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# MNLA/UM CERTIFIED PROFESSIONAL PROGRAM

## Minnesota Nursery and Landscape Association

### University of Minnesota

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Professional education and training are cornerstones of competency in the nursery and landscape industry. Education and training, when combined with practical experience help develop industry professionals who are productive and profitable for employers. This education and training also facilitates providing better service to customers. The Minnesota Nursery and Landscape Association (MNLA) and the University of Minnesota (UM) Certified Professional (MNLA/UM CP) Program is designed to improve, and objectively examine the skills and knowledge of nursery and greenhouse growers, landscapers, and garden center personnel.

The MNLA/UM CP Program is sponsored and administered by the Minnesota Nursery and Landscape Association and the University of Minnesota. MNLA/UM CP Certification is not mandatory for obtaining a nursery inspection certificate or any licenses, nor is it in any way meant to equate to any degree offered within the state educational system. It is, however, an educational program that will improve the technical competency of personnel in the nursery and landscape industry. The objectives of the MNLA/UM Certification Program are:

1. To update, improve and promote standards of professionalism and excellence within the industry.
2. To encourage self improvement among industry professionals.
3. To provide recognition to those who have demonstrated required competencies.

The MNLA/UM CP Program creates an incentive for individuals to continue their professional development. It also provides the general public and government agencies with a means to identify professionals who have demonstrated, through this program and examination, that they have a thorough knowledge of the industry segment for which they are certified. MNLA/UM CP Certification also confers recognition of a significant professional

achievement, as it identifies qualified nursery and landscape professionals for their educational experience, service and motivation for professional improvement. Certification is important because it provides recognition of one's professional knowledge by their peers, their employees and the general public. It builds self-esteem for those individuals who pass this rigorous examination. Just as one trusts any professional with certification in a given specialization more than one without those credentials, so will employers, the public and government agencies come to trust MNLA/UM Certified Professionals over those who are not certified. Certification makes employees more valuable, and it makes job applicants more desirable to potential employers in the public and private horticultural sectors. Employers who recognize MNLA/UM CP employees in marketing and educational programs present a more professional image to customers and to the public. It increases customer's recognition and respect for the company and it provides the employer with a tool for employee motivation, evaluation and advancement.

#### **Program History**

Technological improvements, consumer awareness and the industry's concern for plant, service and environmental quality have made it necessary for garden center, grower and landscape professionals to become knowledgeable and proficient in many areas. Problem solving, through the use of technical skills is needed in a broad range of issues including soil fertility, insects, diseases, use of agricultural chemicals, nursery production, greenhouse production, plant culture, plant maintenance, landscape design, landscape contracting, air quality, water quality, soil quality, quality standards for plants, and garden center operation and management. In addition, nursery and landscape professionals must understand business concepts, government regulations, customer relations and personnel management. The MNLA/UM CP Manual provides instruction and references in all of these subjects and many more. Professionals with expertise in these areas are often required to have documented evidence of their qualifications; the MNLA/UM CP Program

provides this confirmation and documentation.

Nursery and landscape professionals typically specialize in one or more areas of the industry. Therefore, the MNLA/UM CP examination program includes three Specializations as follows:

1. **Garden Center**: Retail and Re-wholesale.
2. **Grower**: Nursery Grower and Greenhouse Grower.
3. **Landscape**: Landscape Architecture, Landscape Design, Landscape Installation, Landscape Contracting, Landscape Maintenance and Management, and Professional Gardening.

To achieve MNLA/UM CP status, a candidate must successfully pass a **Basic Horticultural Knowledge Examination** and an examination in the desired **Specialization of Garden Center, Grower or Landscape**. Both examinations consist of questions in a True or False, Multiple-Choice and Matching format. Knowledge of the subject matter is required to pass the examination. The **Basic Knowledge Examination** will include multiple-choice questions for **Plant Identification** from colored prints, digital photos, and live samples in a dormant or growing condition. A landscape plan shall be part of the **Garden Center and the Landscape Examinations**. Questions for the examinations are based on:

1. Information in the **MNLA/UM CP Manual and the American Standard for Nursery Stock which is found at the website <http://agri.nv.gov/Brochures/ANLAStandard2004.pdf>**. Questions in the Basic Knowledge Examination will be derived mainly from those chapters designated as Basic Knowledge. However, a limited number of questions in the Basic Knowledge Examination can also be derived from any of the three Specialization chapters. Each Certification candidate must, at a minimum, read the entire manual and then concentrate in-depth studies on the Basic Knowledge Chapters and the Chapters for the desired Specialization.
2. Information from the MNLA Plant Identification Resource CD-ROM.
3. Information and knowledge gained by the applicant's collegiate or industry experience.

