



Colorado Master GardenerSM Program
Colorado Gardener Certificate Training

2018 Application and Training Information

Thank you for your interest in the *Colorado Master Gardener Program* (CMG) and *Colorado Gardener Certificate Training*. Enclosed is information about the two programs and application materials.

Application deadline in Weld County: November 3, 2017

Email application as attachment to: alentz@co.weld.co.us

Mail application to: Amy Lentz
CSU Extension, Weld County
525 N. 15th Ave.
Greeley, CO 80631

Training location: The Ranch
Larimer County Fairgrounds, 4-H Building
5260 Arena Circle
Loveland, CO 80538

The Larimer County Fairgrounds, The Ranch, is located on the northeast corner of I-25 and Crossroads Blvd, Exit 259.

1. From I-25 take exit #259, Crossroads Blvd, travel east.
2. Turn left on Centerra/Fairground Blvd.
3. Turn left into the Fairgrounds at the first (south) entrance.
4. The 4-H Building is the first building on the right. Parking is on the south side of the building.

Training dates: January 26, 2018 through April 12, 2018 on Fridays from 9 am to 4 pm

For additional information, contact: Amy Lentz
970-400-2073
alentz@co.weld.co.us

Tuition and Educational Materials

A textbook or printed information obtained online is required in one of the following forms. It is up to you to decide the form, acquire it prior to class and be prepared for class each day. Student options for course materials include the following:

1. Download and print the class materials and handouts from the Colorado Master Gardener website: www.cmg.colostate.edu/GardenNotesUpdate.shtml
Some counties may have wireless connectivity in the classroom if you do not wish to print the handouts, but prefer to view them online; please check with the local county for specifics.
2. The textbook is The Science of Gardening by Kendall Hunt Publishing:
<http://www.kendallhunt.com/whiting/>

- Purchase print copy of the textbook from Kendall Hunt (\$113.46 plus tax and shipping)
- Electronic Delivery Ebook (permanent purchase) from Kendall Hunt (\$113.46 plus tax)
- Electronic Delivery Ebook (6 month purchase) from Kendall Hunt (\$90.76 plus tax)

	Tuition only
Colorado Master Gardener Program Volunteer Do not send payment, you will be billed if selected as a CMG volunteer.	\$170
Colorado Mater Gardener receiving Limited Income Scholarship Do not send payment. You will be billed if selected as a CMG volunteer and selected to receive a scholarship.	\$85
Colorado Gardener Certificate (non-volunteer) Send payment with registration form.	\$530

The CMG/CGC training is equivalent to a four-credit class. In comparison, tuition for an instate resident, undergraduate, four-credit class at CSU is **\$1,932**.

Colorado Master Gardener / Colorado Gardener Certificate Training

In Weld County, training is held on Fridays for 11 weeks, starting January, 26, 2018.

Class periods are 6-hours per day, generally from 9 a.m. to 12 noon and 1 p.m. to 4 p.m. Classes are taught by CSU Extension campus-based and county-based faculty and staff. Class information is focused toward the non-commercial, home gardener. Topics usually include the following:

- Plant Health Care and the Diagnostic Process (half day)
- How Plants Grow (basic botany) (full day)
- Soils, Soil Amendments, and Fertilizers (full day)
- Introduction to Plant Pathology (plant diseases) (full day)
- Introduction to Entomology (insects) (full day)
- Lawn Care and Diagnosing Lawn Problems (full day)
- Weed Management (full day)
- **Introduction to the Colorado Master Gardener Program***
- **Tree Care and the Science of Planting Trees***

***NOTE: In 2018, these classes will be a combination of at-home work including online videos, readings, pre and post tests and worksheets, followed by in-class review and discussion. Your coordinator will provide the online links and schedules.**

These classes are required for Colorado Master Gardener Apprentices and students that elect not to take them will be dismissed from the program. No refunds will be given.

Participants are expected to attend the 60 hours of training. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials. Make-up of a class at another location/date is not an option. Some class units may be picked-up from ***CMG Online***.

To complete the training as a CMG Volunteer or *Colorado Gardener Certificate Student*, participants **must complete homework and attend at least eight out of ten class days.**

College credit is not available for CMG/CGC training.

Colorado Gardener Certificate Information

Individuals interested in the Colorado Master Gardener training without the volunteer commitment may enroll for the coursework under the *Colorado Gardener Certificate* option. The course work is available for a higher fee in-lieu-of the return service.

Upon completion of the course, CGC students receive the *Colorado Gardener Certificate*. However, without the volunteer commitment, participants do not become *Colorado Master Gardeners*.

The *Colorado Gardener Certificate* may be displayed in a place of business and used in business marketing.

To receive the *Colorado Gardener Certificate*, students must satisfactorily complete the CMG training (i.e., complete homework and attend at least 80% of classes). Participants are expected to attend all training sessions. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials.

Make-up of a class at another location/date is not an option. Some class units may be picked-up from *CMG Online*.

