ASHS
Professional Credentials
Booklet

Includes

CPH
CERTIFIED PROFESSIONAL HORTICULTURIST
American Society for Horticultural Science

APH
ASSOCIATE PROFESSIONAL HORTICULTURIST
American Society for Horticultural Science

PPH
PRACTICING PROFESSIONAL HORTICULTURIST
American Society for Horticultural Science
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I. ASHS Professional Credentials for Horticulturists

A. Credentials

The American Society for Horticultural Science (ASHS) offers its members three opportunities to obtain professional credentials. The qualifications for credentials are defined and administered by the ASHS Certified Professional Horticulturist Board (ASHS-CPHB). Options for professional credentials include:

Professional Certification
- Certified Professional Horticulturist (CPH)

Professional Designations
- Associate Professional Horticulturist (APH)
- Practicing Professional Horticulturist (PPH)

B. Governance

Members of the ASHS-CPHB are nominated by the ASHS President-elect and approved for appointment by the ASHS Board of Directors for 4-year terms. Each certification board consists of five to eight CPHs with staggered appointments. The certification board is granted authority to review and revise criteria for professional credentials; to confer credentials based on successful fulfillment of required criteria; and to deny, revoke, or suspend credentials based on failure to meet or maintain criteria for professional designation.

C. Criteria

ASHS acknowledgement of distinguished horticulturists who have met the criteria for professional credentials, is based on documentation of education, work experience, references, adherence to the ASHS Code of Ethics, and commitment to continuing education. Professional credentials are available only for individuals. The professional credentials CPH, APH, or PPH may not be used in such a manner as to indicate that an agency, business, firm, or organization is a credentialed entity. Furthermore, the professional designations may not be used in any way to imply ASHS endorsement of any entity, product, program, or service.

D. Purpose

The need for professional standards has long been recognized in occupations that serve the public, especially in fields where professional errors may carry liability such as engineering,
finance, law, and medicine. For professionals employed in agriculture, especially in positions related to food and crop production, standardization of professional credentials is deemed essential to establish minimum requirements of scholastic education, work experience, and professional references for select individuals who may be called upon to offer their expertise on complex issues, which may impact the community at large.

Examples of scientific and technical work that may involve the expertise of professional horticulturists include: advising government agencies on policy development; delivering accurate and scientifically valid information to the general public and media; developing and recommending best practices for horticultural crop production and management; establishment of criteria for air, food, soil, and water quality standards; advocating for environmental stewardship as it relates to sustainable land use management; evaluating and monitoring safe practices for food production with respect to food handling and use of agricultural chemicals; providing appraisals for estimated economic value of crop loss damages resulting from human activities or natural disasters; preparing recommendations for agricultural waste management, to name a few.

Certification programs function in the public interest by identifying distinguished individuals who have attained the necessary expertise, education, experience, and references as needed to insure competency at the highest level of professional standards. Such individuals recognized by the ASHS-CPHB are deemed to have met the minimum criteria for professional credentials, have subscribed to the ASHS Code of Ethics, and have committed to continuing education in their specific discipline of horticulture. Upon approval by the ASHS-CPHB, applicants are awarded professional credentials appropriate for their level of expertise in the field of horticulture. ASHS publishes the ASHS Directory of Professional Horticulturists to identify and recognize members who have met the criteria for and been awarded professional credentials for CPH, APH, and PPH designations.

E. Benefits

Professional credentials offer numerous benefits to individuals. Examples include:

**CPH**

1. Documentation of professional CPH certification by ASHS.

2. Enhanced recognition of professional expertise for advisors and consultants engaged in providing recommendations to individuals, businesses, government agencies, legal firms, and other allied professional entities.
3. Improved incentive to promote and encourage professional development and growth as required to maintain CPH certification, thus leading to greater visibility of the profession of horticulture by promoting high standards of excellence and integrity through credentialed individuals.

4. Increased earning potential correlated with employer/client recognition of time and effort required to attain professional designation.

5. Increased marketability and access to opportunities to offer consulting services on best management practices in horticulture.

6. Independent verification of education and experience required to attain CPH certification.

7. Public listing of name and credentials in the ASHS Directory of Professional Horticulturists.

8. Recognized commitment to superior professionalism, expertise, integrity, experience, and acquired knowledge.

APH

1. Documentation of professional APH designation by ASHS.

2. Enhanced recognition of professional proficiency for graduate students and young professionals engaged in teaching and/or providing recommendations to practicing horticulturists.

3. Improved incentive to pursue professional development and growth as required to maintain APH designation, thus leading to greater visibility of the profession of horticulture by promoting high standards of excellence and integrity through credentialed individuals.

4. Independent verification of education required to attain APH designation while working toward achievement of the CPH certification.