The MNLA/UM Certification Examination Format, Valuation, Instructions and Samples of actual examination questions with answers are provided in Tables 1a, 1b, 1c and 1d. All examinations will be color coded as follows:

**Basic Knowledge: White**  
**Garden Center: Yellow**  
**Grower: Green**  
**Landscape: Blue**

Each section of the examination will be printed on the assigned colored paper and each examinee's name tag shall be color coded with colored dots that correspond to the examination(s) requested. Each examinee is responsible for ensuring that the correct and desired examination is requested, received and completed.

#### **Certification Requirements**

To become certified, applicants must pass the MNLA/UM Certification Examination with a score of 80 percent or higher. **In addition**, a minimum of 2000 hours in nursery, landscape, or nursery and landscape related employment is required, **OR** the successful completion of a minimum of two years in an educational program that includes a structured internship is required.

Applicants, who do not successfully pass one or both of the Basic Knowledge Examination and the Specialization Examination, can re-take the failed section of the Examination at a reduced fee within one year. Certification will not be granted until both sections of the Examination have been completed with a passing score and proper documentation has been provided verifying the 2000 hours of experience or the proper education requirement. Students can take the Certification Examination during their educational career and become certified upon passing the Examination and meeting the experience requirement or the proper education requirement. All MNLA/UM Certified Professionals are encouraged to become Business or Affiliate Members of MNLA, or become employed by an MNLA member firm if they are not currently an MNLA member.

**All MNLA/UM Certified Professionals must provide current contact information to MNLA. MNLA will provide Recertification services to MNLA/UM Certified Professionals who provide current addresses to the MNLA office.**

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Table 1a. MNLA/UM Certification Examination Format, Valuation, Instructions and Sample Questions for the Basic Knowledge Plant Identification and General Horticulture Examination.

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**Basic Knowledge (White) – Plant Identification: 50 Plants, 50 Points, 25% of Examination**

Each question is valued at one (1) point. Mark answers directly on this Plant ID Multiple Choice Plant List as answers are selected from the digital photo presentation, the live plant specimens and the colored photo prints. Then transfer all answers to the alpha-numerical answer sheet.

**Digital Photo Presentation – 15 Plants**

1. Digital Photo of Whitespire Birch

- A. Ginkgo biloba
- B. Whitespire Birch
- C. Kentucky Coffeetree
- D. Skyline® Honeylocust
- E. Frontyard® Linden

:

15. Digital Photo of Techny Arborvitae

- A. Abies Concolor
- B. Blue Star Juniper
- C. Picea pungens ‘Fat Albert’
- D. Taxus cuspidate ‘Capitata’
- E. Techny Arborvitae

**Live Specimens – 20 Plants**

16. Sample of Parthenocissus quinquefolia

- A. Parthenocissus quinquefolia
- B. Celastrus scandens
- C. Humulus lupulus ‘Bianca’
- D. Trumpet vine
- E. Japanese Hydrangea Vine

:

35. Sample of Viburnum lantana ‘Mohican’

- A. Dwarf Blue Leaf Arctic Willow
- B. Cotoneaster lucidus
- C. Viburnum lantana ‘Mohican’
- D. Cornus sericia ‘Cardinal’
- E. Amelanchier alnifolia ‘Regent’

**Colored Photo Prints – 15 Plants**

36. Color Print of Celtis occidentalis

- A. Celtis occidentalis
- B. Northfire® Maple
- C. European Mountain Ash
- D. Autumn Brilliance Apple Serviceberry
- E. Sunburst® Honeylocust

:

50. Color Print of Picea glauca densata

- A. Scotch Pine
- B. Juniperus virginiana
- C. Thuja occidentalis ‘Pyramidalis’
- D. Picea glauca densata
- E. White Fir

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Table 1a (Continued). MNLA/UM Certification Examination Format, Valuation, Instructions and Sample Questions for the Basic Knowledge Plant Identification and General Horticulture Examination.

