



Ohio Certified Nursery Technician Rules and Regulations

Updated: March 2017

The Ohio Nursery & Landscape Association (ONLA) is proud to offer the Ohio Certified Nursery Technician (OCNT) program for Green Industry Professionals. Certification is the key ingredient for increasing your knowledge, credibility, and professionalism. The OCNT program, more than 25 years old, includes three areas of specialization: Garden Center, Grower and Landscape. Once a person successfully obtains all three specializations, they are granted Master Technician status.

1. Ohio Nursery & Landscape Association's Certification Committee

- A. There shall be a committee, appointed by the Ohio Nursery & Landscape Association's (ONLA) President-Elect if such member(s) is/are to serve during the President-Elect's term of Presidency.
- B. A person serving on the Committee must be a member or employee of a member in good standing with the Ohio Nursery & Landscape Association.

2. Duties and Powers of the Committee

- A. There shall be an annual meeting of the Committee, and such special meetings as shall be called by the chairman or quorum (5 members).

3. Certification Application Requirements

- A. Anyone may obtain the certification training manuals. However, for an individual to take the examination and be granted Ohio Certified Nursery Technician status (upon obtaining a passing grade) he or she must meet the following pre-requisites: worked 1000 hours in the green industry **OR** worked 500 hours in the green industry and be currently enrolled in or have successfully completed a recognized Horticultural Program (i.e. college or high school **OR** worked 1500 hours as a volunteer in the green industry at an arboretum, botanical garden, or as a master gardener.
- B. Those taking the test must have their present employer, past employer or college instructor verify their employment, and that said, the employee must meet the requirement of 3A.
- C. Test applications must be returned to the ONLA before the deadline, as set each year. Exam cancellations will receive no cash refunds after seven days prior to the exam.
- D. Application for retest must be done within twelve months after taking the test.

- E. If an applicant has paid the test fee for a test and fails to take the exam, the applicant will receive a "no show" status and have to take the test at the next given date, no matter in what geographical location or dates. If the applicant does not take the next available test, a forfeit occurs, and therefore, the applicant must reapply for examination as if he/she never applied previously and pay the original testing fee. The applicant will be notified by letter, at last known address, of the date, time and location of the next available test.

4. Certification Examination

- A. The test for certification shall be held at various times of the year and at various geographical locations around the state, as determined by the Certification Committee.
- B. Each applicant will be required to sign a certification agreement stating that they will abide by the rules and regulations governing an OCNT-Garden Center, Grower or Landscape, as established by the Certification Committee.
- C. The cost of the manuals, test fees, retest fees and any other ancillary items will be described in a fee schedule to be made public to potential applicants and their employers.
- D. A passing grade must be attained to become an OCNT-Garden Center, Grower, or Landscape.
- E. The examination will be graded and the applicant will be informed by letter of the results.
- F. Test papers and specific grades will be retained for one year at the ONLA office in Westerville, Ohio and will remain the property of the ONLA. Applicants and/or the person paying the testing fee may review the applicant's score sheet in the ONLA office by appointment only.

5. Certification Provisions

- A. Certification is for a period of three years. Certification may be renewed every three years by accumulating five credits of training during the three year period and paying a renewal fee. Credits are given for attendance to seminars, educational programs and other functions from a Certification Committee approved list. ATTENDANCE MUST BE PROVEN.
- B. If the renewal application and fee are not received within thirty days from statement, the certified holder's certification will be revoked. Statements will be mailed to the last known address of the certificate holder thirty days prior to the certification expiration date.
- C. There shall be two special, numbered certificates given to each person passing the test. Additional appropriate promotional materials will be provided as determined by the ONLA to each OCNT and their employer.

6. Certification Manuals

- A. The Garden Center Manual, Grower Manual, Core Manual and the Landscape Manual will be sold at a cost determined by the Certification Committee. There will be no refunds.
- B. The purchase of a manual is not necessary to qualify for the examination.

7. Certification Status

- A. Status as an OCNT-Garden Center, Grower, and/or Landscape can be used only while a person has met

all the requirements of certification and has been so designated by the Certification Committee, and that the certification period has not expired.

- B. Certification is for individuals only. The OCNT designation may not be used to imply that a business or firm is certified.
- C. The Certification Committee has no intention of determining who shall engage in the nursery industry. Even though a person is not certified, does not indicate that he or she is unqualified to engage in the nursery industry, only that such person has not fulfilled the criteria and/or requirements for OCNT status or applied for the recognition.
- D. Once a person has passed all tests on the three designations, they will be classified as a *Master*. At that time they will have one set date for renewing their Masters, with a fee of \$50.

8. General

- A. The OCNT-Garden Center, Grower, and Landscape Programs are funded, in part, by the sale of manuals, the testing, and retesting fees, and through the ONLA's general operating fund. The fiscal year runs January through December (calendar year).
- B. The OCNT Training Manuals may not be reprinted in whole or in part, without the expressed written consent of the Certification Committee.
- C. The Certification Committee, with the approval of the ONLA's Board of Directors, will have the authority to act upon any situation not covered by the above rules and regulations.

Additional Information...

If you have a change of name, address, phone number or employer please contact the ONLA office immediately so we can update your certification records.

Remember, you are responsible for maintaining your certification. You need to make sure your credits, address changes, etc., are forwarded to the ONLA office.

For more information about the program or general questions, please call the ONLA at (800) 825-5062 or visit onla.org. ONLA.org offers forms, testing information, and background information about the program.



The Ohio Nursery & Landscape Association
72 Dorchester Square • Westerville, OH 43081-3350
Phone (614) 899-1195 or (800) 825-5062 • Fax (614) 899-9489



Ohio Certified Nursery Technician Credit Specifications

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What counts as an OCNT training credit?

- ◆ ONLA sponsored education: *one credit*
- ◆ MGIX Education: *one credit per day*
- ◆ Professional horticulture seminar or training session conducted by personnel of OSU Extension (i.e.: Color Landscape Design Short Course, Turf & Landscape Day, Pruning Schools): *one credit*
- ◆ Educational seminar sponsored by one of Ohio's local or regional nursery and landscape associations (attending a group's business meeting or social function does NOT count): *one credit*
- ◆ Educational sponsored by a national horticultural organization such as NALP, ISA, AmericanHort (attending a group's business meeting or social function does not count): *one credit per day*
- ◆ Ohio Department of Agriculture Pesticide Applicator School: *one credit*
- ◆ Professional horticulture seminar or training session conducted by personnel of the U.S. Department of Agriculture: *one credit*
- ◆ Proctoring the Ohio Certified Nursery Technician Exam or judging the Landscape Industry Certified Technician Exam (NALP) held in Ohio: *one credit per year*
- ◆ Horticultural service to the community: *one credit per ten hours of service* (may only receive one credit per renewal period through volunteer service)
- ◆ College level horticultural course: *one credit per semester*
- ◆ ONLA's Advocacy Day at the Statehouse: *one credit*
- ◆ Webinar's pertaining to the Green Industry or Business (minimum of 60 minutes): *one credit*

What *does not* count as an OCNT training credit?

- ◆ Attending a horticultural trade show or business function without also attending an educational program that might be conducted concurrently
- ◆ Taking, teaching or proctoring any test, exam, or class (excluding proctoring the OCNT exam or judging the Landscape Industry Certified exams)
- ◆ Consumer oriented programs (i.e.: those geared toward master gardeners or garden center customers)



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