Colorado Master Gardener<sup>sm</sup> Program Colorado Gardener Certificate Training Colorado State University Extension





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# 2014 Application and Training Information

Front Range Sites with Plus Classes

Thank you for your interest in the *Colorado Master Gardener Program* (CMG) and *Colorado Gardener Certificate Training*. Enclosed is information about the two programs and application materials.

## Application Deadline: 12:00 noon on Monday, November 4th, 2013

#### Please email completed applications to:

Micaela Truslove mtruslove@broomfield.org

#### For mail-in applications, the mailing address is:

Broomfield County Extension Attn: Micaela Truslove One DesCombes Drive Broomfield, CO 80020

#### **Training location:**

Training locations will rotate between Community of Faith Church in Broomfield, the Denver Botanic Gardens, and the Jefferson County Fairgrounds. Please see the 2014 CMG Training Schedule for a complete listing of class dates and locations as well as directions to each location.

#### **Dates and Times:**

Basic Training Classes are every Thursday from 9:00 a.m. to 4:00 p.m. January 16<sup>th</sup> through March 13<sup>th</sup>, 2014. Please note that there is NO CLASS the week of February 10<sup>th</sup>.

CMG Plus Classes are Tuesday through Friday, March 18<sup>th</sup> through April 4<sup>th</sup>, 2014. New Master Gardener Apprentice Volunteers must complete 2 days of CMG Plus Classes in addition to the required CMG Basic Training Classes. This can be 1 full-day class plus 2 half-day classes, or two full-day classes at any location. Please see the 2014 CMG Training Schedule for dates, times and locations of CMG Plus Classes.

### For additional information, contact:

Micaela Truslove
Colorado State University Extension, Broomfield County
Horticulture and Master Gardener Program Coordinator
One DesCombes Drive
Broomfield, CO 80020
mtruslove@broomfield.org
(720) 887-2286 main
(303) 464-5558 direct

## **Tuition and Fees**

The following options are available for purchasing the required textbook, *The Science of Gardening* by David Whiting, Kendall Hunt Publishing.

- o **Print copy of the textbook** \$90 when purchased through the CMG Program.
- **Electronic Delivery eBook** \$83 plus tax, directly purchased by the student from Kendall Hunt Publishing at <a href="http://www.kendallhunt.com/store-product.aspx?id=59068">http://www.kendallhunt.com/store-product.aspx?id=59068</a>

	Tuition and fees with print copy of the required textbook, <i>The Science of Gardening</i>	Tuition with the student purchasing an Electronic Delivery Ebook copy of the required textbook, <i>The Science of Gardening</i> from Kendall Hunt Publishing.
Colorado Master Gardener Program Volunteer Do not send payment, you will be billed if selected as a CMG volunteer.	\$265	\$175 (plus book purchased by student)
Colorado Mater Gardener receiving Limited Income Scholarship Do not send payment. You will be billed if selected as a CMG volunteer and selected to receive a scholarship.	\$165	\$75 (plus book purchased by student)
Colorado Gardener Certificate (non-volunteer) Send payment with registration form.	\$625	\$535 (plus book purchased by student)

<sup>\*</sup>In comparison, the Colorado Master Gardener/Colorado Gardener Certificate Training is comparable to a four-credit class. CSU Tuition for a four-credit class is \$1617 plus books and fees.

# **CMG / CGC Training**

In Broomfield County, training is held on Thursdays from 9:00 a.m. to 4:00 p.m. for 8 weeks, starting January 16<sup>th</sup>, 2014. There will be NO CLASS the week of February 10 - 14 due to ProGreen.

Class periods are 6-hours per day, 9 a.m. to 12 noon and 1 p.m. to 4 p.m. Classes are taught by CSU Extension campus-based and county-based faculty. Class information is focused toward the non-commercial, home gardener. Topics include the following:

- CMG Program, Overview [half day]
- Plant Health Care and the Diagnostic Process [half day]
- How Plants Grow (basic botany) [full day]
- Soils, Soil Amendments, and Fertilizers [full day]
- Introduction to Plant Pathology (plant diseases) [full day]
- Introduction to Entomology (insects) [full day]
- Lawn Care and Diagnosing Lawn Problems [full day]
- The Science of Planting Trees and Tree Care [full day]
- Weed Management [full day]

To round out the learning experience, students may select form the following *Plus Classes:* 

- Trees and Shrubs for Front Range Landscapes [full day]
- Diagnosing Tree Disorders [full day]
- Pruning [full day]
- Water Wise Landscape Design [full day]
- Vegetables [full day]
- Small Fruit [half day]
- Mountain Gardening [full day]
- Fire and Wildlife [half day]

Plus Classes are taught Tuesdays through Friday in a variety of locations. Students may attend in any location. To allow for broad participation, attendance of Plus Class is limited as follows:

- New Colorado Master Gardener
   Volunteers are to attend two full-day classes
   OR one full day class and two half day classes. Additional classes may be taken online.
- Colorado Gardener Certificate Students
  may attend up to three days of classes (e.g.,
  three full day classes, OR two full- day
  classes and two half-day classes). Additional
  Plus Classes may be taken online up to April
  15.