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**Basic Knowledge (White) – General Horticulture: 150 Questions, 150 Points, 75% of Examination**

**True and False Questions: 50 Questions, 50 Points**

Each question is valued at one (1) point. There is one correct answer for each question in this True and False Section. Mark answers directly on the alpha-numerical answer sheet.

1.  T F Salinity damage to a plant usually appears first as a tip-burn on the leaves.  
:  
25.  T F Loam soil usually holds more nutrients than sandy soil because it has a higher Cation Exchange Capacity.  
:  
50. T  F An overhead sprinkler system is the most water-efficient method of irrigation.

**Multiple Choice Questions: 85 Questions, 85 Points**

Each question is valued at one (1) point. Select the best possible answer and mark answers directly on the alpha-numerical answer sheet.

1. The following plant has a high salt tolerance:  
A. Barberry.  
B. Rose.  
C. White Pine.  
D. Red Oak.  
 E. Hackberry.  
:  
40. The causal organism of fire blight is a:  
A. Fungus.  
B. Virus.  
 C. Bacterium.  
D. Poor environment.  
E. MLO.  
:  
85. Visualize the cross-section of a stem. Select the item that represents accurate sequences of tissues within a stem, starting from the center and moving outward to the edge of the stem.  
A. Endodermis, cambium, xylem, phloem, bark.  
 B. Pith, xylem, cambium, phloem, epidermis.  
C. Palisade parenchyma, cortex, cambium, epidermis, bark.  
D. Phloem, cambium, xylem, epidermis, cuticle.  
E. Xylem, endodermis, phloem, cambium, bark.

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Table 1a (Continued). MNLA/UM Certification Examination Format, Valuation, Instructions and Sample Questions for the Basic Knowledge Plant Identification and General Horticulture Examination.

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**Matching Terms and Definitions: 15 Terms and Descriptions, 15 Points**

Each term is valued at one (1) point. Place the letter of the correct definition from the right column at the number of the matching term in the left column. Place the letter of the definition in the correct numbered box on the answer sheet.

- |                                |             |   |
|--------------------------------|-------------|---|
| 1. <input type="checkbox"/> T  | Lenticular  | A. Blue, red or purple pigment in plants.                 |
| :                              |             |   |
| 7. <input type="checkbox"/> A  | Anthocyanin | J. Water loss with insufficient replacement by the plant. |
| :                              |             |   |
| 15. <input type="checkbox"/> J | Wilting     | T. Lens-shaped, both sides convex.                        |
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Table 1b. MNLA/UM Certification Examination Format, Valuation, Instructions and Sample Questions for the Garden Center Specialization Examination.

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**Garden Center Specialization (Yellow): 200 Questions, 50% of Examination**

**True and False Questions: 60 Questions, 60 Points**

Each question is valued at one (1) point. There is one correct answer for each question in this True and False Section. Mark answers directly on the alpha-numerical answer sheet.

1. T  F A Pesticide Material Safety Data Sheet (MSDS) specifies the exact dosage and method of pesticide application as well as what plant material it will injure.  
:  
30.  T F Very early spring (March and April) is the best time to prune apple trees.  
:  
60. T  F Newly transplanted trees always benefit from daily watering.

**Garden Center Multiple Choice Questions: 100 Questions, 100 Points**

Each question is valued at one (1) point. Select the best possible answer and mark answers directly on the alpha-numerical answer sheet.

