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.**

Sponsoring Group:  
____ Professional Association  ____ Gov or Extension Agency  ____ University

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: _________________________

City  State/Province

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

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 a quarter of an 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.

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 #: _________________________
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
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.

Email or Mail the Application and Support Documents to:
GCSAA
Attn: External Education
1421 Research Park Dr
Lawrence, KS  66049
Email: dkern@gcsaa.org
(800) 472-787, ext. 3600