



# Pennsylvania Certified Horticulturist (PCH)

## Recertification Guidelines

### Recertification Requirements

PCH recertification occurs every two years and within that two year time frame you must obtain 24 (twenty-four) Continuing Education Units (CEUs). CEUs can be earned in Education and Service Categories; should you choose to earn/report both types, the total Service CEUs cannot exceed 8 of the 24 CEUs. A recertification fee of \$70.00 for PLNA members and \$200.00 for non-PLNA members will also be required. Recertification fees will be invoiced at least 45 days prior to your recertification date.

### PCH ID Card

In order to keep track of your recertification period, you are issued an official PCH ID card. The card identifies you as a PCH professional in good standing along with your Certificate Number and Certified Through (recertification) date. Carry this card with you to document proof of your certification.

### Reporting CEUs

CEUs can be submitted at any time online through the Online Certification Center. To ensure accurate reporting, please refer to the CEU Guideline Grid. The online reporting system requires less documentation to be passed along, however, PLNA suggests that you keep documentation of attendance if any question arises regarding your submissions. Online submissions will be reviewed within one week of submission and you will receive email notification when they are approved. Failure to meet the required number of CEUs or payment of the recertification fee could result in the revocation of your PCH designation. You will be notified if there are any questions regarding your CEU reporting.

### Updating your Contact Information

It is imperative that you keep your contact information updated with PLNA. Notices of new and exciting CEU opportunities, recertification reminders and other pertinent PLNA information will be sent periodically. Much of the correspondence will be sent via email so keeping us notified of changes in your contact information allows you to stay informed.

These guidelines along with all the CEU reporting documents can be found on PLNA's website at [www.PLNA.com/page/PCH\\_Program](http://www.PLNA.com/page/PCH_Program). Check it out periodically for any updates.

### Dual Certification (PCH-SLC)

If you are dual certified (PCH-SLC), the certification renewal date for PCH and SLC will be the same and 12 CEUs of the 24 CEU requirement will need to be toward your Sustainable Landscape Certification. Please refer to each certification for CEU reporting guidelines. Recertification fees will be \$70.00 for PLNA members and \$200.00 for non-PLNA members.

Questions? Contact Tiffany Carpenter, Certification Coordinator, at 717.283.1673 or [tcarpenter@wannerassoc.com](mailto:tcarpenter@wannerassoc.com).





## Pennsylvania Certified Horticulturist Online Certification Center

### Access to the Online Certification Center:

In order to get to the Online Certification Center, you first need to login to the PLNA website; [www.PLNA.com](http://www.PLNA.com). Your PCH information is in your INDIVIDUAL profile (not the company profile). Every PCH has a login to the website. Your individual login information was emailed to you previously.

1. Log into your PLNA profile
2. Click on Manage Profile from the menu on the right-hand side.
3. Under Content & Features, click Professional Development to get to the Online Certification Center.

If you have any problems logging in or retrieving/resetting your password, please contact Tiffany Carpenter, Certification Coordinator, at [tcarpenter@wannerassoc.com](mailto:tcarpenter@wannerassoc.com) or 717.238.1673.

### Quick Link to record CEUs online:

On the PLNA website ([www.PLNA.com](http://www.PLNA.com)), click on the “Report CEUs” menu option under Certification and click the button “[Report CEUs Online](#)”

Online reporting of CEUs in various categories does not require submission documentation with a few exceptions below, however, we request that you keep copies of all your documentation on file at home or at the office so that if there is a question you have paperwork to refer to.

CEUs reported in the following categories will require documentation. CEUs reported in these categories **will NOT** be approved without documentation. For your convenience, the online reporting allows you to attach files for each submission.

- **Educ2** - College/University coursework
- **Educ4** - Successful completion of another green industry certification
- **Educ5** - Speaking, writing or self-study (book reporting)
- **Serv3** - Service on a Board of Directors or Committee
- **Serv4** - Teaching or presenting at schools, conferences, educational programs

If you are not sure about the CEU categories for which you are reporting, please refer to the PCH CEU Guideline Grid.

Once in the Reporting Center, there are two tabs, one for your Certifications/Programs and another for the Journal Entries. Click on the Journal Entries tab to enter your CEUs. In order to submit an entry please complete the form per these instructions: (Note the fields with an asterisk\* are required.)