5. Public listing of name and credentials in the ASHS Directory of Professional Horticulturists.

6. Recognized commitment to superior professionalism, proficiency, integrity, and acquired knowledge.
PPH

1. Documentation of professional PPH designation by ASHS.
2. Enhanced recognition of professional competence as a professional horticulturist.
3. Improved incentive to pursue professional development and growth as required to maintain PPH designation, thus leading to greater visibility of the profession of horticulture by promoting high standards of excellence and integrity through credentialed individuals.
4. Increased earning potential correlated with employer/client recognition of time and effort required to attain professional designation.
5. Increased marketability and opportunities to serve as a trusted and reliable source of practical horticultural advice.
6. Independent verification of professional qualifications, experience, and competence required to attain PPH designation.
7. Public listing of name and credentials in the ASHS Directory of Professional Horticulturists.
8. Recognized commitment to superior professionalism, competence, integrity, experience, and acquired skills.

F. History

The proposal for a professional board to certify horticulturists was originally presented by R. Paul Larsen of North Carolina State University in his Presidential Address at the 1976 ASHS Annual Conference in Baton Rouge, LA. The proposal gained momentum in the early 1990s following the formation of the Committee to Consider ASHS Participation in Registry of Environmental and Agricultural Professionals, under the leadership of J. Benton Storey of Texas A&M University (ASHS President 1993-94).

In Apr 1991 at ASHS Headquarters in Alexandria, VA, the Board of Directors officially approved the concept of establishing a Registry of Certified Professionals in Horticulture. Shortly thereafter, at the Annual Conference held in Jul 1991 at University Park, PA, the Registry Committee was officially reorganized as a special committee and renamed the Certified Professional Horticultural Sub-Board of ARCPACS (American Registry of Certified Professionals in Agronomy, Crops, and Soils). The renamed committee, also under the leadership of J. Benton Storey (chair 1991-93), was charged with the task of collaborating with
the American Society of Agronomy to establish a Certified Professional Horticultural Registry as an entity under the administrative umbrella of ARCPACS.

In Jun 2000, the ASHS Board of Directors granted approval for the transfer of the administration of the CPH program from the ARCPACS umbrella to ASHS. Over the next two decades the program has been successfully managed in-house under the guidance of the ASHS Certified Professional Horticulturist Board. In addition to overseeing the CPH certification program, two additional professional designations, APH and PPH have been added. These are covered in detail in later sections.

For more information, contact ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA. Phone 703-836-4606 x 100, fax 703-836-2024; email ashs@ashs.org; website www.ashs.org.
II. ASHS Certified Professional Horticulturist (CPH)

A. Introduction

The American Society for Horticultural Science (ASHS) recognizes that the value of awarding professional certification for experts working in the field of horticulture.

The ASHS Certified Professional Horticulturist (CPH) designation is granted based on evidence of distinction in scholarly achievement, work experience, professional references, adherence to the ASHS Code of Ethics, and professional commitment to continuing education. Individuals credentialed by the ASHS Certified Professional Horticulturist Board (ASHS-CPHB) with the CPH designation qualify for recognition as professionals of excellence in their field and are eligible for listing in the ASHS Directory of Professional Horticulturists.

For more information, contact ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA. Phone 703-836-4606 x 100, fax 703-836-2024; email ashs@ashs.org; website www.ashs.org.

B. CPH Minimum Requirements for Eligibility

1. *ASHS Membership.* Membership in ASHS is not a requirement for eligibility.


3. *Education.* Applicants must possess a Bachelor of Science (BS) degree from an accredited institution with a major in horticulture. A degree in a closely allied field of science will be considered, provided the minimum core course requirements are met.

4. *Experience.* Applicants must have a minimum of 5 years of professional work experience in the field of horticulture. To qualify, the work experience must have been attained after the receipt of the BS degree. Applicants holding a terminal degree of a Master of Science (MS or MSc), or a Doctorate (PhD) may substitute 2 years of professional experience for an MS and 4 years for a PhD. Thus, an individual with an MS degree will still need 3 years of professional work to qualify; those with a PhD will need 1 additional year of professional work to qualify for certification. Part-time or
full-time experience in the field of horticulture gained while working toward an advanced degree may be eligible for inclusion. Activities such as advising, consulting, extension, management, research, and teaching in the field of horticulture will be considered full-time if they make up at least of 70% of the applicant’s time. Work experiences less than 70% will be prorated as appropriate.

5. References. Applicants need to provide the names and addresses of at least three qualified professionals with specific knowledge of the applicant’s work history and experience. References should be directly familiar with the applicant’s work experience being used to meet certification requirements.

C. CPH Application Fee

An application fee of $150 will be due at the time of application submission. Payment may be made online or by check or money order.

D. CPH Application Form

A completed application has three parts: 1) online application form; 2) supporting documents to upload online; and 3) official transcripts from accredited academic institutions.