To complete the training as a CMG Volunteer or *Colorado Gardener Certificate Student*, participants must complete homework and attend at least eight out of ten class days.

Participants are expected to attend the 60 hours of training. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials. Make-up of a class at another location/date is not an option. Some class units may be picked-up online.

College credit is not available for CMG/CGC training, as the course does not have the routine exams and written assignments of a course for credit.

For additional information on CMG/CGC Training, refer the Colorado Master Gardener website at <a href="https://www.cmg.colostate.edu">www.cmg.colostate.edu</a>, or contact the county CSU Extension office.

# Colorado Gardener Certificate

Individuals interested in the Colorado Master Gardener training without a volunteer commitment may enroll for the coursework under the *Colorado Gardener Certificate* option. The course work is available for a higher fee in-lieu-of the return service.

Upon completion of the course, CGC students receive the *Colorado Gardener Certificate*. However, without the volunteer commitment, participants do not become *Colorado Master Gardeners*.

The *Colorado Gardener Certificate* may be displayed in a place of business and used in business marketing. The *Colorado Gardener Certificate* is also given to CMG volunteers upon completion of the class and 50 hours minimum volunteer commitment.

To receive the *Colorado Gardener Certificate*, students must satisfactory complete the CMG training (i.e., complete homework and attend at least eight full days of class). Participants are expected to attend all training sessions. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials.

Individuals, who were not selected for the CMG volunteer program, may enroll in the Colorado Gardener Certificate Training.

### **Tuition and Textbook**

Tuition for the course as a *Colorado Gardener Certificate Student* (non-volunteer) is \$535 plus the required textbook, *The Science of Gardening*.

The required textbook, *The Science of Gardening*, by David Whiting, Kendall Hunt Publishing, is available as a print textbook or as an Electronic Delivery Ebook. Refer to details above.

Scholarships are not available for CGC Students.

The CMG/CGC training is equivalent to a four-credit class. In comparison, tuition for an instate resident, undergraduate, four-credit class at CSU is \$1,617, plus books and fees.

## **CGC Enrollment**

To enroll in the *Colorado Gardener Certificate* training, send in the *Colorado Gardener Certification Enrollment Form* with the tuition and fees. Space is limited and on a first come (paying) basis.

# The Colorado Master Gardener<sup>sm</sup> Program

Colorado Master Gardener, CMG, volunteers assist the county office of Colorado State University Extension to extend research-based information on home yard care and gardening into the community. Colorado Master Gardeners are involved in a wide variety of ways, including assisting with office phone calls and walk-in customers, staffing information booths and diagnostic clinics, writing for local newspapers, and mentoring youth groups and community gardening and greening projects.

Colorado Master Gardeners enjoy sharing gardening knowledge and networking with other garden enthusiasts.

The title "*Colorado Master Gardener*" is a registered service mark of Colorado State University Extension. It may be used only in conjunction with official CSU Extension activities. It may not be used to infer credentials or otherwise imply endorsement of a private business. It may not be used on marketing materials of a business.

For additional background on the CMG program, refer to the web site at www.cmg.colostate.edu.

# <u>To become a "Colorado Master</u> <u>Gardener" participants must:</u>

- Apply to and be accepted into a county/area CMG program.
- 2. <u>Training</u>: Satisfactorily complete the CMG training course (i.e., completes homework assignments and attends at least eight weeks of class sessions).
- 3. <u>Volunteer service</u>: Continue the learning experience with 50 hours minimum return volunteer service in the county CMG program.

Individuals who fail to complete the volunteer work by October 31<sup>st</sup> will be billed \$15 for each uncompleted hour, up to a maximum of \$500.

After the training year, 24 hours minimum volunteer service and 12 hours of continuing education, per year, are required to continue in the program.

4. <u>Turn in reports</u> (processed online or by paper).

## **CMG Application Process**

CMG programs operate at the county level, with primary support from the county government. Applicants should generally apply to their home county. In special situations (such as the work location versus the home location), a potential volunteer may apply to a neighboring county. However, it should be understood that counties give priority to county residents, being responsive to the local county budget and taxpayers. Applicants who apply to multiple counties will not be considered.

