certified Mail. One-month renewal notifications will be sent via email.
- 2.4. Certified Golf Course Superintendents who have met all requirements of renewal but have failed to submit the CGCS renewal paperwork 30 days **prior to** their certification expiration will be contacted by GCSAA up to four (4) times via telephone to secure the necessary information to process the CGCS renewal. After GCSAA staff has attempted to contact individuals four (4) times with no response, the names will be passed onto the GCSAA Certification Committee Chairman and Vice-Chairman for additional contact.

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. Notification will be sent to the individual via certified letter.
- 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.
 - 4.1.1. 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.

6. Completion of Renewal Process

- 6.1. An individual who meets all renewal requirements and submits the completed renewal application and payment prior to their expiration date, shall be renewed for another 5-year cycle. The start date for the new renewal cycle will be the day following the expiration date of the current cycle.
- 6.2. Upon successful completion of their renewal, congratulatory letters will be sent to individuals from the GCSAA CEO and GCSAA Manager of Certification. Letters and 2 CGCS stickers will be sent via USPS within one week of the renewal being processed. CGCS Certificates will be mailed at the beginning of the following month.
 - 6.2.1. Employer notification letters may be requested by individuals at any time. Letters are customized to announce newly certified individuals, certification renewals, and general recognition.

CHAPTER VIII 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 GCSAA committee chairman at GCSAA Headquarters, 1421 Research Park Drive, Lawrence, KS 66049-3859, via postal service or by e-mail to the appropriate GCSAA committee liaison.

For appeals regarding certification, the appeal shall be addressed to the GCSAA Certification Committee Chairman.
 - 1.1.5. The postmark on the appeal, or date of the email 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 if sending the appeal through the postal service.
 - 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 GCSAA committee, in care of the GCSAA committee chairperson.
 - 2.1.1. When an appeal is received during the committee appointment process, the appeal will be reviewed by the previous year's committee.

- 2.2. After the GCSAA 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 GCSAA 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 GCSAA Board of Directors may consider said appeal and act upon it at its next regularly scheduled meeting. The GCSAA 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 GCSAA 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.