

# GUIDELINES for CONTINUING EDUCATION

## For STC Certified Turf Installers-Landscape



### **TOPICS THAT QUALIFY:**

Topics must be related to synthetic turf installation, equipment, materials, safety, design, business, marketing, or administration skills.

### **OTHER GUIDELINES:**

- 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.

### **HOURS NEEDED:**

STC Certified Turf Installers must show that they have earned at least **8 CE Hours of training** within their last certification renewal term, prior to their certification expiration date. Note to 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:

- 2 Hours awarded for actively participating on an STC Committee/Subcommittee/Task Force
- 1 Hour awarded for presenting a program or session that would qualify as STC Certified Turf Installer-Landscape Continuing Education

### **CALCULATING HOURS:**

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)

### **PRE-APPROVED CE:**

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

Pre-Approved Continuing Education Programs:

- STC Spring/Annual Membership Meeting (5 hours minimum required)
- ASLA national and regional conferences
- NRPA national and regional conferences
- Workshops and seminars from synthetic turf manufacturers, distributors, and industry suppliers

# Continuing Education Tracking Form

Certified Turf Installer-Landscape Program

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

Continuing Education Program Title	Provider	Location (City, State/Prov.)	Date (mm/dd/yy)	Length of Program	# CE Hours (See Page 2 for calculation)
			_//_	__hours __minutes	
			_//_	__hours __minutes	
			_//_	__hours __minutes	
			_//_	__hours __minutes	
			_//_	__hours __minutes	
			_//_	__hours __minutes	
			_//_	__hours __minutes	
			_//_	__hours __minutes	
			_//_	__hours __minutes	
<b>Total CE Hours:</b>					

**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.