

GCSAA Certification Program

**Professional
Certification
Code of Standards**



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 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.

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

- 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.
 - d) have completed a competency self-assessment through GCSAA's on-line self assessment tool.

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, or equivalent 2-year Turf Certificate	15	3 or more	Variable	20
Other Bachelor's Degree	14	3 or more	Variable	20
Associate's Degree in Turf/Plant Science, or equivalent 2-year Turf Certificate	13	3 or more	Variable	20
Turf Certificate/ Short Course (400 hour minimum)	9	3 or more	Variable	20
Other Associate's Degree	8	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 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. 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 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 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.
- 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 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 GCSAA 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.
- 1.2. The portfolio will consist of work samples, skill statements and case study scenarios.
 - 1.2.1. Competencies to be validated through the portfolio are determined by the certification committee and outlined within the GCSAA on-line self assessment tool.
- 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 GCSAA 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 resubmittal 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 GCSAA 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 GCSAA 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 attesor 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.
- 5.2. Applicants re-applying to the program who have previously passed the attesting process, will not be required additional attesting.

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 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.

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 attesor 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 attesor(s) will be appointed and will be provided copies of the initial attesor 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 GCSAA 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 attesor's visitation concurs with the original attesor 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.
- 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. Content

- 1.1. Competencies to be validated through the written examination component of the certification process shall be determined by the GCSAA Certification Committee and outlined within the GCSAA on-line self assessment tool.
- 1.2. A written exam blueprint encompassing the number of questions included on the exam for each competency tested, and the distribution of such questions into test sections, shall be determined by the certification committee.
 - 1.2.1. The multiple-choice examination is administered in a closed-book format.
 - 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 for each section will be established at the conclusion of the psychometric review process. Such process will take place on an as needed basis.
 - 1.2.2.1. Passing scores will be reported to applicants as 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 proportionate predetermined time limits established for parts not passed.
- 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 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 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, either via email or through the postal service. 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, either via email or through the postal service, 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.
 - 4.6.1. In the case of individuals living outside of the United States, exams will be sent to exam monitors using an express trackable method of shipping to ensure the timely receipt of the exam. Return postage of said exam is the responsibility of the applicant.

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, executive employees of GCSAA chapters and GCSAA Field Staff 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 GCSAA 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 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 Manager of Certification shall grade the certification examination as soon as practicable.
- 8.2. The GCSAA 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.
 - 8.2.1. In the case of individuals living outside of the United States, 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 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.)
 - 9.1.1. A 30-day waiting period will be required between re-exams.
- 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.

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 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 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 – (9.0 Education Points minimum).

Option II – 5 points – (3.0 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/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 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.

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 = 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 correspondence/self-study courses 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 education 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 Online Self-Assessment Tool: 0.5 point per renewal cycle.
7. Golf Industry Show attendance: 1.5 points per year – only applies to full pack registrants.
8. Cardiopulmonary Resuscitation (CPR): 0.1 point per hour, with a maximum of 0.7 per renewal cycle.
9. First Aid Certification: 0.1 per hour, with a maximum of 0.7 per renewal cycle.
10. GCSAA/Chapter Board Strategic Planning sessions: 0.1 point per hour.
11. CGCS and Master Greenkeeper (MG) Certification attestor: 0.5 point per visit with no maximum.
12. Judging certification portfolios: 0.5 per completed portfolio as assigned by the GCSAA Manager of Certification. Must be a CGCS on the CPRT (Certification Portfolio Review Team).
13. 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 service points. – Applied once published.
14. Completion of the Audubon Cooperative Sanctuary Program (ACSP) for Golf Course certification and re-certification: 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.
15. 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.
16. Completion of a state environmental stewardship certification program: 0.5

point for initial certification and 0.25 point for recertification up to a maximum of 1.0 point 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. Service points can be obtained in the following manner:

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. Service on GCSAA Board of Directors: 1.0 point per year. Applied by GCSAA at end of each completed year of service.
4. Affiliated Chapter Board Service: 0.5 point per year of service. Applied by GCSAA at the end of each year completed year of service.
5. First Green field trip host: 0.5 point per event, with no maximum. Applied at completion of event.
6. First Green field trip participant: 0.25 point per event, with no maximum. Applied at completion of event.
7. Initial creation and participation in the state BMP steering committee: 1.0 point per five-year cycle.
8. Updating the state BMP manual: 0.25 point per year.
9. Completion and updating of facility BMPs recorded in the GCSAA BMP tool: 0.5 point per each occurrence, annually.
10. 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.
11. 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 end of each completed year of service.
12. Chapter delegate attending the delegates meeting: 0.5 point per year. Applied by GCSAA.
13. Chapter meetings/activities including community outreach efforts without education: 0.1 service point for each meeting/activity.

14. Completion of GCSAA designated survey(s): 0.25 service point per completed survey and 0.5 service point per completed lengthy survey.
15. Completion of pre-approved GCSAA affiliated chapter survey(s): 0.1 – 0.25 service point based on complexity of survey.
16. Participant on Superintendent Research Panel: 0.25 service point for initial sign-up onto panel.
17. Submit an approved case study or best management practice for publication/web site: 0.25 service point per case study following submittal and approval.
18. Participation in a media interview: 0.25 point per interview.
19. 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.
20. 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.
21. 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 and USPS.

- 2.4. Certified Golf Course Superintendents who have met all requirements of renewal but have failed to submit the CGCS renewal paperwork 30 days from 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.
- 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 GCSAA CEO and GCSAA Manager of Certification. Letters will be sent via USPS within one week of the renewal being processed.

6.2.1. Employer notification letters may be requested by individuals at any time Letters are customized to announce to announce newly certified individuals, certification renewals, and general recognition.

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 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 should be addressed to the GCSAA 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 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.