Application Form Online

Members should login as a member of ASHS before completing the online application. For nonmembers, the online application form may be accessed at the following location: https://ashs.org/page/CertifiedProfessionalHorticulturistOnlineApplication.

The online application requires the applicant to fill in the following information fields so it would be helpful to have gathered this information before beginning the process. The fields are listed below in alphabetical order and may not match the online sequence.

1. Certificate name. Provide name of applicant as it should appear on the Certificate of Professional Certification as well as the terminal academic degree (e.g., BS, MS, PhD).

2. Courses, commodity. Include a list of 24 completed semester credits or their equivalent in commodity-related courses, verifiable by official transcripts. Commodity-related courses are horticulture courses that emphasize plant-related subjects (e.g., crop production, horticulture, nursery management, plant pathology, plant physiology, etc.).

3. Courses, non-commodity. Provide a list of 24 semester hours or their equivalent for non-commodity related courses, verifiable by official transcripts. Non-commodity courses
include all supporting courses, not specifically plant-related (e.g., biology, business, communications, chemistry, genetics, mathematics, statistics, etc.).

4. **Courses, substitutions.** List any additional continuing education, coursework, training, or work experience that may substitute for any gaps or deficiencies in the number of required commodity or non-commodity credit hours.

5. **Professional activities.** List all professional activities, memberships, offices held in professional and honorary societies, or volunteer work relating to horticulture. Include any discoveries, patents, publications, extension work, or other accomplishments relating to the applicant’s horticultural career.

6. **Professional experience.** List positions in sequential order, since confirmation of the BS degree, ending with current position. For current position, provide professional title, employer, and immediate supervisor. List only professional-level employment in the field of horticulture beyond the BS degree. Work experience not specifically related to horticulture should not be included.

8. **References.** Provide a list of at least three qualified professionals with specific knowledge of the applicant’s work and professional experience. Provide names, mailing addresses, and email addresses.

**Documents to Upload Online**
1. **Code of Ethics.** Upload a signed copy of the ASHS Code of Ethics.
2. **Cover letter.** Upload a cover letter, which serves to introduce the applicant to the ASHS-CPHB. The cover letter should highlight the applicant’s work experience and education, along with any additional comments.
3. **Resume.** Upload a resume of professional biographical information, including educational background, a list of all professional positions held, a list of significant professional activities, and a list of memberships in professional and honorary organizations.

**Documents to Mail**
1. Provide official transcripts of all academic credits including verification of degree(s). Official transcripts contain the seal of the academic institution and the signature of the university registrar. Official transcripts will be accepted on blue tamper-proof security paper mailed to ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA, or alternatively as a secure pdf file sent directly by the university registrar to ASHS via email to ashs@ashs.org.

2. Official transcripts will be accepted from domestic academic institutions (within the United States) that have been accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA).
3. Official transcripts will be also accepted from foreign academic institutions (outside the United States) after evaluation by a third-party transcript evaluation service. Transcript evaluation services need to provide English translations of courses, credits, and grading system as they appear on the foreign transcript, as well as verify the foreign institution’s accreditation. It is the responsibility of the applicant to request this service and pay any fees associated with the third-party evaluation service. The following are approved third-party transcript evaluation services for non-U.S. obtained academic degrees.
   - AACRAO International Education Services (IES): [http://ies.aacrao.org](http://ies.aacrao.org)
   - Educational Credential Evaluators: [https://www.ece.org](https://www.ece.org)
E. CPH Certification Process

1. **Application.** Applicant completes and submits the online application form, attaches supporting document files and pays the non-refundable application fee of $150.

2. **Review.** ASHS compiles all documents and refers the applicant’s application to the ASHS-CPHB for review. ASHS-CPH Board members independently review the packet and approve or deny certification of the applicant by majority vote. The CPH certification process takes approximately 4-8 weeks.

3. **Fee.** If approved by the ASHS-CPHB, ASHS collects a certification fee from the applicant. Certification fees and certification renewal fees cost $175 for ASHS members and $295 for non-members for each 24-month (2-year) cycle. Fees are prorated based on the number of months remaining until the beginning of the next 2-year cycle.

F. CPH Certification Approval, Certificate, and Directory

1. **Approval.** Certification is granted by the ASHS-CPHB, a governing body within ASHS, following review of an applicant’s application.

2. **Certificate.** A certificate of credentials is provided to individuals who have met the requirements for CPH designation.

3. **Directory.** All individuals granted CPH status are eligible for inclusion in the ASHS Directory of Professional Horticulturists.

G. CPH Certification Renewal

1. **Renewal.** Certification is valid for 2 years, after which it may be renewed by payment of the renewal fee and fulfillment of the continuing education unit (CEU) requirements.

