

Colorado Master Gardenersm Program
Colorado Gardener Certificate Training
Colorado State University Extension



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2009 Application and Training Information

Colorado Front Range

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 Adams County: November 14, 2008

Send application to: Sharon Moore
CSU Extension
9755 Henderson Rd.
Brighton, CO 80601
Fax: 303-637-8125

Training location: Adams County Regional Park/Fairgrounds

Training dates: Thursdays, January 22 – April 2

Tuition and Program Fees:

Colorado Master Gardener Program (volunteer service) fees: \$175
Do not send payment, you will be billed if selected as a CMG volunteer

Colorado Gardener Certificate (non-volunteer) tuition and fees: \$500
Payment due: January 5, 2009

**For additional information, contact: Sharon Moore – 303-637-8100 or
smoore @co.adams.co.us**

CMG/CGC Training, 2009

Along the Colorado Front Range, CMG/CGC Training is offered on a multi-county basis. The “Base Plus” format gives students options to self-direct their learning experience. Seven Base Classes cover general topics for all students. Plus Classes give students a variety of options to individualize their learning opportunity.

Classes are taught by CSU Extension campus-based and county-based faculty. Class information is focused toward the non-commercial, home gardener.

Base Classes

In Adams County, Base Classes are held on Thursdays, for seven weeks, starting January 23rd. Class periods are 6-hours per day, 9 a.m. to 12 noon and 1 p.m. to 4 p.m.

Base Class topics include:

- *How People Learn and the Colorado Master Gardener Program* (half day)
- *The Diagnostic Process* (half day)
- *How Plants Grow* (basic botany) (full day)
- *Soils, Fertilizers, and Soil Amendments* (full day)
- *Introduction to Entomology* (full day)
- *Introduction to Plant Pathology* (full day)
- *The Science of Planting Trees* (half day)
- *Weed Management* (half day)
- *Lawn Care* (full day)

Plus Classes

Plus Classes provide students with options to select additional topics of personal interest. Plus Classes are held in several different counties on Tuesdays, Wednesdays, Thursdays and Fridays. Students may attend at their local site or at any other county. See the upcoming schedule for details.

In the first training year, students attend four half days (two full days) of Plus Classes. Additional Plus Classes may be taken by CMG volunteers as continuing education in future years.

Half day classes are held from 9 a.m. to 12 noon or 1 p.m. to 4 p.m. Full day classes are 9 a.m. to 4 p.m., with an hour for lunch.

Pre-registration is required due to space limitations. Details on Plus Class registration will be given on the first day of training.

In 2009, Plus Classes include the following:

- Diagnosing Abiotic Tree Disorders (half day)
- Diagnosing Insects and Diseases on Trees (half day)
- Herbaceous Plants: Right Plant, Right Place (half day)
- Insect ID (half day)
- Irrigation Management (half day)
- Native Plants (half day)
- Pruning (full day)
- Small Fruits (half day)
- Tree Fruits (half day)
- Vegetables (half day)
- Water Wise Landscape Design (full day)
- Woody Plant ID (half day)

The Colorado Master Gardenersm Program

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

Colorado Master Gardeners enjoy sharing gardening knowledge and networking with other garden enthusiasts.

The title "*Colorado Master Gardener*" is a registered service mark of Colorado State University Extension. It may be used only in conjunction with official CSU Extension activities. It may not be used to infer credentials or otherwise imply endorsement of a private business. It may not be used on marketing materials of a business.

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

To become a “Colorado Master Gardener” participants must:

1. Apply to and be accepted into a county CMG program.
2. Training: Satisfactorily complete the CMG training course.

Participants are expected to attend all seven of the Base Classes plus four half-days (two full days) of Plus Classes. 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. Missed Base Classes may not be taken at other sites.

For CMG volunteers or the *Colorado Gardener Certificate*, student must attend at least fourteen half days (seven weeks) of class sessions.

3. Volunteer service: Continue the learning experience with 50 hours minimum return volunteer service in the county CMG program.

Individuals who fail to complete the volunteer work by September 30th will be billed \$10 for each uncompleted hour, up to a maximum of \$300.

After the training year, 24 hours minimum volunteer service is required to continue in the program.

4. Turn in reports.

CMG Application Process

CMG programs operate at the county level, with primary support from the county government. Applicants should generally apply to their county of residence. In special situations (such as the work location versus the home location) a potential volunteer may apply to a neighboring county. However, it should be understood that counties give priority 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 program for which the applicant applied. For example, an application to the Boulder County CMG program necessitates that the volunteer work be completed for the Boulder County CMG program. Neighboring counties (like Boulder, Broomfield, and Gilpin) often collaborate on CMG outreach efforts.

