

Colorado Master GardenerSM Program
&
Colorado Gardener Certificate Training



Extension

2013 Application and Training Information

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.

Applications are due by Friday, November 30, to:

Christine Crouse, Director/Agent
CSU Extension Office in Clear Creek County
1111 Rose Street / P. O. Box 2000 / Georgetown, CO 80444
christine.crouse@colostate.edu

Training Dates:

The **eight mandatory base classes** will be held on Thursdays, January 10th through March 7th, 9am-4pm. No class will be held on January 17th.

NOTE: If you miss more than one class, you will not accumulate enough credits to graduate from this program – PLEASE CONSULT YOUR SCHEDULE BEFORE APPLYING!

Additional “**Plus Classes**” are offered March 11th – March 29th. These are 6-hour classes on a variety of gardening topics. *Master Gardener* students can take two classes; *Gardener Certificate* students can take three. The full schedule will be provided to successful candidates.

The *Colorado Master Gardener Orientation* will be held on Thursday, April 4th.

Training Locations:

Classes will be held in three different locations -- Jefferson County Fairgrounds, Denver Botanic Gardens, and a location in Broomfield to be announced. You must provide your own transportation.

Tuition and Program Fees:

Colorado Master Gardener Program (volunteer service required) fees: \$265

Do not send payment, you will be billed if selected as a CMG volunteer

Colorado Gardener Certificate (non-volunteer) tuition and fees: \$625

Send payment with application

For additional information, please contact:

Christine Crouse, Director/Agent, CSU Extension Office in Clear Creek County
1111 Rose St. / P. O. Box 2000 / Georgetown, CO 80444
christine.crouse@colostate.edu / 303-679-2424

Colorado Master Gardener Program & Colorado Gardener Certificate Training

For Clear Creek County residents, training is held on eight consecutive Thursdays starting January 10 through March 7. No class is held January 17 due to the ProGreen Expo--jointly sponsored by CSUE and Rocky Mountain region green industry associations.

Class periods are 6 hours per day, 9am to 12 noon and 1pm to 4pm. 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 Entomology (insects) [full day]
- Introduction to Plant Pathology (plant diseases) [full day]
- Lawn Care and Diagnosing Lawn Problems [full day]
- The Science of Planting Trees [half day]
- Identifying Trees and Shrubs [half day]
- Weed Management [full day]

To round out the learning experience, students may select from the following, full day **Plus Classes**:

- Advances Soils (Soil Testing and Soil Amendments)
- Trees and Shrubs for Front Range Landscape
- Diagnosing Tree Disorders
- Pruning
- Water Wise Landscape Design

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 Classes** is limited as follows:

- **New Colorado Master Gardener Volunteers** are to attend two **Plus Classes**. Additional classes may be taken online.
- **Colorado Gardener Certificate Students** may attend up to three **Plus 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 (mandatory base classes and **Plus Classes**).

Participants are expected to attend the full 60 hours of training (10 days x 6 hours/day). 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.

For additional information on CMG/CGC Training, refer the Colorado Master Gardener website at www.cmg.colostate.edu, or contact the county CSU Extension office.

The Colorado Master Gardenersm 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.

To become a "Colorado Master Gardener" participants must:

1. Apply to and be accepted into a county/area CMG program.
2. Training: Satisfactorily complete the CMG training course (i.e., completes homework assignments and attends at 80% of the class sessions).
3. Volunteer service: 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 31st will be billed \$15 for each uncompleted hour, up to a maximum of \$500.

After the training year, 24 hours minimum volunteer service is required to continue in the program.

4. Complete and submit volunteer reports (processed on-line or hard-copy 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 Clear Creek County CMG program necessitates that the volunteer work be completed FOR the Clear Creek County CMG program. Neighboring counties often collaborate on CMG outreach efforts.

Since the applicant needs county specific information regarding the CMG program, CMG applications are NOT available on the web. Contact your local CSU Extension office.

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 gardening experience
 - Background information on volunteer experiences
 - General availability for volunteer work (used by program coordinators to help connect CMG volunteers with projects)
 - Interest in CMG projects
 - Contact information for three references

The application includes a signed Volunteer contract 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 to become a volunteer for CSU.

If you do 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.

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 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 apply 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.

Fees

Program fees in Clear Creek County are \$265.

Program fees include the CMG Training Manual (*The Science of Gardening*), other training handouts and worksheets, instructor's travel expense, lab supplies, program development fees, and other program delivery costs.

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 \$1,497 plus fees and books.

Scholarships

Scholarships are available for individuals on limited incomes. **Fees for CMG Volunteers who are selected to receive a scholarship are \$165.** Refer to the CMG application form for details.

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.

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.

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.

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 available to CMG volunteers upon completion of the class and 50 hours minimum volunteer commitment.

To receive the *Colorado Gardener Certificate*, students must satisfactorily 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 Fees

Cost for the *Colorado Gardener Certificate Training* is \$625 tuition and class fees. Scholarships are not available for CGC Students.

The CMG/CGC training is equivalent to a four-credit class. In comparison, tuition for an in-state resident, undergraduate, four-credit class at CSU is \$1,497, plus books and fees.

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.

CGC Enrollment

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