2. **Renewal fee.** The renewal fee is due every 2 years on 31 Dec (based on an established 2-year cycle). The renewal fee is considered delinquent if not paid within 30 days after the due date. After 31 Jan, certification may be reinstated with payment of the renewal fee plus a late fee penalty. The registrant’s name will be dropped from the ASHS Directory of Professional Horticulturists if the renewal fee is not paid after 6 months (1 Jul). After 12 months, reapplication for certification is required.
H. CPH Certification Continuing Education

1. Continuing Education. Continuing education and training are required of all CPHs to keep abreast of new developments in their field. CPSs must submit evidence of CEUs to maintain their professional designation status. Activities eligible for CEUs include: 1) professional meetings (e.g., clinics, conferences, courses, field days, short courses, scientific presentations, seminars, webinars, and workshops, etc.) with no limitation on CEUs allowed; 2) self-directed study (e.g., articles, books, classes, videos, webinars, etc.) with 20 CEUs maximum allowed; 3) community service to horticulture profession (e.g., serving as/on certification boards, chairs of professional interest groups, committees, consultants, depositions, editorial boards, editors, exam committees, experts, governing boards, reviewers, standards/ethics panel, etc.) with 10 CEUs maximum allowed; and 4) author of educational materials (e.g., articles, books, classes, educational materials, presentations, reports, scientific papers, webinars, etc.) with 10 CEUs maximum allowed.

2. CEU Requirements. The CEU requirements will be satisfied with the submission of a minimum of 40 units over the 2-year certification period. Instructions and a CEU Reporting Form can be found at http://cdn.ymaws.com/ashs.org/resource/resmgr/certifications/2019cphceuformnewlog o.pdf.

4. CEU Updates. ASHS members can login to the ASHS website and enter their CEUs electronically. Non-members will not have this option; they must submit a report by mail to ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA, or as a secure pdf file sent directly to ASHS via email to ashs@ashs.org.

I. CPH Certification Denial, Revocation, or Suspension

1. Rights and Responsibilities. The right to deny, revoke, or suspend CPH certification is vested in the ASHS-CPHB. Because the certification program is entirely voluntary, ASHS assumes no responsibility for loss of disadvantage, real or imagined, that may be alleged to have resulted from denial of certification, or revocation or suspension of an existing certification.

2. Reasons for Denial, Revocation, or Suspension. CPH Certification may be denied, revoked, or suspended for any of the following reasons: a) ASHS-CPHB determines that the applicant does not meet the minimum requirements as stated for certification; b) substantiated evidence of violation of rules, regulations, or failure to adhere to the
ASHS Code of Ethics; c) misrepresentation of facts on an application, willful submission of incorrect information, or failure to include the required or requested information in any communication with the ASHS Office of the Registry; d) substantial evidence of incompetence in the applicant’s area of certification; e) delinquent payment of renewal fee; or f) non-compliance of the CEU requirement. Any action to revoke or suspend certification shall be preceded by a copy of the complaint to the individual.

3. Appeal Process. Any applicant denied certification or any previously credentialed CPH who is the subject of a revocation or suspension of certification has the right to appeal the denial or the disciplinary action to the ASHS-CPHB.
III. ASHS Associate Professional Horticulturist (APH)

A. Introduction
The American Society for Horticultural Science (ASHS) recognizes that the value of granting credentials to graduate students and young professionals working in the field of horticulture who have met all the credential criteria for Certified Professional Horticulturists (CPH) but have not yet attained the 5-year work requirement.

The ASHS Associate Professional Horticulturist (APH) designation is granted based on evidence of distinction in scholarly achievement, professional references, adherence to the ASHS Code of Ethics, and professional commitment to continuing education. Individuals credentialed by the ASHS Certified Professional Horticulturist Board (ASHS-CPHB) with the APH designation qualify for recognition as professionals of excellence in their field and are eligible for listing in the ASHS Directory of Professional Horticulturists.

For more information, contact ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA. Phone 703-836-4606 x 100, fax 703-836-2024; email ashs@ashs.org; website www.ashs.org.

B. APH Minimum Requirements for Eligibility

1. **ASHS Membership.** Membership in ASHS is not a requirement for eligibility.

2. **Code of Ethics.** Applicants requesting consideration for APH designation must subscribe to the ASHS Code of Ethics and they are subject to the same standards of integrity and professionalism as is stated for CPHs.

3. **Education.** Applicants must possess a Bachelor of Science (BS) degree from an accredited institution with a major in horticulture. A degree in a closely allied field of science will be considered, provided the minimum core course requirements are met.

4. **Experience.** None required.

5. **References.** Applicants need to provide the names and addresses of at least three qualified professionals with specific knowledge of the applicant’s academic training and experience in horticulture (if any).
C. APH Application Fee
An application fee of $150 will be due at the time of application submission. Payment may be made online or by check or money order.