Correctly stated, interested individuals apply to become a CMG volunteer representing CSU Extension. The decision to accept or not accept any individual as a CMG volunteers is the right of CSU Extension. Reasons why an individual was or was not selected will not be given.

Additionally, CMG volunteers serve at the request of Colorado State University Extension. This request can be withdrawn at any time for any reason or no reason.

Since the applicant needs county specific information regarding the CMG program, CMG applications are NOT available on the web. Contact your local CSU Extension office.

Extension programs are available to all without discrimination. Selection is not based on race, age, color, religion, national origin, gender, disability, sexual orientation, or veteran status, disability or handicap.

Students requesting handicap 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 gardening experience
 - Background information on volunteer experiences
 - General availability for volunteer work (used by program coordinators to help connect CMG volunteers with projects)
 - Interest in CMG projects
 - Criminal background information (if applicable)
 - Contact information for three references

The application includes a signed contract committing the CMG volunteer to 50 hours minimum volunteer work in exchange for the training. Some counties also require a criminal background check of potential volunteers.

3. **Screening** -- Along the Colorado Front Range, significantly more people apply to the program than can be accommodated.

Preliminary screening will be off the application form. Primary consideration is based on 1) interest in volunteer work, 2) availability for volunteer work, 3) people skills (i.e., ability to assist Extension in home horticulture educational efforts) and 4) gardening experience.

The *Colorado Gardener Certificate* option (to participate in the class for a higher fee without any volunteer commitment) \$500, provides educational opportunities for individuals not interested in or available for volunteer work, or individuals not selected as CMG volunteers.

Without fundamental gardening experience, it is unreasonable to expect that someone will develop the background and knowledge base required to work with our clientele by just attending the training.

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

4. **Interview** – Most counties will invite applicants in for an informal interview giving the applicant a chance to learn more about the CMG Program and ask questions about training and volunteer work. Some counties include a written exam in the application process.
5. **Applicants will be advised if they were selected for the CMG Program.**
Applicants who are not selected as CMG volunteers may elect to enroll as *Colorado Gardener Certificate Students* (non-volunteer enrollments).
6. **Pay program fees** – If accepted into a local CMG Program, payment of program fees is the final enrollment step.

Fees

Program fees in Adams County are \$175.

Program fees include the CMG Training Manual (*CMG GardenNotes*), other training handouts and worksheets, instructor's travel expense, lab supplies, program development fees, and other local program delivery costs.

Scholarships are available for individuals on limited incomes. Refer to the CMG application form for details.

Do **not** send fees with the application. If you are selected for the program, you will be billed.

Registration is only completed upon payment of program fees. Any registration (payment of fees) received after **Wednesday, December 17th, 2008** will be assessed an additional \$50 *late fee*.

CMG volunteers withdrawing from the course prior to the first class will receive a full refund. CMG volunteers withdrawing from the course prior to the second class period will be subject to a \$125 materials fee. A refund on program fees is not available to students withdrawing after the second class.

Colorado Gardener Certificate Training

Individuals interested in the CMG training without a volunteer commitment may enroll for the coursework under the *Colorado Gardener Certificate, CGC*, training 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. The *Colorado Gardener Certificate* is also available to CMG volunteers upon completion of the class and 50 hours minimum volunteer commitment.

To receive the *Colorado Gardener Certificate*, students must satisfactorily complete the CMG/CGC training. Participants are expected to attend all seven of the Base Classes plus four half-days (two full days) of Plus Classes. 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. Missed Base Classes may not be taken at other sites.

For the *Colorado Gardener Certificate*, student must attend at least fourteen half days (seven weeks) of class sessions.

Individuals who were not selected for the CMG volunteer program may enroll in the *Colorado Gardener Certificate* Training.

Fees and Registration

Cost for the *Colorado Gardener Certificate Training* (as a non-volunteer) is **\$500** including *tuition and CMG Program Fees*.

To enroll in the *Colorado Gardener Certificate* training, send in the completed first page (only) of the application form with a \$500 check for tuition and fees. Space is limited and on a first come (paying) basis.

Students withdrawing from the course prior to the first class will receive a full refund. Students withdrawing from the course prior to the second class period will be subject to a \$125 processing fee. A refund on program tuition and fees is not available to students withdrawing after the second class.