

Handbook Updates -October 2020 to be replaced with following

Handbook Updates – April 15, 2021

(Processing Student and Consultant Records in addition to the inclusion of Zoom Courses)

Page 5 NGC Schools Chairman

Insert: Following Bullet “Develops, promotes....” Two New bullets.

- Monitors/Supports the School’s Committee.
- For Courses in a ZOOM or HYBRID FORMAT, refer to ZOOM COURSE GUIDELINES; on NGC Website.

Page 5 - Accrediting Chairmen

Insert: Following “Maintain a File....”

New bullet

For Courses in a ZOOM or HYBRID FORMAT, refer to ZOOM COURSE GUIDELINES; on NGC Website.

Delete: 4th Bullet: “Receive from State Chairman....”

Insert following: (Clarification of processing Forms 5, 6, 7 and 17)

Accrediting Chairman of the Event State:

- Receives from State Chairman Roster Summary (Form 5), Application(s) for Accreditation (Form 6) and/or Consultant Refresher Accreditation Application(s) (Form 7), if applicable upon completion of each course or refresher.
- Reviews the paper work, complete Form 17, (Consultant & Refresher Applications List), Emails Form 17 to State Chairman of the event.
- Receives fee check from Local School Chairman after Roster is verified to be correct.
- Emails Roster and all Forms 6 and 7 containing entries for Students and Consultants residing outside the event State but within Region.
- Emails Rosters and all Forms 6 and 7 containing entries for Students and Consultants residing outside the event Region, and Form 17 to the Accrediting Chairman responsible for that state. This is to facilitate the processing of Forms 6 & 7 and Consultant and/or Refresher Cards as appropriate.
- Emails the approved/signed forms for Students/Consultants within her/his designated region and Form 17, Consultant and Refresher Applications List, to NGC Schools Secretary and mail check to Schools Secretary. Issue Consultant and Refresher Card(s) to State Chairmen within her/his Region and maintain records for Students and Consultants within the Region.
- Maintains Students’ and Consultants’ records electronically.

Accrediting Chairman outside of Event State:

- Emails copy of Roster and Summary to SC/Credentials Chairman/Designated Person/State President of course attendees for her/his records. Issue Consultant and Refresher Card(s) to State Chairman within the Region and maintain records for Students and Consultants within her/his designated Region(s).
- Maintains Students’ and Consultants’ records electronically.

-Approves, signs, emails out of state Student's Form 6 (if completing 4th Course) and Consultant's Form 7 (that have been verified and signed by the out of event State Chairmen) to the Primary Accrediting Chairman and NGC Schools Secretary.

Handbook Page 6 Schools Secretary

Delete 5th bullet: "Receives from Accrediting Chairman..."

Insert: Receive from event Accrediting Chairman approved Course Rosters & Summaries (Form 5), Applications for ES, GS, LDS Accreditation (Form 6) (only if 4th Course is completed) and/or Consultant Refresher Accreditation Applications (Form 7) for attendees in the Region of the event, List of Consultants' and Refreshers' Applications (Form 17) and testing/refresher fees for each completed course.

Insert New Bullet:

Receives from out of event state(s) Accrediting Chairman (or Chairmen) approved Forms 6 and 7 for those residing out of the event state.

Pages 11-13 State and Local Chairman Checklists (See updated State and Local Checklists (April 2021) as posted on NGC Website)

Page 15 Section 4 Courses

Insert New under Section 4 Courses

Course Format

- **Classroom**-Instructors and Participants in a classroom setting.
- **Zoom** – All instructors and Participants using a Zoom format. See Zoom Course Guidelines on NGC Website.
- **Hybrid** -Courses held in the classroom also allow participants to attend via zoom. Refer to **Zoom Course Guidelines on NGC Website.**

Page 16 Section 4 Proctors

Insert New last Bullet:

For Courses in a ZOOM or HYBRID FORMAT, refer to ZOOM COURSE GUIDELINES on NGC Website.

Page 22 - Form 5 Course Roster & Summary Form for ES, GS & LDS

Change 2nd Bullet in Handbook to read:

- The **Event** State Chairman reviews it for accuracy, signs and submits it electronically to the NGC Accrediting Chairman.

Insert New last bullet:

The Accrediting Chairman of the Event State will email Rosters (Form 5) containing entries for Students and Consultants residing outside the event state and her/his Forms 6 and 7 to the Accrediting Chairman responsible for that state to facilitate the processing of Forms 6 and 7 and Consultant and/or Refresher Cards as appropriate, along with Form 17 (List of Consultants' &

NEW Insert between Form 5 & 6 on page 22

Form 5A - Course Roster & Summary Addendum

Place to record attendees of ES, GS and LDS Courses when Registration exceeds 56 Students and/or Consultants.

Download, save, and complete Form 5A, Course Roster & Summary Addendum. Number consecutively starting with 57. Add as many Form 5A Addendums as necessary.

Handbook Page 23 Section 7 Form 11 Evaluation Form

3rd Bullet Delete: The forms (or copies of them)

Insert: Local Chairman prepares a summary of course ratings of instructors and topics with participants' comments based on information from the Evaluations (Form 11). Submit an additional optional Zoom Evaluation summary if in a Zoom or Hybrid Format. Email to State School Chairman, Accrediting Chairman and NGC School Chairman.

Handbook Page 24

Insert following Form 16

NEW Form 17 CONSULTANT & REFRESHER APPLICATIONS LIST

This form is to identify and track submission of Forms 6 and 7 to be used by the Event State Chairman, Accrediting Chairmen and NGC Schools Secretary.

It is to be completed by the Accrediting Chairman of the Event State.

Email copy of completed Form 17 to State Event Chairman and other applicable School Accrediting Chairmen.

It is a Checklist -1st page In-State Attendees; 2nd page out of State of Event Attendees

- 1st Section for Student(s) who completed her/his 4th Course and are submitting Application for Accreditation (Form 6).

-2nd Section for Refreshing Consultant(s) submitting Consultant Refresher Application (Form 7).

-Group Attendees by States. List names alphabetically by last name, first name.

-List State Garden Club where records are kept and note Region (C, CA, DS, NE, SA, SC, P, RM) and Accrediting Chairman.

-Create additional Form(s) 17 if needed.

Accrediting Chairman of Event State will email the Roster (Form 5), List of Consultants & Refresher Application (Form 17), and Form(s) 6, Consultant Application(s) (If completing 4th Course) and Form(s) 7, Refresher Application(s) from attendees living in state of event to Schools Secretary plus other Form(s) 6 and 7 received from states within his/her assigned Region(s). Mail fee check to Schools Secretary. Include a note to Schools Secretary listing Accrediting Chairmen who will be submitting other Forms 6 & 7 as listed on Form 17.