External Education Program

Application for Education Points

Complete this form to apply for GCSAA education points with the Golf Course Superintendents Association of America (GCSAA) for non-GCSAA developed educational seminars or learning opportunities. Applications should be submitted at least 30 days in advance of the program**.** Applications received less than 30 days prior to the event are subject to denial. **Be sure to include a detailed timed agenda, which includes the name and affiliation of each speaker and topic, with your application.**

Participation in the external education program is considered a member benefit; therefore, companies who are not members of GCSAA or any of the local chapters are not eligible to apply.

Sponsoring Group: _____

Contact Name: _____

Phone: ( ) _____ Fax: ( ) _____

Email Address: _____ Website Address: _____

Mailing Address: _____
_____

Program Title: _____

Program Type: ☐ Seminar: Single topic program   ☐ Conference: Multiple topic program

Seeking Approval for the Calendar Year of: _____

Date(s): _____ Event Location: _____

It's not necessary to have offerings scheduled to complete a program application.

                  City   State/Province

A **$525.00 application fee** is required for the review of each external education program. The fee must be paid with the submission of this application and is **not refundable** if the program is not awarded education points or if the program is canceled by the sponsor after approval. A portion of the fee covers the marketing of your program by GCSAA to the membership. The marketing opportunities include use of the GCSAA External Education logo for your promotional materials, and posting the event(s) on the GCSAA web site and in the GCSAA Member Self-Assessment Tool. Sponsor payment information will be collected on the last page of the application.

If you have questions about the application process, contact Diana Kern, external education and data resource manager, at (800) 472-7878, ext. 3600 or dkern@gcsaa.org.

For GCSAA Use Only

Date Received: _____

_____ GCSAA education points have been approved by the GCSAA.

_____ Program event does not meet minimum requirements for education points.

Additional comments: _____

Reviewer's Name: _____ Date: _____ GCSAA Code #: _____

Approval Criteria:

To qualify for GCSAA education points, a program must meet the following requirements.
1) Provide education relevant to golf course management
2) Have clearly defined learning objectives
3) Have a minimum program length of 1.0 hour
4) Must be non-commercial in nature.
5) Cannot be conducted during the GCSAA Education Conference & Golf Industry Show.**

** Approval **does not extend** to offerings scheduled from the first day of the GCSAA National Championship and Golf Classic through the last day of the Golf Industry Show, held within a 50-mile radius of the host cities of either event. Events scheduled during this period will only receive education points with expressed written consent of GCSAA.

Program Information:

_____I attest that the information provided on this application is accurate and supports the program being offered.

Hours of Event – The program must be a minimum of 1.0 educational contact hour.   Please indicate the hours for your program in order for that information to be advertised. Remember to attach a timed outline.

_____

Instructor Information – Please include the instructor(s) name(s) and affiliation(s). Additional information and qualifications may be attached on a separate sheet, if necessary.

_____

Learning Objectives – The course content should be current, relevant and meet or exceed quality standards for GCSAA developed programs.   All programs must have clear and concise learning objectives. To write the learning objectives complete the following sentence: *At the end of this program, participants will be able to:*

1)_____

2)_____

3)_____

4)_____

5)_____

Non-Commercial - The program must be non-commercial in nature. Programs on the use, management or maintenance of a product that are educational in nature can qualify. By initialing this statement, I attest that this program is not sales-oriented. _____

Competencies – The program content must address one or more of the golf course superintendent competency requirements. **Check all competencies this program encompasses.**

Communication
- [ ] Communicate Effectively
- [ ] Manage Conflicts
- [ ] Facilitate Information Flow
- [ ] Establish and Maintain Positive Communication With Stakeholders and Others Constituents
- [ ] Promote Awareness of the Golf Course Superintendent's Profession

Leadership
- [ ] Create A Vision that Conveys the Purpose and Goals of the Golf Facility
- [ ] Personal and Professional Development Skills
- [ ] Maintain a Productive Work Climate
- [ ] Promote Ethics and Values
- [ ] Manage Facility Expectations
- [ ] Solve Problems and Make Decisions
- [ ] Identify Marketplace Position

Business Management
- [ ] Develop A Crisis Management Plan
- [ ] Develop and Implement Long-range Master Plan with Capital Needs
- [ ] Manage Accounting Duties and Budget
- [ ] Manage Administrative Systems
- [ ] Manage Inventory Control System
- [ ] Manage Purchasing System
- [ ] Develop and Manage Programs
- [ ] Utilize Facility-wide Management Principles
- [ ] Program Development and Management
- [ ] Utilize Technology
- [ ] Conduct Safe Operation
- [ ] Document Compliance with Environmental, Safety, and Labor Regulations and Laws
- [ ] Hire and Terminate Staff
- [ ] Manage Staff
- [ ] Train Staff

Environmental Management
- [ ] Environmental Communications
- [ ] Environmental Management
- [ ] Comprehending Environmental Impacts
- [ ] Management of Hazardous Materials
- [ ] Watershed and Water Resource Management and Conservation
- [ ] Manage Soils' Ecosystems
- [ ] Understand Climate and Atmosphere
- [ ] Understand Natural Ecosystems
- [ ] Manage Native Areas
- [ ] Manage Aquatic Ecosystems

Agronomy
- [ ] Understand Plant Biology
- [ ] Manage Fertilization
- [ ] Manage Irrigation
- [ ] Manage Primary Turfgrass Practices
- [ ] Manage Supplementary Turfgrass Practices
- [ ] Construct and Renovate
- [ ] Manage Bunkers
- [ ] Manage Other Infrastructures
- [ ] Understand Pest Management
- [ ] Incorporate Integrated Pest Management
- [ ] Manage Equipment
- [ ] Manage The Course to Accommodate the Rules of Golf

Administrative Information:

Upon approval, GCSAA will provide you (the sponsor) with an Approval Code Notice. You must provide copies of the Notice to the GCSAA members in attendance. Members submit the event approval code, found on the Notice, to GCSAA as verification of their attendance and to validate the established program criteria.

GCSAA will conduct random audits of external education programs. A roster of attendees may be requested to conduct these audits. Please have this information available upon request.

Application Fee Payment Information:

A $525.00 application fee is required with every program application. This fee is non-refundable. Participation in external education is considered a member benefit. If you or your company is not a member of GCSAA or one of the local chapters, you are not eligible to apply. Of course, you can join the association when submitting an application. For more information on becoming a GCSAA member, visit www.gcsaa.org or contact Diana Kern directly.

_____ My company is a current affiliated member of GCSAA and my company's member number is: _____

_____My company is a current affiliated member of a local GCSA chapter. The chapter's name is _____

_____ and the member number is: _____.

Enclosed is the application fee of _____.   Make check payable to GCSAA. (Must be US Dollars, drawn on a US bank.)

If using a credit card, select the card: Visa   Master Card   American Express

Credit Card _ _ _ _ - _ _ _ _ - _ _ _ _ - _ _ _ _   Expiration Date _ _ / _ _

Card Holder Name _____   Signature _____
                        (Please Print)

Send Application, Support Materials and Fee to:

GCSAA
Attn: Finance Department
1421 Research Park Dr
Lawrence, KS 66049