D. APH Application Form
A completed application has three parts: 1) online application form; 2) supporting documents to upload online; and 3) official transcripts from accredited academic institutions.

Members should login as a member of ASHS before completing the online application. For non-members, the online application form may be accessed at the following location: https://ashs.org/page/CertifiedProfessionalHorticulturistOnlineApplication

The online application requires the applicant to fill in the following information fields so it would be helpful to have gathered this information before beginning the process. The fields are listed below in alphabetical order and may not match the online sequence.

Application Form Online
1. *Certificate name.* Provide name of applicant as it should appear on the Certificate of Professional Designation as well as the terminal academic degree (e.g., BS, MS, PhD).

2. *Courses, commodity.* Include a list of 24 completed semester credits or their equivalent in commodity-related courses, verifiable by official transcripts. Commodity-related courses are horticulture courses that emphasize plant-related subjects (e.g., crop production, horticulture, nursery management, plant pathology, plant physiology, etc.).

3. *Courses, non-commodity.* Provide a list of 24 semester hours or their equivalent for non-commodity related courses, verifiable by official transcripts. Non-commodity courses include all supporting courses, not specifically plant-related (e.g., biology, business, communications, chemistry, genetics, mathematics, statistics, etc.).

4. *Courses, substitutions.* List any additional continuing education, coursework, training, or work experience that may substitute for any gaps or deficiencies in the number of required commodity or non-commodity credit hours.

5. *Professional activities.* List all professional activities, memberships, offices held in professional and honorary societies, or volunteer work relating to horticulture. Include any discoveries, patents, publications, extension work, or other accomplishments relating to the applicant’s horticultural career.
6. **Professional experience.** List positions in sequential order, ending with current position. For current position, provide professional title, employer, and immediate supervisor. List only professional positions in horticulture; work experience not specifically related to the field of horticulture should not be included.


8. **Professional references.** Provide a list of at least three qualified professionals with specific knowledge of the applicant’s academic record and horticultural work experience, where appropriate. Provide names, mailing addresses, and email addresses. If the applicant has held one or more professional positions, references from the current and immediate prior positions are requested.

**Documents to Upload Online**

1. **Code of Ethics.** Upload a signed copy of ASHS Code of Ethics.

2. **Cover letter.** Upload a cover letter, which serves to introduce the applicant to the ASHS-CPHB. The cover letter needs to include a summary sheet, which highlights the applicant’s work experience and education, along with any additional comments.

3. **Resume.** Upload a resume of professional biographical information, including educational background, a list of all professional positions held, a list of significant
professional activities, and a list of memberships in professional and honorary organizations.

Documents to Mail
1. Provide official transcripts of all academic credits including verification of degree(s). Official transcripts contain the seal of the university and the signature of the university registrar. Official transcripts will be accepted on blue tamper-proof security paper mailed to ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA, or preferably as a secure pdf file sent directly by the university registrar to ASHS via email to ashs@ashs.org.

2. Official transcripts will be accepted from domestic academic institutions (within the United States) that have been accredited by a regional or national accrediting organization recognized by the Council for Higher Education Accreditation (CHEA).

3. Official transcripts will be also accepted from foreign academic institutions (outside the United States) after evaluation by a third-party transcript evaluation service. Transcript evaluation services need to provide English translations of courses, credits, and grading system as they appear on the foreign transcript, as well as to verify the foreign institution’s accreditation. It is the responsibility of the applicant to request this service and pay any fees associated with the third-party evaluation service. The following are approved third-party transcript evaluation services for non-U.S. degrees.
   - AACRAO International Education Services (IES): http://ies.aacrao.org
   - Educational Credential Evaluators: https://www.ece.org
   - International Educational Research Foundation: http://ierf.org
   - World Education Services, Inc. http://www.wes.org

E. APH Designation Process
1. Applicant completes and submits the online application form, attaches supporting document files, has official transcripts mailed or emailed to ASHS, and pays the non-refundable application fee of $25.

2. ASHS compiles all documents and refers the applicant’s application to the ASHS-CPHB for review.

3. The ASHS-CPHB members independently review the packet and approve or deny certification of the applicant by majority vote. The APH certification process takes approximately 4-8 weeks.
4. If approved by the ASHS-CPHB, ASHS collects a professional designation fee from the applicant. The professional APH designation fees for the remainder of the first year is $30. Subsequent year APH designation fees are $60 for ASHS members and $75 for non-members. Designation renewal fees are subsequently invoiced annually.

F. APH Designation Approval, Certificate, and Directory

1. Approval. Certification is granted by the ASHS-CPHB, a governing body within ASHS, following review of an applicant’s application.

2. Certificate. A certificate of credentials is provided to individuals who have met the requirements for APH designation.

