

GUIDELINES for CONTINUING EDUCATION

For STC Certified Turf Installers-Landscape (CTI-L) Program



As an STC Certified Turf Installer-Landscape (CTI-L), you must complete **eight (8) continuing education hours** in order to renew your certification during each two-year term, including attendance to one (1) STC Annual Membership Meeting.

Why Continuing Education (CE)?

Requiring continuing education brings the STC certification program into compliance with standards that are typical of accredited certification programs, increasing its credibility. Continual exposure to information about new technologies and products provided by experts in the industry is a key part of effective professional development.

What counts for CE?

The STC requires that as part of the **eight (8) continuing education hours**, all Certified Turf Installers must attend at least one (1) STC Annual Membership Meeting within their two-year certification term. If you attended a non-STC program that meets the following guidelines, the credits will also count:

- Topics must be related to synthetic turf installation, equipment, materials, safety, design, business, marketing, or administration skills.
- Programs must be a minimum of 60 minutes to qualify.
- Programs that are mainly promotional or product-related will not be accepted.
- Time spent at tradeshow exhibits does not qualify as continuing education.

Any program attended during your current certification term, that meets the guidelines above, will count toward your continuing education credits.

How many credits are needed?

STC Certified Turf Installers must show that they have earned at least **eight (8) continuing education hours** within their last certification renewal term, prior to their certification expiration date. Note to STC Members Only: Up to 3 of the 8 Hours needed during each term could come from Service to the STC.

Service to the STC Points (for STC Members Only):

- 2 Hours awarded for actively participating (maintain 75% record of attendance) on a Standing Committee/Subcommittee/Task Force
- 2 Hour awarded for presenting a program or session that would qualify as STC Certified Turf Installer-Landscape Continuing Education

To calculate credits, the number of hours a program qualifies for is based upon the **length of instructional time**, **NOT** including introductions or coffee/lunch breaks.

- 1 hour = 1 CE Hour
- 1.5 hour = 1.5 CE Hours
- 2 hour = 2 CE Hours
- Quarter-hours require a minimum of one hour to be counted (1.25 Hours = 1.25 CE Hours)

When do I report the continuing education credits that I earn?

Credits should be earned prior to the certification expiration date noted on your certificate, and reported when certification is renewed. CE may also be earned during the six-month grace period following the renewal date (ex. Renewal date of April 1 may accrue CE until October 1).

Tracking Your Continuing Education Hours

The STC has created a Continuing Education Tracking Form (see next page) to help you track the credits as they are earned. This form should be submitted to STC upon certification renewal. In most instances, one hour equals one continuing education credit. The following information should be included on each certificate of attendance provided by the program provider:

- Program Title
- Sponsor/Provider
- Date
- Length of Program (i.e. 90 minutes)
- Presentation Description and Three (3) Learning Objectives

Any CE hours in excess of the requirement may not be applied to subsequent reporting periods, and CE hours earned for any one activity may not be split between two reporting periods. The same CE session may not be used to accrue CE hours for more than one renewal cycle.

Where can I find continuing education?

The following programs have been pre-approved for CE credits:

- STC Annual Membership Meeting (5-6 hours) – Link to STC events calendar, [here](#)
- STC Webinars and On-demand Learning – Check the STC events calendar for a current list of offerings
- American Society of Landscape Architects (ASLA) national and regional conferences
- National Recreation and Parks Association (NRPA) national and regional conferences
- Local synthetic turf manufacturers, distributors, and industry suppliers – Check with your local synthetic turf manufacturer sales representative to see if they are offering any education programs

If you attend a program that is not pre-approved by STC, make sure it qualifies before listing it on this form. See above for definitions.

How do I renew my CTI-L Certification?

1. Complete an Application for Certification - The Application for Certification is a one-time form that documents 20,000 square feet of landscape and recreation synthetic grass installation experience. If you do not currently meet the installation experience requirement, you may apply for certification once you do.
2. Complete a renewal form - If your certification has not yet expired, expect to receive a renewal notice approximately 3 months prior to your expiration date. If your certification has already expired, contact STC for a renewal form.
3. Report your continuing education when you renew - Use the Continuing Education Tracking Form to report the CE credits you have earned. Upon renewal, your certification will be renewed for two-years, and 8 credits of continuing education must be earned within every two-year certification term.
4. Submit all forms with your renewal fee – Please expect to receive a renewal notice approximately three (3) months prior to your expiration date.

Continuing Education Tracking Form

Certified Turf Installer-Landscape Program

_____ First and Last Name	_____ Company
_____ Email Address	_____ Phone

Continuing Education Program Title and Description	Provider	Location (City, State/Prov.)	Date (mm/dd/yy)	Length of Program	# CE Hours (See Page 1 for calculation)
			//	____hours ____minutes	
			//	____hours ____minutes	
			//	____hours ____minutes	
			//	____hours ____minutes	
			//	____hours ____minutes	
			//	____hours ____minutes	
			//	____hours ____minutes	
			//	____hours ____minutes	
			//	____hours ____minutes	
Total CE Hours:					

8 CE Hours are required within every certification renewal term. Use this form to keep track of continuing education Hours as you earn them. Keep this with your other certification documents, and upon certification renewal, send it to STC with other required renewal forms and payment. Renewal notices are sent a few months prior to your expiration date.

Do not send copies of your attendance certificates to STC unless requested. If your certification record is audited, you will be asked to provide proof of attendance from the provider, such as a certificate of attendance, so make sure you get some sort of documentation for every program you attend. If audited, failure to provide proof of attendance could result in suspension or revocation of your certification.