

New! Online MNLA Certified Professional Profile



Log into your personal online profile to:

- View your records and recertification due date
- Track and record recertification credits and pay the \$15.00 recertification fee

The new online format will allow Certified Professionals to enter and track continuing education by logging into their own professional development journal on the MNLA website.

To Access Your Online Profile:

1. Log in to MNLA.biz with your username and password (please contact gayle@mnla.biz if you need your login information)
2. Select **My Profile** (top right of screen). Scroll down to the **Contents & Features** section, then click on **Professional Development** on the lower right corner of that section. This will take you to your personal journal.

Journal Entries Tab

Here, you will add and track education credits that will go toward your MNLA Recertification.

Your Entries:

- MNLA Certified Professionals are required to earn 18 recertification credits in a 3-year period to remain current.
- You will see an entry that MNLA has added to your profile: *Your original Certification date is _____. Your current recertification period is set to expire in _____. Use this date when adding recertification credits.*

OPTIONS	STATUS	ENTRY DATE	DETAILS	CREDITS	EXPIRES	SCORE (%)
	Approved	9/5/2018	MNLA Certified Professional Recertification Landscape to Table Editing Task	2	12/31/2020	N/A
	Approved	9/5/2018	MNLA Certified Professional Recertification Northern Green 2018	12	12/31/2020	N/A
	Approved	9/5/2018	MNLA Certified Professional Recertification Landscape Design Tour - August 2018	3	12/31/2020	N/A
	Approved	9/5/2018	MNLA Certified Professional Recertification Your original Certification date is 11/10/2017. Your current recertification period is set to expire in 12/31/2020.	1	12/31/2020	N/A

To Add a Recertification Credit:

Click **Add Entry**. A pop-up form will appear.

- Certification Program—Choose **MNLA Certified Professional Recertification**.
- Credit Type—Choose from the drop down options.
- Entry Date—Add the **date of the event**.
- Description—Enter the **title of the program** you attended.
- Credits—Enter the **number of credits** you are submitting for the program you attended.
- Credits Expire—Enter your **recertification expiration date** (found in the initial journal entry made by MNLA.)
- Score—Leave blank.
- Activity Code—Leave blank.
- Click **Submit**. *You will receive an email when a journal entry has been approved.*

Is this entry for a Certificate or Program? * Yes No

Certification/Program *

Credit Type *

Entry Date *

Description *

Credits *

Credits Expire

Score (%) (if applicable)

Activity Code

Attachments No file chosen

Certifications/Programs Tab

This tab provides an overview of your recertification status.

- Earned: Credits earned over the life of your certification.
- Credits Expiring: Credits earned and expiring on your recertification date.

NAME	STATUS	CREDIT TYPE	MIN REQUIRED	MAX ALLOWED	EARNED	CREDITS EXPIRING
MNLA Certified Professional Recertification	Complete		18		18	
		Certification Expiration Date	NA	NA	1	1 credits expiring on 12/31/2020
		Attend a Seminar	NA	NA	17	17 credits expiring on 12/31/2020



Minnesota Nursery & Landscape Association Recertification Information

To encourage on-going professional improvement through education and service to the industry, MNLA has instituted a recertification requirement to keep certification status current. All individuals must compile at least 18 credits every three years to maintain their certification status.

STEPS TO MAINTAIN MNLA CERTIFICATION

- ⇒ It is the certified professional's responsibility to keep track of continuing education activity and submit their education credits to MNLA.
- ⇒ To maintain a Certified Professional status, 18 education credits must be submitted to MNLA within a 3-year period. Credits are only accepted for the current recertification period. If you earn more than the required, they do not carry over to the next renewal period.
- ⇒ Certified Professionals will enter education credits into their own certification journal on MNLA.biz as they accrue them (instructions are on the other side).
- ⇒ When the minimum of 18 credits required for recertification has been entered, MNLA-CPs will receive a *recertification completed* email with a link to payment. Credits will be listed as pending until entries are approved and the \$15 recertification fee is received by the MNLA Office.
- ⇒ Certified Professionals who do not submit the required 18 recertification credits in a 3-year period will be considered lapsed, and will not be listed on MNLA.biz as an MNLA Certified Professional in good standing.
- ⇒ **Blue recertification cards will be accepted through 2019.**

Events and activities applicable to the nursery and landscape industry that improve professionalism count for recertification credits. Examples are below:

- Attend a one-hour seminar/webinar - 1 credit
- Attend a 30-minute Campfire session at Northern Green—.5 credit
- Teach a one-hour seminar - 3 credits
- Attend a half day (2-4 hour) seminar - 2 credits
- Teach a half day (2-4 hour) seminar - 6 credits
- Attend a full day (4-6 hour) seminar - 3 credits
- Participate in a one-hour online webinar - 1 credit
- Teach a full day (4-6 hour) seminar - 9 credits
- Attend a college level quarter or semester course -1 credit/credit
- Teach a college level semester course - 3 credits/credit
- Coach an individual who becomes certified - 3 credits
- Write an article that is published in The Scoop or other trade publications - 3 credits
- Serve on an MNLA committee (or other similar service) - 2 credits/committee (per year)
- Serve as a Legislative Liaison with Local Legislators - 2 credits
- Attend MNLA open forum/town hall meeting to express concerns - 1 credit
- Attend Day on the Hill activities - 3 credits
- Attend an MNLA networking group meeting - 1 credit per meeting
- Horticultural service to the community - 2 credits
- Excellence in job performance as recognized by immediate supervisor/employer - 2 credits per year (max 6 credits in -3 years)

If you have questions regarding MNLA Recertification, please contact the MNLA Office at 651-633-4987 or susan@mnla.biz.