1. A customer has a four-year old plum tree that blooms well, but does not set fruit. You suggest that the most likely problem is:  
A. The plant may be over watered  
B. The plant needs fertilizer.  
C. The weather was too warm for fruit set.  
 D. The plant may need another plum for pollenization.  
E. Plums are difficult plants to grow for most gardeners.  
:  
50. The following is incorrect relative to describing how to plant a container-grown shade tree in a customer's yard.  
 A. Make the planting hole 36 to 42 inches wider than the container.  
B. If the planting site has a poor quality soil, add the appropriate amendment to create a transition zone.  
C. Check the container plant for being root bound and cut all circling roots.  
D. Incorporate a slow release fertilizer into the backfill.  
E. Plant at the root flare for proper planting depth.  
:  
100. Which evergreen is shade tolerant?  
A. Colorado Spruce.  
 B. Japanese Yew.  
C. Hughes Juniper.  
D. Ponderosa Pine.  
E. Larix

**Landscape Design Plan Multiple Choice Questions: 40 Questions, 40 Points**

Each question is valued at one (1) point. Select the best possible answer and mark answers directly on the alpha-numerical answer sheet.

1. The individual considered the father of Landscape Architecture is whom?

- A. Jens Monk Jenson.
- B. Fredrick Law Olmstead.
- C. Thomas Jefferson.
- D. Frank Lloyd Wright.
- E. C. Colton Burrell.

:

20. How many 20-foot sections of vinyl edging need to be installed from (H) to (M)?

- A. 4.0.
- B. 5.0.
- C. 6.0.
- D. 8.0.
- E. 7.0.

:

40. Which statement would be considered true of a sustainable design?

- A. They will require no maintenance.
  - B. They will require no inputs like fertilizer, water or pesticides.
  - C. All plants must be native.
  - D. All plants must be hardy woody plants or hardy perennials.
  - E. A sustainable landscape should be visually pleasing.
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Table 1c. MNLA/UM Certification Examination Format, Valuation, Instructions and Sample Questions for the Grower Specialization Examination.

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**Grower Specialization (Green): 200 Questions, 50% of Examination**

**True and False Questions: 75 Questions, 75 Points**

Each question is valued at one (1) point. There is one correct answer for each question in this True and False Section. Mark answers directly on the alpha-numerical answer sheet.

1.  T  F Soil texture describes the size of the soil particles, whereas soil structure describes how the particles are assembled and held together.

:

35.  T  F High levels of nitrogen applied to a mountain ash tree can increase its susceptibility to Fireblight.

:

75. T  F Bareroot nursery stock should be stored at 34-38°F and 60-70% relative humidity.

**Multiple Choice Questions: 125 Questions, 125 Points**

Each question is valued at one (1) point. Select the best possible answer and mark answers directly on the alpha-numerical answer sheet.

1. Which is not a form of vegetative propagation?

- A. Mound layering.
- B. Carnation cuttings.
- C. Oak seed.
- D. Strawberry runners.
- E. T-budding.

:

75. In greenhouse crop management, C.E.C. refers to:

- A. Cultural Environmental Control.
- B. Cold Extreme Conditions.
- C. Cation Exchange Capacity.
- D. Cultivar Elongation Control.
- E. Current Ethylene Concentration.

:

125. DIF, a valuable tool for greenhouse growers to control plant height, can be described as:

- A. Plant growth regulated by difference in light intensities.
  - B. Different fertilizer rates for different greenhouse crops.
  - C. Mathematical difference between day and night temperatures.
  - D. Different growth retardants labeled for greenhouse use.
  - E. Water analysis taken at different times of the day.
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Table 1d. MNLA/UM Certification Examination Format, Valuation, Instructions and Sample Questions for the Landscape Specialization Examination.

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**Landscape Specialization (Blue): 200 Questions, 50% of Examination**

**True and False Questions: 60 Questions, 60 Points**

Each question is valued at one (1) point. There is one correct answer for each question in this True and False Section. Mark answers directly on the alpha-numerical answer sheet.

1. T  F When transplanting a B&B White Pine (*Pinus strobus*), one-half of the top of the basket should be removed to ensure transplant success.
- :
30. T  F Princep is a safe herbicide for control of weeds and grasses in woody landscape plants.
- :
60. T  F When building retaining walls, the wall should be built tight enough to eliminate all ground moisture drainage.

**Landscape Multiple Choice Questions: 100 Questions, 100 Points**

Each question is valued at one (1) point. Select the best possible answer and mark answers directly on the alpha-numerical answer sheet.