- **Click on Add Entry** (Note one entry per educational course/service)
- Respond "Yes" to the question "Is this Journal Entry for a specific certification/program?"
- **\*Certification/Program:** click on the dropdown box and select Pennsylvania Certified Horticulturist
- **\*Credit Type:** Select an appropriate Education or Service CEU category based on the categories listed on the PCH CEU Guideline Grid
- **\*Entry Date:** Please enter the date of the course/service. If multiple dates, please use the last date of the event. (Example, if a course is every Thursday from Jan 2 through Jan 23, enter January 23)
- **\*Description:** Please enter the name of the course/service provided and the Sponsoring Organization. (Example: Turf and Ornamentals School - Penn State Extension)
  - Note: If the course/service was for multiple dates, include the date range in the description.
- **\*Credits:** Please submit the # of CEUs as applicable per the PCH CEU Guideline Grid. In most cases, one (1) CEU is earned for every hour of education. Please round up to the nearest quarter hour (.25, .50, .75 or .00)
  - Note: breaks and lunch **DO NOT** qualify as educational time.
- **\*Credits Expire:** This date should be your current recertification date (Certified Thru/Paid Thru date).
- **Attachments (Optional):** If you have documentation to support the CEUs submitted, please attach at this point. Documentation is not absolutely necessary (with exception of Categories listed above), but preferred. If there is a question as to the content or number of qualifying CEUs, documentation would be helpful and may be requested prior to approval.

Once you submit an entry, PLNA will automatically be notified of your submission. The entry will be reviewed within one week of submission and you will receive notice via email of Approval status.

If you have any questions about the CEU reporting process, please contact Tiffany Carpenter, Certification Coordinator, at [tcarpenter@wannerassoc.com](mailto:tcarpenter@wannerassoc.com) or call 717.238.1673.



## Pennsylvania Certified Horticulturist (PCH) CEU Guidelines

**Recertification:** Individuals holding PCH certification must recertify every two years AND report 24 CEUs within the recertification period AND pay the required recertification fee. CEUs may be earned and reported in Educational and Service categories. Reminders for CEU reporting will be sent by mail and email.

**Note:** Viewing exhibits and time on a trade show floor **DOES NOT** qualify for CEUs for the PCH program. A structured education program is required.

### EDUCATION CATEGORIES (REQUIRED)

At least 16 of the required 24 CEUs, if reporting SERVICE CEUs

Category		CEUs
EDUC1	<b>Description:</b> Continuing education, conferences, and seminars presented by national, regional, or state green industry associations or Penn State Extension. Subject matter must be green industry or job related.	1 CEU per hour of instruction (max of 6 CEUs per day)
	<b>Documentation Required:</b> Copy of event brochure or flyer with sessions attended indicated and proof of registration.	
EDUC2	<b>Description:</b> College/University course work – horticulture-based classes	15 CEUs per credit hour
	<b>Documentation Required:</b> Proof of completion (certificate or transcript)	
EDUC3	<b>Description:</b> Education supporting green industry license completion or renewal, e.g. pesticide applicator license	1 CEU per hour of instruction (1 pesticide credit equals .5 CEUs)
	<b>Documentation Required:</b> Proof of completion or CEU statement	
EDUC4	<b>Description:</b> Successful completion of another green industry certification program. i.e. PLANET, APLD, RLA, ISA, Irrigation Association	8 CEUs for each new certification
	<b>Documentation Required:</b> Copy of completion certificate or award letter.	
EDUC5	<b>Description:</b> Writing articles or books for publication, presentation, or self-study. Subject matter must be green industry related. Each article, presentation and self-study material may be counted only once during a two-year recertification period. CEUs for actual presentation, see SERV4 category.	1 CEU per hour of article writing, course preparation or reading time (Limit of 12 CEUs)
	<b>Documentation Required:</b> Speaking Documentation Form, Writing Documentation Form and/or Book Reporting Form	

### SERVICE CATEGORIES (OPTIONAL)

Cannot exceed 8 of the required 24 CEUs

Category		CEUs
SERV1	<b>Description:</b> Participation in PRE-APPROVED service events. (See instructions for PRE-APPROVAL.)	.5 CEU per hour on site
	<b>Documentation Required:</b> Copy of event brochure or flyer with sessions attended indicated and proof of registration.	
SERV2	<b>Description:</b> CLT exam judge or JTA (Credit is for test day only.) Proctor for PCH or CLT written exam.	.5 CEU per hour on site
	<b>Documentation Required:</b> PLNA will verify.	
SERV3	<b>Description:</b> Service on Board of Directors or Committee for a national, regional, or state green industry association.	.5 CEU per hour
	<b>Documentation Required:</b> Official Leadership Roster, schedule of meetings attended	
SERV4	<b>Description:</b> Teaching or presenting at schools, professional conferences, workshop, or programs. Subject matter must be green industry or job related. For CEUs awarded for preparation of presentation, see EDUC5 Category.	1 CEU per hour
	<b>Documentation Required:</b> Speaker Documentation Form	
SERV5	<b>Description:</b> Participation on PLNA.com Blogs and Forums. Contact PLNA to acquire login information and guidelines.	CEUs awarded based on level of participation (min .5 CEU, max 4 CEUs)
	<b>Documentation Required:</b> PLNA will monitor participation	