3. Directory. All individuals granted APH status are eligible for inclusion in the ASHS Directory of Professional Horticulturists.

G. APH Designation Renewal

1. Registration. APH registration is valid for the current calendar year, renewable annually, and cannot exceed the number of specified years under the time-limit requirements (see below).

2. Renewal. APH designations are valid for up to 1 year, depending on approval date, after which it may be renewed by payment of the renewal fee.

3. Renewal fee. The renewal fee is due every year on 31 Dec (based on an established 1-year cycle). The renewal fee is considered delinquent if not paid within 30 days after the due date. After 31 Jan, professional designation may be reinstated with payment of the renewal fee plus a late fee penalty. The registrant’s name will be dropped from the Directory of Professional Horticulturists if the renewal fee is not paid after 6 months (1 Jul). After 12 months, reapplication for designation is required.

H. APH Continuing Education Units

1. Continuing Education. Continuing education and training are required of all APHs to keep abreast of new developments in their field. APHs must submit evidence of continuing education units (CEUs) to maintain their professional designation status. Activities eligible for CEUs include: 1) professional meetings (e.g., clinics, college courses, conferences, field days, short courses, scientific presentations, seminars, webinars, and workshops, etc.) with no limitation on CEUs allowed; 2) self-directed
study (e.g., articles, books, classes, videos, webinars, etc.) with 10 CEUs maximum allowed; 3) community service to horticulture profession (e.g., serving as/on certification boards, chairs of professional interest groups, committees, consultants, depositions, editorial boards, editors, exam committees, experts, governing boards, reviewers, standards/ethics panel, etc.) with 5 CEUs maximum allowed; and 4) author of educational materials (e.g., articles, books, classes, educational materials, presentations, reports, scientific papers, webinars, etc.) with 5 CEUs maximum allowed.

2. **CEU Requirements.** The CEU requirements for all APH designated professionals will be satisfied with the submission of a minimum of 20 units over the 1-year designation period.

3. **CEU Reporting.** Instructions and a CEU Reporting Form can be found at [http://cdn.ymaws.com/ashs.org/resource/resmgr/certifications/2019cphceuformnewlogo.pdf](http://cdn.ymaws.com/ashs.org/resource/resmgr/certifications/2019cphceuformnewlogo.pdf). ASHS members can login to the ASHS website and enter their CEUs electronically. Non-members will not have this option; they must submit a report by mail to ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA, or as a secure pdf file sent directly via email to ashs@ashs.org.

### I. APH Transition to CPH

1. **Time Limitation.** The length of time a person may hold the APH before applying for CPH status depends on the degree(s) held. An individual holding a bachelor’s degree in horticulture or related field is limited to 10 years as an APH and is eligible to apply for full CPH certification after 5 years of professional practice. An individual holding an MS or a PhD degree in horticulture or related field may reduce the eligibility date and time limitation by 2 years for a terminal degree of MS or 4 years for a terminal degree of PhD.

2. **Application.** Transition from the APH designation to full CPH status is not automatic; an application must be made after an APH has acquired the essential number of years of professional experience, as required for promotion to full CPH status. To apply for CPH status, the APH must follow the same steps as outlined for application for CPH.

3. **Termination.** The APH designation is terminated at the end of the time limit requirement stated above or when full CPH status is granted, whichever comes first.
J. APH Designation Denial, Revocation, or Suspension

1. Rights and Responsibilities. The right to deny, revoke, or suspend APH designation is vested in the ASHS-CPHB. Because the designation program is entirely voluntary, ASHS assumes no responsibility for loss of disadvantage, real or imagined, that may be alleged to have resulted from denial of designation or revocation or suspension of an existing certification.

2. Reasons for Denial, Revocation or Suspension. APH designation may be denied, revoked, or suspended for any of the following reasons: a) ASHS-CPHB determines that the applicant does not meet the minimum requirements as stated for designation; b) substantiated evidence of violation of rules, regulations, or failure to adhere to the ASHS Code of Ethics; c) misrepresentation of facts on an application, willful submission of incorrect information, or failure to include the required or requested information in any communication with the ASHS Office of the Registry; d) substantial evidence of incompetence in the applicant’s area of designation; e) delinquent payment of renewal fee; or f) non-compliance of the CEU requirement. Any action to revoke or suspend certification shall be preceded by a copy of the complaint to the individual.

3. Appeal Process. Any applicant denied certification or any previously credentialed APH who is the subject of a revocation or suspension of certification has the right to appeal the denial or the disciplinary action to the ASHS-CPHB.
IV. ASHS Practicing Professional Horticulturist (PPH)

A. Introduction

The American Society for Horticultural Science (ASHS) recognizes the value of conferring professional designation for competent professionals working in the field of horticulture who have not completed a post-secondary education. These individuals have developed specialized skills, attained practical on-the-job training, and achieved the required work experience to qualify them for attaining professional designation.