1. An 80 pound bag of 10-5-5 fertilizer contains how many pounds of actual nitrogen?
- A. 4 pounds.  
B. 6 pounds.  
 C. 8 pounds.  
D. 10 pounds.  
E. 5 pounds
- :
50. Which of the following is a fungicide?
- A. Roundup.  
B. Malathion.  
 C. Chlorothalonil (Bravo).  
D. Demension.  
E. Kelthane.
- :
100. What is the recommended maximum slope per foot for a paver patio?
- A. ½ Inch.  
B. 1/8 Inch.  
 C. ¼ Inch.  
D. 3/8 Inch.  
E. ¾ Inch.

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Table 1d (Continued). MNLA/UM Certification Examination Format, Valuation, Instructions and Sample Questions for the Landscape Specialization Examination.

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**Landscape Design Plan Multiple Choice Questions: 40 Questions, 40 Points**

Each question is valued at one (1) point. Select the best possible answer and mark answers directly on the alpha-numerical answer sheet.

1. The tree at (G) should be selected for:

- A. Very dense shade.
- B. Filtered shade and canopy.
- C. Flower value.
- D. Fruit Value.
- E. Maximum height.

:

20. How many tons of rock should the homeowner buy to put a rock mulch, 4 inches deep, in areas (D) and (T), if each ton of rock will cover 80 square feet?

- A. 7.0.
- B. 4.9.
- C. 3.6.
- D. 6.2.
- E. 8.2.

:

40. How many square feet are included in the deck (E) including benches?

- A. 340.
- B. 275.
- C. 256.
- D. 312.
- E. 360.

### **Certification Procedure**

Study materials, including the MNLA/UM Certified Professional Certification Manual, are available for purchase from the MNLA Office at 651-633-4987 or toll free at 888-886-6652 or on line at [www.mnla.biz](http://www.mnla.biz). An application for the study material, the Training Sessions, and the Examinations, including all associated costs and fees can be found on the MNLA Website at [www.mnla.biz](http://www.mnla.biz). Study the following items to pass the examination.

1. The printed manual includes all the chapters that pertain to all the Basic Knowledge Requirements and the Specialization Requirements. Read the entire manual; then study the Basic Knowledge Requirements Chapters and study the chapters pertaining to a selected Specialization as assigned in Tables 3, 4, 5, and 6.
2. The MNLA Certification Plant Identification Resource which is available on the enclosed cd-rom for use in learning the identification of plant material. This reference shows various forms and characteristics for each of several species.
3. The Website for the American Nursery and Landscape Association and the American National Standards Institute, Inc. provides for the free down load of the publication, American Standards for Nursery Stock for use with the Manual, Chapter 9.  
<http://agri.nv.gov/Brochures/ANLStandard2004.pdf>
4. Three MNLA Outdoor Living publications are included and are titled:
  - a. Trees and Shrubs.
  - b. Perennials.
  - c. Ideas for Outdoor Living.
5. A list of historical and current References pertinent to the Nursery and Landscape Industry is included in Chapter 51.1 of the Manual (online).

Refer to [www.mnla.biz](http://www.mnla.biz) to order MNLA study materials, to register to take the Certification Examination, to apply for MNLA Certification by Reciprocity, and for MNLA Recertification information.

Contact the MNLA Office for dates and locations of Training Sessions and Examinations. MNLA Certification Training Sessions are designed to: assist the applicant in what to expect in the examination, provide information on how to take the certification examination, review some technical information, provide samples of plant material for learning plant identification, and to provide the opportunity to ask questions about the study materials or the test. The MNLA/UM Certification Manual must be read and studied prior to attending a training session to gain the maximum benefit from the training session. Attendance of a training session does not guarantee passing of the certification examination, however, this training can significantly enhance the potential of obtaining a passing score on the certification examination.

MNLA/UM Certification Examinations are normally offered two times per year. Locations for each examination will be announced each year as they may vary from year to year. The Basic Knowledge Examination and one Specialization Examination can be taken on one date. If an applicant wishes to be certified in an additional Specialization, that examination can be taken on the next examination date. The Basic Knowledge Examination and One Specialization Examination must be passed to qualify for taking a second or third Specialization Examination. A reduced fee will be charged for taking only a second or third Specialization Examination.