**PRE-APPROVAL required for In-House Training.** In order to receive pre-approval or Education or Service category CEUs contact Cicely Elliott at [PLNA@PLNA.com](mailto:PLNA@PLNA.com)

**Questions?** Contact Tiffany Carpenter, Certification Coordinator, at 717.238.1673, email [tcarpenter@wannerassoc.com](mailto:tcarpenter@wannerassoc.com) or visit <https://www.plna.com/page/Recert>

RETAIN FOR REFERENCE



## PCH Continuing Education Units (CEU) Reporting Form

To maintain your PCH status you must complete and submit 24 CEUs earned during each recertification period. The maximum amount of Service CEUs per period is 8. All reported CEUs must meet the requirements of an approved CEU category. Please refer to the CEU Category Guidelines when gathering required documentation.

**SAVE TIME REPORT ONLINE!!!**

Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

Company Name: \_\_\_\_\_ Email: \_\_\_\_\_

Work Address: \_\_\_\_\_ Home Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Preferred Contact Address: ☐ Work ☐ Home

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Date of Event (MM/DD/YY)	CEU Category (EDUC1-5/SERV1-5)	Title/Description	Sponsoring Organization and Location	# of CEUs

**PLEASE NOTE THAT VIEWING EXHIBITS AND TIME ON A TRADESHOW FLOOR DOES NOT QUALIFY FOR CEUs.**

Questions? Contact Tiffany Carpenter, Certification Coordinator, at 717.238.1673 or [tcarpenter@wannerassoc.com](mailto:tcarpenter@wannerassoc.com).

Make additional copies of second page as needed.

The completed form is due to PLNA by your Paid Through date on your PCH ID card. Completed forms can be submitted at any time.

Fax to 717.236.2046 or mail to: PLNA, PCH Program, 908 N 2nd St, Harrisburg PA 17102





## PCH Speaking Documentation Form

Please include this form and other attachment(s) with your online CEU submission or CEU Reporting form submitted via mail or fax.

Certification Holder's Name: \_\_\_\_\_

Event/Program Title: \_\_\_\_\_

Host Organization/Institution: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Total Speaking Time: \_\_\_\_\_

Session/Course Title: \_\_\_\_\_

Event or Session Description: \_\_\_\_\_

\_\_\_\_\_

Dates/Times Spent in Preparation: \_\_\_\_\_

Description of How You Prepared for the Presentation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*\*Attach a copy of the program brochure or advertisement promoting your presentation\*\*\***

**Number of CEUs Earned for Preparation:** \_\_\_\_\_

*1 CEU per hour of course preparation under Education – EDUC5 Category; subject matter must be green industry or job related – Limit 12 CEUs per recertification period.*

**Number of CEUs Earned for Actual Presentation:** \_\_\_\_\_

*1 CEU per hour of instruction under Service – SERV4 Category with a maximum of 8 Service CEUs allowed per recertification period; subject matter must be green.*

**IMPORTANT:** Each presentation and preparation for presentation may be counted only once during a two-year recertification period and cannot earn additional CEUs in future recertification periods unless proof is given that a considerable amount of further research and/or preparation was completed.

Questions? Please contact Tiffany Carpenter, Certification Coordinator, at  
[tcarpenter@wannerassoc.com](mailto:tcarpenter@wannerassoc.com) or 717.238.1673



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## Writing Documentation Form

Please include this form and other attachment(s) with your online CEU submission or CEU Reporting form submitted via mail or fax.

Certification Holder's Name: \_\_\_\_\_

Title of Article or Book: \_\_\_\_\_

\_\_\_\_\_

Publisher: \_\_\_\_\_

Date of Publication: \_\_\_\_\_

Article or Book Description: \_\_\_\_\_

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**\*\*\*Attach a copy of the article or table of contents from the book\*\*\***

**Number of CEUs Earned:** \_\_\_\_\_

*1 CEU per article or 10 CEUs per book published – EDUC5 Category, limit 12 CEUs per recertification period; subject matter must be green industry or job related.*

**IMPORTANT:** Each article or book published may be counted only once during a two-year recertification period and cannot earn additional CEUs in future recertification periods.

**Questions? Please contact Tiffany Carpenter, Certification Coordinator, at**  
[tcarpenter@wannerassoc.com](mailto:tcarpenter@wannerassoc.com) or 717.238.1673



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