The ASHS Practicing Professional Horticulturist (PPH) designation is granted based on evidence of distinction in work experience, professional references, adherence to the ASHS Code of Ethics, and professional commitment to continuing education. Individuals credentialed by the ASHS Certified Professional Horticulturist Board (ASHS-CPHB) with the PPH designation qualify for recognition as professionals of excellence in their field and are eligible for listing in the ASHS Directory of Professional Horticulturists.

For more information, contact ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA. Phone 703-836-4606 x 100, fax 703-836-2024; email ash@ashs.org; website www.ashs.org.

B. PPH Minimum Requirements for Eligibility

1. *ASHS Membership.* Membership in ASHS is not a requirement for eligibility.

2. *Code of Ethics.* Applicant(s) applying for consideration for PPH designation must subscribe to the ASHS Code of Ethics and they are subject to the same standards of integrity and professionalism as is stated for CPHs.

3. *Education.* Applicants must possess a high school diploma (or GED).

4. *Experience.* Applicants must have a minimum of 5 years of professional work experience in the field of horticulture. Part-time or full-time experience in the field of horticulture may be eligible for inclusion, provided the total work history is equivalent to 5 years.
5. **References.** Applicants need to provide the names and addresses of at least three qualified professionals with specific knowledge of the applicant’s work history and experience. References should be directly familiar with the applicant’s work experience being used to meet certification requirements.

**C. PPH Application Fee**

An application fee of $150 will be due at the time of application submission. Payment may be made online or by check or money order.

**D. PPH Application Form**

A completed application has three parts: 1) online application form; 2) supporting documents to upload online; and 3) official transcript documents to mail to ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA.

Members should login as a member of ASHS before completing the online application. If needed, the online application form may be accessed at the following location: https://ashs.org/page/CertifiedProfessionalHorticulturistOnlineApplication.

The online application requires the applicant to fill in the following information fields so it would be helpful to have gathered this information before beginning the process. The fields are listed below in alphabetical order and may not match the online sequence.

**Application Form Online**

1. **Certificate name.** Provide name of applicant as it should appear on the Certificate of Professional Designation.

2. **Professional activities.** List all professional activities, memberships, offices held in professional and honorary societies, or volunteer work relating to horticulture. Include any discoveries, patents, publications, extension work, or other accomplishments relating to the applicant’s horticultural career.

3. **Professional experience.** List positions in sequential order, ending with current position. For current position, provide professional title, employer, and immediate supervisor.

4. **Professional expertise.** Select four areas of professional expertise that best describe areas of proficiency based on education, work experience, and knowledge.

5. References. Provide a list of at least three qualified professionals with specific knowledge of the applicant’s work and experience. Provide names, mailing addresses, and email addresses.

Documents to Upload Online

2. Cover letter. Upload a cover letter, which serves to introduce the applicant to the ASHS-CPHB. The cover letter needs to highlight the applicant’s work experience, along with any additional comments.

3. Resume. Upload a resume of professional biographical information, including educational background, a list of all professional positions held, a list of significant professional activities, and a list of memberships in professional and honorary organizations.

Documents to Mail
1. Transcripts, U.S. Provide official transcripts of all academic credits including graduation date. Official transcripts contain the seal of the school or university
and the signature of a school official or equivalent governing body (e.g., university registrar). Official transcripts will be accepted on blue tamper-proof security paper mailed to ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA, or preferably as a secure pdf file sent directly by a school official or university registrar to ASHS via email to ashs@ashs.org.

E. PPH Designation Process

1. Applicant completes and submits the online application form, attaches supporting document files, mails copy of diploma to ASHS, and pays the non-refundable application fee of $150.

2. ASHS compiles all documents and refers the applicant’s application to the ASHS-CPHB for review. The ASHS-CPHB members independently review the packet and approve or deny certification of the applicant by majority vote. The PPH certification process takes approximately 4-8 weeks.

3. If approved by the ASHS-CPHB, ASHS collects a professional designation fee from the applicant. Professional PPH designation fees are $175 per year for ASHS members and $295 for non-members. Professional PPH designation renewal fees are subsequently invoiced every 2 years.

F. PPH Designation Approval, Certificate, and Directory

1. Approval. Professional designation is granted by the ASHS-CPHB, a governing body within ASHS, following review of an applicant’s application.

2. Certificate. A certificate of credentials is provided to individuals who have met the requirements for PPH designation.

3. Directory. All individuals granted PPH designation are eligible for inclusion in the ASHS Directory of Professional Horticulturists.

G. PPH Designation Renewal

1. Renewal. PPH designation is valid for 2 years, after which it may be renewed by payment of the renewal fee and fulfillment of the continuing education unit (CEU) requirements.
2. **Renewal fee.** The renewal fee is due every 2 years on 30 Jun (based on an established 2-year cycle). The renewal fee is considered delinquent if not paid within 30 days after the due date. After 30 Jul, professional designation may be reinstated with payment of the renewal fee plus a late fee penalty.