Vigorously study the manual prior to taking the examination. Complete the appropriate application and submit it with the appropriate registration fee to the MNLA Office at 1813 Lexington Avenue North, Roseville, MN 55113, or FAX it to 651-633-4986 or 888-266-4986.

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Table 3. MNLA/UM Certification Manual Chapters applicable to the **Basic Knowledge Requirements Examination.**

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Chapter 5. Laws, Regulations, Guides, Ethics and Professionalism.	Chapter 22. MNLA Certification Plant Identification Resource.
Chapter 6. Environmental Management.	Chapter 23. MNLA Plant Material and Landscape References.
Chapter 7. Occupational Health and Safety.	Chapter 24. Soils For Nursery and Landscape Management..
Chapter 8. Shipping and Handling.	Chapter 25. Fertilization For Nursery and Landscape Management.
Chapter 9. American Standard For Nursery Stock.	Chapter 26. Planting and Transplanting.
Chapter 10. Plant Nomenclature and Classification.	Chapter 27. Irrigation Management.
Chapter 11. Plant Structure.	Chapter 28. Pruning Trees, Shrubs, Evergreens and Perennials in the Nursery and Landscape.
Chapter 12. Plant Growth and Development.	Chapter 36. Pesticide Management.
Chapter 13. Plant Cold Hardiness and Winter Protection.	Chapter 37. Disease Management.
Chapter 14. Annual Flowers.	Chapter 38. Insect Management..
Chapter 15. Fruit Trees and Small Fruits.	Chapter 39. Weed Management.
Chapter 16. Ground Covers.	Chapter 49. Units of Measure and Conversions Factors.
Chapter 17. Herbaceous Perennials.	Chapter 50. Glossary.
Chapter 18. Indoor Flowering and Foliage Plants.	
Chapter 19. Landscape Grasses.	
Chapter 20. Roses.	
Chapter 21. Trees, Shrubs and Woody Vines.	

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Table 4. MNLA/UM Certification Manual Chapters applicable to the **Garden Center Specialization Examination.**

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Chapter 29. Landscape Management.	Chapter 34. Water Gardens.
Chapter 30. Professional Gardening.	Chapter 35. Raingardens.
Chapter 31. Turf Management.	Chapter 44. Landscape Design.
Chapter 32. Garden Center Plant Management.	Chapter 47. Garden Center Management.
Chapter 33. Vegetable Gardening.	Chapter 48. Marketing, Merchandising & Sales

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Table 5. MNLA/UM Certification Manual Chapters applicable to the **Grower Specialization Examination.**

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Chapter 40. Plant Propagation.
Chapter 41. Container Production.
Chapter 42. Field Production of Nursery Crops.
Chapter 43. Floricultural Production and Management.

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Table 6. MNLA/UM Certification Manual Chapters applicable to the **Landscape Specialization Examination.**

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Chapter 29. Landscape Management.
Chapter 30. Professional Gardening.
Chapter 31. Turf Management.
Chapter 34. Water Gardens.
Chapter 35. Raingardens.
Chapter 44. Landscape Design.
Chapter 45. Landscape Contracting.
Chapter 46. Hardscapes Construction.
Chapter 48. Marketing, Merchandising and Sales.

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**All applicants must register in advance to sit for the Certification Exam. No on-site registrations will be allowed.**

All applicants must report to the examination registration desk one-half hour prior to the scheduled examination time. At this time each applicant will be provided with written instructions for the Examination and a Press Release form. The Examinations instructions should be read and the Press Release form completed prior to entering the Examination room.

The MNLA Certification Committee establishes all Examination procedures and administers each Examination. In addition to a passing score on the MNLA/UM CP Examination, verification of each applicant's work or school experience must be received prior to awarding official Certification. A letter from a college advisor, or an employer, or the proper endorsement on the application form will satisfy this requirement.

#### **Recognition**

Each qualified applicant who successfully passes the MNLA/UM CP Examination and meets the work or education requirements will be recognized as a **MNLA/UM Certified Professional**. Each new MNLA/UM CP will receive an official recognition plaque, a lapel pin, and a free online subscription to the MNLA Scoop, the monthly MNLA magazine.

