

Credit for refresher events can be granted only once within a calendar year beginning in the year following the receipt of the Consultant Certification Card.

The Consultant must always provide proof of the most recent accreditation to the registrar of each event for which credit is sought.

Recordkeeping:

After verifying each individual's records, the State LDSP Chairman distributes new Refresher Cards to Consultants who complete a course or State optional event which has been approved by the NGC Landscape Design Chairman. The State LDSP Chairman sends a roster of those refreshing to the NGC Accrediting Chairman for the region and to the Schools Secretary at NGC Headquarters. The State LDSP Chairman lists the out-of-state refreshing Consultants and notes their state affiliation. The Schools Secretary then notifies the State LDSP Chairman in the home state, where the Consultants' records are kept, and the NGC Accrediting Chairman for that region.

The Schools Secretary at NGC Headquarters mails Refresher Cards for Consultants who refresh at any NGC accredited optional event directly to the home State LDSP Chairman, who is responsible for maintaining the Consultants' records.

A Consultant who moves to another state must request a transfer of records in order to be listed locally as a LDSP Consultant.

Extensions:

A Consultant unable to refresh within five calendar years due to serious problems may request an extension from the State LDSP Chairman. The request must be made before the certification has expired. The Chairman forwards the request form in duplicate for authorization to the NGC Accrediting Chairman for the region. If the request is granted, the Accrediting Chairman records the extension, sends one copy to the Schools Secretary at NGC Headquarters, and

returns the other to the State LDSP Chairman. The State LDSP Chairman documents the extension year and then notifies the Consultant of the time limit of the extension.

Reinstatement:

Lapsed consultants can be reinstated within a seven (7) year time period from the last year of their certification by completing two study courses with a passing grade of 70 for each course. If the consultant is over seventy years old, the examination requirement is waived. No waiting time is required between courses.

Removal of Records:

Consultant records are retained for a period of seven (7) years from the last year of accreditation. After this period, an individual's records are removed from all files.

MASTER CONSULTANTS

After a Consultant's fourth refresher, the State LDSP Chairman automatically applies for the Consultant's Master certification card. If some of the Consultant's refreshers have taken place out-of-state, the Consultant must verify that the home State LDSP Chairman, who maintains the Consultant's records, has been notified of such refreshers. Master Consultants must refresh their certification every five (5) years.

CONSULTANT EMERITUS

Emeritus status is granted to Master Consultants who indicate in writing to their State LDSP Chairman that they are no longer able to continue active participation. Unlike Master Consultants, Emeritus Consultants need not take refresher events to maintain their accreditation.

State LDSP Chairmen are obligated to write to Master Consultants who have not refreshed within five (5) years and who have not requested Emeritus status to notify them that they will be removed from the roster.

National Garden Clubs, Inc.



Landscape Design Study Program

Mini-Guide for Students & Consultants

LANDSCAPE DESIGN STUDY PROGRAM

The Landscape Design Study Program (LDSP) provides continuing education in Landscape Design. Course content is established by the National Garden Clubs, Inc. (NGC). Four (4) sequenced courses comprise a series. Each course consists of ten (10) hours of lectures, which may include visits to evaluate sites. Students (in the continental United States) may take no more than two (2) courses for credit in a twelve-month period. A written examination is given based on both the required reading and the lecturers' synopsis or presentation.

After passing two (2) courses, a student may become a Provisional Consultant and join a Landscape Design Council, a group that provides programs and tours that further the education of its members. Those members completing the four courses receive a Consultant Certification Card, which is recognized as a sign of special achievement among NGC members, but does not convey professional status.

Those who have had course training in evaluating landscapes are eligible to judge contests and displays as representatives of the Landscape Design Study Program in events participated in by Councils. Master Consultant status is achieved after attending four (4) refresher events (schools or approved refresher events) and may serve as guides or panel leaders in evaluating public designs.

STUDENTS

Note: Only clubs outside the continental United States and International Affiliate clubs may receive permission from the NGC Landscape Design Committee for procedures and time limitations different from those described below. Their local rules then take precedence for all students.

Member Students:

A member student belongs to a garden club affiliated with a state garden club in the National Garden Clubs, Inc. or to one of its International Affiliate clubs.

Non-Member Students:

The courses and examinations are open to all. However, the Consultant Certification Card is issued only to members of the NGC. A non-member student who has successfully completed the four (4) courses may apply for Consultant certification upon joining a garden club affiliated with the NGC within five (5) years after completing the series. Certificates of Attendance may be awarded to non-NGC students attending a full course in a series.

Certification of Students:

Requirements:

To become eligible for a Landscape Design Study Program Consultant Certification Card, students must have a passing grade of 70 on the examinations of all four (4) courses.

Attendance at all of the lectures and check-in for each session (four (4) altogether) is required. The exam may not be taken without the required attendance. The four courses must be completed within not fewer than two (2) years or more than seven (7) years. While the courses are most useful to the student when taken in order from I through IV, taking them in any order is permitted. Exams are given at the end of the two days of lectures.

Member students attending courses for credit must have a three-year subscription to *The National Gardener*, the official publication of the NGC. At application all members seeking credit must provide either a NGC Life Membership number, a current address label from *The National Gardener*, or a new three-year subscription application with payment. (This subscription requirement was adopted at the NGC Board of Directors meeting, April 1991.)

Applications:

The State LDSP Chairman, in the state where the fourth course is taken, prepares the application for a student's certification. If any of the student's courses have been taken out-of-state, the student must submit evidence of having passed such courses to the State LDSP Chairman of the state where the final examination was taken. The State LDSP Chairman sends the application with the examination roster to the NGC Accrediting Chairman for the region, who notifies the Schools Secretary at NGC Headquarters. The Secretary sends

the certification cards to the State LDSP Chairman, who updates the records and forwards the cards to the new Consultants. The Secretary sends confirmation to the NGC Accrediting Chairman and notifies the home State LDSP Chairman, who is responsible for maintaining the records of all Consultants who reside in that state. The certification cards carry the date of the student's last examination.

Extensions for Students:

A student unable to complete the four (4) courses within seven (7) years due to serious problems may request an extension from the State LDSP Chairman. The request must be made before the seven (7) years have elapsed. The State LDSP Chairman forwards the request form in duplicate for authorization to the NGC Accrediting Chairman for the region. If the request is granted, the Accrediting Chairman signs both copies, records the extension, sends one (1) copy to the Schools Secretary at NGC Headquarters and returns the other to the State LDSP Chairman. The State LDSP Chairman documents the extension date and then notifies the student of the time limit of the extension.

CONSULTANTS

PROCEDURES FOR MAINTAINING CERTIFICATION

Refreshing:

Consultants must refresh their certification within five (5) years from the year of the previous certification by one of the following means:

- Attending all (two days) of a LDSP course (no exam required). (Consultants are urged to repeat Courses I - IV.)
- Attending a complete Optional Program or tour which has been accepted by the State LDSP Chairman and specifically approved by the NGC Landscape Design Chairman.
- Attending all of a NGC accredited landscape tour and workshop.