3. **Directory.** The registrant’s name will be dropped from the active ASHS Directory of Professional Horticulturists if the renewal fee is not paid after 6 months (30 Dec). After 12 months, reapplication for certification is required.

**H. PPH Designation Continuing Education**

1. **Continuing Education.** Continual training and education are required of all PPHs to keep abreast of rapidly changing conditions, techniques, and requirements in their field. PPHs must submit evidence of continuing education to maintain their certification status. Activities eligible for continuing education units include: 1) professional meetings—short courses, workshops, clinics conferences, symposia, seminars, field days, college courses, scientific presentations, distance educations (no limitation on CEUs); 2) self-directed study—trade articles, scientific journals, books, videos (20 CEUs maximum); 3) community service—election to professional boards, service to profession, e.g., professional society committees, exam committees, standards/ethics panel and certification boards, editorial boards, etc. (10 CEUs maximum); and 4) author/educational materials—scientific papers, books, popular articles, consultant reports, educational materials, etc. (10 CEUs maximum).

2. **CEU Requirements.** The CEU requirements for all PPH designated professionals will be satisfied with the submission of a minimum of 40 units over the 2-year certification period.

3. **CEU Reporting.** Instructions and a CEU Reporting Form can be found at [http://cdn.ymaws.com/ashs.org/resource/resmgr/certifications/2019cphceuformnewlogo.pdf](http://cdn.ymaws.com/ashs.org/resource/resmgr/certifications/2019cphceuformnewlogo.pdf). ASHS members can login to the ASHS website and enter their CEUs electronically. Non-members will not have this option; they must submit a report by mail to ASHS, Office of the CPH Registry, 1018 Duke Street, Alexandria, VA 22314 USA, or as a secure pdf file sent directly via email to ash@ashs.org.

**I. PPH Transition to APH or CPH**

1. **Time Limit.** There is no time limit on how long a PPH designation may be held.
2. **Transition.** Transition from the PPH designation to APH or CPH status is not automatic; an application for APH or CPH must be made after a PPH has acquired a 4-year degree in horticulture or closely allied field and attained the required professional work experience after the 4-year degree is awarded.

3. **Application.** To apply for APH or CPH status, the PPH must follow the same steps as outlined for each of the appropriate designations. There is 50% reduction in the application fee for transition to the next level (i.e., 50% savings on $150 application fee to transition from PPH to CPH).

4. **Cancellation.** The PPH designation may be cancelled if either APH or CPH status is granted, whichever comes first.

**J. PPH Designation Denial, Revocation, or Suspension**

1. **Rights and Responsibilities.** The right to deny, revoke, or suspend PPH designation is vested in the ASHS-CPHB. Because the designation program is entirely voluntary, ASHS assumes no responsibility for loss of disadvantage, real or imagined, that may be alleged to have resulted from denial of designation, or revocation or suspension of an existing designation.

2. **Reasons for Denial, Revocation or Suspension.** PPH designation may be denied, revoked, or suspended for any of the following reasons: a) ASHS-CPHB determines that the applicant does not meet the minimum requirements as stated for designation; b) substantiated evidence of violation of rules, regulations, or failure to adhere to the ASHS Code of Ethics; c) misrepresentation of facts on an application, willful submission of incorrect information, or failure to include the required or requested information in any communication with the ASHS Office of the Registry; d) substantial evidence of incompetence in the applicant’s area of designation; e) delinquent payment of renewal fee; or f) non-compliance of the CEU requirement. Any action to revoke or suspend certification shall be preceded by a copy of the complaint to the individual.

3. **Appeal Process.** Any applicant denied designation or any previously credentialed PPH who is the subject of a revocation or suspension of certification has the right to appeal the denial or the disciplinary action to the ASHS-CPHB.
Testimonials

Greg Church, CPH since 2011

The Certified Professional Horticulturist program assists my consulting and plant health care business by providing recognition for my educational accomplishments, experience in horticulture, and high ethical standards. This ASHS credential helps my clientele identify me as an expert that is able to assist them in providing science-based information, advice, and solutions to problems.

David Zlesak – CPH since 2005

The Certified Professional Horticulturist program of ASHS provides an excellent means to set apart and recognize exemplary horticultural professionals who have had formal horticultural education and have made contributions in their areas of horticultural research and service. I am greatly honored to be a CPH, and I encourage other ASHS members to apply and show their support for this valuable program.

Angela Cesar – CPH since 2021, APH 2015 – 2021

My CPH accreditation has been immensely valuable as demonstration of my professional credibility and my dedication to the highest standards in the landscape industry.