The program requires that the volunteer work be completed for the county/area program for which the applicant applied. For example, an application to the Broomfield County CMG program necessitates that the volunteer work be completed FOR the Broomfield County CMG program.

Extension programs are available to all without discrimination. Colorado State University does not discriminate based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Students requesting handicap accommodations should directly contact the *CSU Resources of Disabled Students Office* at 970-491-6385.

#### Steps in the CMG application process

1. Contact your county office of CSU Extension for program information and application form.

- 2. Submit a completed CMG application form by the application deadline. The application form asks for the following items:
  - Background information on volunteer experiences
  - o Background information on gardening experience
  - General availability for volunteer work (used by program coordinators to help connect CMG volunteers with projects)
  - Interest in CMG projects
  - o Contact information for three references

The application includes a signed Volunteer agreement committing the CMG volunteer to 50 hours minimum volunteer work in exchange for the training.

3. Background Check – Colorado State
University requires background checks,
including driver's license checks, of all new
volunteers. A criminal record or poor driving
record does not bar an individual as a volunteer,
but will be considered as it relates to the
specifics of the volunteer position.

The potential volunteer receives an e-mail from the CSU Human Resources with a hotlink to the screening company, *HireRight*.

The volunteer logs into a secure site, enters their social security number, answers some questions about where they have lived, etc. and logs off. The university's IT people have confidence in the security and confidentiality of the HireRight system.

HireRight conducts a national background check, including driver's license check, and shares the results with CSU Human Resources. Applications cannot be accepted into the program until CSU Human resources give approval based on the background check.

If the applicant elects to ignore the email from CSU Human Resources or elects to not provide HireRight with the needed information, they also elect not be considered as a CSU volunteer.

If the applicant does not receive the email from CSU Human Resources with the link for HireRight within 3 weeks of submitting your application, please call the Extension

#### Office so they can check on the situation.

(Depending on your email filters, it may be found in the junk mail box or blocked in your email system.)

If you do not have email, contact your County Extension Office to process the background check forms by mail.

- **4. Preliminary screening** will be off the application form. Primary consideration is based on:
  - 1) Interest in volunteer work:
  - 2) Availability for volunteer work;
  - 3) People skills (i.e., ability to assist Extension in home horticulture educational efforts); and
  - 4) Gardening experience.

The *Colorado Gardener Certificate* option (to participate in the class for a higher fee without any volunteer commitment) provides educational opportunities for those not interested in or available for volunteer work.

Without fundamental gardening experience, it is unreasonable to expect that someone will develop the background and knowledge base required to work with our clientele by just attending the training.

Staff will send confidential reference letters or emails to the references listed on the application. At least two must be returned before the applicant can be accepted into the CMG program.

- 5. Interview Some counties will invite applicants in for an informal interview giving the applicant a chance to learn more about the CMG Program and ask questions about training and volunteer work.
- 6. Applicants will be advised if they were selected for the CMG Program. In counties with a larger population base, significantly more people apply than can be accommodated. Applicants who are not selected as CMG volunteers may elect to enroll as *Colorado Gardener Certificate Students* (non-volunteer enrollments).

**7. Pay program fees** – If accepted into a local CMG Program, payment of program fees is the final enrollment step.

Correctly stated, interested individuals <u>apply</u> to become a CMG volunteer representing CSU Extension. The decision to accept or not accept any individual as a CMG volunteers is the right of CSU Extension.

Additionally, CMG volunteers serve at the request of Colorado State University Extension. This request can be withdrawn at any time.

## **Tuition and Fees**

Tuition, as a CMG volunteer is \$175 plus the required textbook. (\$265 with print copy of the textbook ordered through the CMG Program.) Refer to details above about textbook options.

In comparison, the Colorado Master Gardener/Colorado Gardener Certificate Training is comparable to a four-credit class. CSU Tuition for a four-credit class is \$1,617 plus fees and books.

### **Scholarships**

Scholarships are available for individuals on limited incomes. (Refer to application for details.) **Fees for CMG Volunteers who are selected to receive a scholarship are \$165,** including manual (\$75 with the student directly purchasing the textbook as an Electronic Delivery Ebook from Kendall Hunt Publishing).

A limited number of scholarships are available in a county. Selection of scholarship recipients will be based on CMG selection criteria, including 1) interest in volunteer work, 2) availability for volunteer work, 3) people skills (i.e., ability to assist Extension in home horticulture educational efforts) and 4) gardening experience.

Do not send fees with the application. If you are selected for the program, you will be billed. Fees must be paid at least 14 day prior to the starting of class or enrollment will be cancelled.