#### **Recertification**

Continuing education is an example of professional value enhancement. Life long learning should be an inspiration for every professional. Selecting educational opportunities that increase the value of MNLA/UM Certified Professionals in the marketplace is the fundamental foundation for the continuing education mandate.

Market forces are rapidly and continuously changing the role and value of the MNLA/UM CP. The continuing education requirements must consist of pertinent learning experiences which enhance and expand skills, knowledge, and abilities in order to remain current and to render competent professional services to the public.

Continuing education activities, which satisfy the professional development requirements include, but are not limited to, the events and services listed in Table 7. The points allotment of each activity or event is also provided in Table 7. This information is also provided on each MNLA/UM CP Re-

certification Record, which is included with this Manual. These requirements are under continuous review and will be revised as necessary. To retain a Certified status, each MNLA/UM CP must compile at least 18 points over a period of three (3) years. Retaking the examination is not required unless the applicant's requirements are not achieved within the three-year period. It is important that each MNLA/UM CP keep records of all continuing education activities completed. The **honor system** is implemented as the method of accounting for Re-certification points. Records and documentation of completed activities must include the date, event or subject, number of points based on Re-certification criteria, and verification of participation. Verification on the Re-certification Record can be provided by the instructor, or another MNLA/UM Certified Professional who can validate attendance or participation at the event.

**As soon as 18 points have been achieved, submit the Recertification Record and the appropriate fee to MNLA.** This will maintain certification status for a three-year period beyond the three years from when first certified or from the last recertification. It is not necessary to wait until the end of the three-year period to submit the Recertification Record and the fee, as submitting it early does not shorten the existing certification or recertification period. It is better to be early than miss the deadline and have to retake the examination.

The MNLA Certification Committee will review the Recertification Records and the data submitted to the MNLA Office. The Certification Committee can request that random audits be conducted which may require an MNLA/UM Certified Professional to submit additional detailed recertification information.

An MNLA/UM CP who does not satisfy the continuing education requirements for the renewal period will be placed on a probationary status. The probationary MNLA/UM CP then has 180 days from the date the certification expired, to substantiate the originally claimed re-certification points or to earn other certification points to meet the minimum requirements. If the continuing education deficiencies are not made up in the specified time period, the individual's MNLA/UM CP Certificate will be suspended. The individual can only then, be re-instated upon successfully passing the MNLA/UM Certification test. **It is the sole responsibility of each Certified Professional to maintain his or her Certification and to notify the MNLA office of any change in address or any change in employment.**

Table 7. Educational events and professional services that qualify for Recertification. All events or activities must be applicable and pertinent to the Nursery and Landscape Industry.

<u>Event or Activity</u>	<u>Points</u>
1. Attend a One-hour Seminar.....	1
2. Teach a One-hour Seminar.....	3
3. Attend a Half-day (2-4 Hours) Seminar.....	2
4. Teach a Half-day (2-4 Hours) Seminar.....	6
5. Attend a Full-day (6-8 Hours) Seminar.....	3
6. Teach a Full-day (6-8 Hours) Seminar.....	9
7. Complete a College Level Course.....	5
8. Teach a College Level Course.....	15
9. Write 5 Questions with Answers for Certification Exam (Max. = 2 Points/Year)....	2
10. Mentor an Individual That Becomes Certified (Max. = 3 Points/3 Years).....	3
11. Publish an Article in the Scoop or Other Trade Publication.....	3
12. Serve on an MNLA Committee or Other Similar Service (2 Points/Committee/Year)....	2
13. Provide Volunteer Horticultural Service to the Community.....	2
14. Volunteer at MNLA State Fair Exhibit (Max. = 2 Points/Year).....	2
15. Serve as a Legislative Liaison with Local Legislators.....	2
16. Attend MNLA Open Forum/Town Hall Meeting to Express Wishes/Concerns.....	1
17. Attend Day on the Hill Activities.....	3

**If an activity improves professionalism, it counts for Recertification points.**

An MNLA/UM CP is exempt from the continuing education requirement for the following reasons:

1. An MNLA/UM CP is exempt if an individual has experienced a serious illness, injury, or other extenuating circumstances. Supporting documentation must be provided to the MNLA prior to the end of the renewal period to qualify for this exemption.
2. An MNLA/UM CP is exempt if an individual, for a period of time exceeding 120 consecutive days, serves honorably on active duty in the military where such activity restricts participation in a continuing education program.