Tuition and Textbook

Tuition for the course as a *Colorado Gardener Certificate Student* (non-volunteer) is **\$530** plus the text materials. Options for course materials include the following:

1. Downloading and printing classroom handouts and materials online at www.cmg.colostate.edu/GardenNotesUpdate.shtml
2. Purchase print copy of the textbook, *The Science of Gardening* by David Whiting, Kendall Hunt publishing
3. Purchase or rent (for 6 months) Ebook from Kendall Hunt Publishing. <http://www.kendallhunt.com/whiting/>

Scholarships are not available for CGC Students.

Enrollment

To enroll in the *Colorado Gardener Certificate* training, send in the *Colorado Gardener Certification Enrollment Form* with the tuition (\$530). Space is limited and available on a first come (paying) basis.

The Colorado Master GardenerSM Program Information

Colorado Master Gardener (CMG) volunteers assist the county office of Colorado State University Extension to extend research-based information on home yard care and gardening into the community. *Colorado Master Gardeners* are involved in a wide variety of educational activities, including answering office phone calls and assisting walk-in customers, staffing information booths and diagnostic clinics, writing for local newspapers, mentoring youth groups and mentoring community gardening and greening projects.

Colorado Master Gardeners enjoy educating others and networking with other gardeners and educators.

For additional background on the CMG program, refer to the web site at www.cmg.colostate.edu.

Application Process

CMG programs operate at the county level, with primary financial support from the county government. Applicants should generally apply to their home county. In special situations, a potential volunteer may apply to a neighboring county. However, priority is given to county residents, being responsive to the local county budget and taxpayers. **Applicants who apply to multiple counties will not be considered.**

The program requires that the volunteer work be completed for the county/area program for which the applicant applied.

Extension programs are available to all without discrimination. Colorado State University does not discriminate based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Students requesting Disabled Student accommodations should directly contact the *CSU Resources of Disabled Students Office* at 970-491-6385.

Steps in the CMG application process

1. **Contact your county office of CSU Extension** for program information and application form.
2. **Submit a completed CMG application form** by the application deadline. The application form asks for the following items:
 - Background information on volunteer and teaching experiences
 - Background information on gardening experience
 - General availability for volunteer work
 - Interest in CMG projects
 - Contact information for three references

The application includes a signed volunteer agreement committing the CMG volunteer to 50 hours minimum volunteer work in exchange for the training.

3. **Background Check** – Colorado State University requires background checks, including driver's license checks, of all new volunteers. A criminal record or poor driving record does not bar an individual as a volunteer, but will be considered as it relates to the specifics of the volunteer position.

The potential volunteer receives an e-mail from the CSU Human Resources with a hotlink to the screening company, *HireRight*.

The volunteer logs into a secure site, enters their social security number, answers some questions about where they have lived, etc. and logs off.

HireRight conducts a national background check, including driver's license check, and shares the results with CSU Human Resources. Applicants cannot be accepted into the program until CSU Human Resources give approval based on the background check.

If the applicant elects to ignore the email from CSU Human Resources or elects to not

provide HireRight with the needed information, they also elect not be considered for a CSU Extension Colorado Master Gardener volunteer.

If the applicant does not receive the email from CSU Human Resources with the link for HireRight within 3 BUSINESS DAYS of submitting your application, please call the Extension Office so staff can check on the situation. (Depending on your email filters, it may be found in the junk mail box or blocked in your email system.)

If you do not have email, contact your County Extension Office to process the background check forms by mail.

4. **Preliminary screening** will begin with the application form. Primary consideration is based on:
- 1) Interest in volunteer work
 - 2) Availability for volunteer work
 - 3) People skills and teaching skills
 - 4) Gardening experience.

Staff will send confidential reference letters or emails to the references listed on the application. **At least two must be returned before the applicant can be accepted into the CMG program.**

5. **Interview** – Most counties invite applicants in for an informal interview giving the applicant a chance to learn more about the CMG Program.
6. **Applicants will be advised if they were selected for the CMG Program.** In counties with a larger population base, significantly more people apply than can be accommodated. Applicants who are not selected as CMG volunteers may elect to enroll as *Colorado Gardener Certificate Students* (non-volunteer enrollment).
7. **Pay program fees** – If accepted into a local CMG Program, payment of program fees is the final enrollment step.

In summary, interested individuals apply to become a CMG volunteer representing CSU Extension. The decision to accept or not accept any individual as a CMG volunteer is the right of CSU Extension.

Additionally, CMG volunteers serve at the request of Colorado State University Extension. This request can be withdrawn at any time.

Tuition

Tuition as a CMG volunteer is **\$170**. Refer to details about class material options found earlier in this document.

In comparison, the Colorado Master Gardener/Colorado Gardener Certificate Training is comparable to a four-credit class. CSU Tuition for a four-credit class is \$1,932 plus fees and books.

Scholarships

Scholarships are available for individuals on limited incomes. (Refer to application for details.) **Fees for CMG Volunteers who are selected to receive a scholarship are \$85**, with the student purchasing, printing or downloading the textbook or class materials.

A limited number of scholarships are available in a county. Selection of scholarship recipients is based on CMG selection criteria.