**It is not possible for MNLA/UM Certified Professionals to be Recertified or to receive Recertification or Certification information if current contact information is not on file at the MNLA Office. It is the sole responsibility of each MNLA/UM Certified Professional to provide**

**current contact data to the MNLA Office in a timely manner.**

**Reciprocity**

Reciprocity means the mutual exchange, or the exchange of special privileges between two entities. Reciprocity of Nursery and Landscape Professional Certification is available among member states of the Great Lakes Nursery & Landscape Association Leadership Council. These associations include:

1. Illinois Green Industry Association.
2. Indiana Nursery and Landscape Association.
3. Michigan Nursery and Landscape Association.
4. Minnesota Nursery and Landscape Association.
5. New York State Nursery and Landscape Association.
6. Ohio Nursery and Landscape Association.
7. Pennsylvania Landscape and Nursery Association.
8. Wisconsin Nursery Association, Inc.

Therefore, a certified individual in good standing from one of the member associations listed above may apply for certified status in another state in accordance with the criteria provided by that state. To obtain Certification Reciprocity in Minnesota, individuals from the above associations requesting MNLA/UM Certification must complete the MNLA Application for Reciprocity Certification and include documentation that verifies certification from the Affiliate State Association, plus the appropriate application fee, and submit this package to the MNLA Certification Committee for approval. Send this completed application and supporting documents to MNLA, 1813 Lexington Avenue North, Roseville, MN 55113. This certification is valid for three years and Recertification is as described above. **As stated previously, each MNLA/UM Certified Professional must maintain current contact information at the MNLA Office.**

Certification Reciprocity also formally exists between the MNLA and the state nursery and landscape associations in Iowa, Nebraska and South Dakota. Each of these state association members requesting MNLA Reciprocity Certification must complete the MNLA Application for Reciprocity Certification and provide documentation that verifies certification from the Affiliate State Association, and submit these documents and the required fee to the MNLA Certification Committee for approval. Send this completed application to MNLA. MNLA Certified members requesting Certification Reciprocity from these cooperating states must similarly comply with each affiliated state's Reciprocity and Recertification requirements.

Certification requirements between MNLA and the North Dakota Nursery and Greenhouse Association (NDNGA) exists wherein members of the North Dakota Nursery and Greenhouse Association will certify using the MNLA/UM Certified Professional Program for the North Dakota industry's promotional and professional educational development. MNLA endorses this agreement, wherein North Dakota applicants will be certified in North Dakota upon meeting all MNLA certification requirements plus any additional requirements defined by the NDNGA. Reciprocity between North Dakota and Minnesota shall follow the same procedures as other state associations do.

Contact the North Dakota Nursery & Greenhouse Association for additional information on their exam dates, recertification procedures, and fees.

### **Certification Truth in Advertising**

The MNLA certification program examines, certifies and recognizes only **Individual Professionals**, not dealerships, companies or business entities. This fact is important to employers that capitalize on the advantages afforded to them relative to public promotion and advertising that is based on the certification status of their employees. It is important that this opportunity is not abused in any manner.

The MNLA Board of Directors have promulgated guidelines for the use of the MNLA Logo and the Certification Logo in advertising, operational documents and promotions. These guidelines include, but are not limited to the following practices. These guidelines can be expanded and enhanced based on legal and ethical business practices.

1. All firms who have MNLA/UM Certified Professionals on staff must accurately and fairly represent, in their advertisements and promotions, the actual number of employees who are MNLA/UM Certified Professionals.
2. All firms are encouraged to publicly display the MNLA/UM Certification Certificates, as well as a photo if possible, of all current MNLA/UM Certified Professionals within their company or department.
3. All firms will not mislead the public when using the MNLA/UM Certified Professional Logo. Failure to comply with the MNLA truth in advertising guidelines will result in suspension of their right to use the MNLA Logo and MNLA/UM Certified Professional Logo in any advertisements.