



MASTER GARDENER
COLORADO STATE UNIVERSITY
EXTENSION

Colorado Master Gardener™ Program ***Colorado Gardener Certificate Training***

2019 Application & 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.

CMG Application deadline in Douglas County: Tuesday, October 30, 2018

CGC Enrollment deadline in Douglas County: Friday, November 30, 2018

Email application as attachment to: Andie.Wommack@colostate.edu

Mail application to:

Colorado State University in Douglas County
Attn: Colorado Master Gardener Program
410 Fairgrounds Road
Castle Rock, CO 80104

Training dates & locations: The trainings consist of 6 in-person classes held on Tuesdays between January 29-April 2, 2019 from 9AM-4PM. Additionally, 4 trainings will be offered through an online classroom and must be done at home/work online. Online class times vary but can be done on your own at anytime. On-site locations include: Douglas County Fairgrounds (Castle Rock) and Arapahoe County Fairgrounds (Aurora).

Date	Class	Location
1/29/19	Botany 9AM - 4PM	Arapahoe Co Fairgrounds
2/5/19	Soils, Fertilizers & Soil Amendments	Online class
2/12/19	Plant Pathology 9AM - 4PM	Douglas Co Fairgrounds
2/19/19	Integrated Pest Management & Diagnostics	Online class
2/26/19	Entomology 9AM - 4PM	Arapahoe Co Fairgrounds
3/5/19	Turf Management	Online class
3/12/19	Weed Management 9AM - 4PM	Douglas Co Fairgrounds
3/19/19	The Science of Planting Trees & Care of Woody Plants	Online class
3/26/19	Vegetables 9AM - 4PM	Arapahoe Co Fairgrounds
4/2/19	TBD: "Irrigation" & "Perennials for Colorado" proposed	Douglas Co Fairgrounds

Program Focus: The program is designed and taught by Colorado State University faculty and staff specializing in Colorado horticulture. CSU Extension manages the program in local counties. All information is evidence-based focused on the latest research and local Colorado climates and conditions.



Tuition

Program/Course	Tuition <i>paid by 12.31.18</i>	Tuition <i>after 12.31.18</i>
Colorado Master Gardener (CMG) Program Apprentice/Volunteer Do not send payment, you will be billed if selected as a CMG apprentice	\$170	\$195
Colorado Master Gardener (CMG) Program Apprentice w/Limited Income Scholarship Do not send payment. You will be billed if selected as a CMG volunteer and selected to receive a scholarship.	\$85	\$95
Colorado Gardener Certificate (CGC) Training Non-volunteer Send payment with registration form.	\$530	\$555

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

Payment Options:

Make checks payable to Colorado State University

1. Online payment. An online payment option will be available by November 1, 2018 and announced to applicants at that time.
2. Pay in our office by cash, credit/debit, or check. 410 Fairgrounds Rd., Castle Rock, CO 80104
3. Pay by credit/debit over the phone. Call 720-733-6930 during normal business hours.
4. Mail your check into our office with paperwork. 410 Fairgrounds Rd., Castle Rock, CO 80104
5. Sorry, we cannot offer refunds after January 15, 2019.

Training Materials

All reading materials will be provided online and can be downloaded, saved and printed as needed. These links will be communicated BEFORE your program begins, once you're registered and paid.

Colorado Master Gardener / Colorado Gardener Certificate Training Application & Registration Details

The Colorado Master Gardener/Colorado Gardener Certificate programs are open to Colorado adults, 18 years or older, with an interest in horticulture and a desire to educate their county's citizens.

In Douglas County, the training is held on Tuesdays for 10 weeks, starting January 29, 2019.

Face to face 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:

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

***NOTE: In 2019, 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 schedule. 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/complete 60 hours of training provided. If illness, family emergencies, and weather-related travel issues arise that prevent this, we can make accommodations as requested. 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 in-person class units may be available online.

To complete the training as a CMG Apprentice 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.

Note: There is a \$25 late fee for payments made after 12/31/18.

Colorado Gardener Certificate Information

Adults 18 years and older who are 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 in-person class units may be available online.

Tuition and Reading Materials

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

Written course materials can be downloaded online after registration and payment is confirmed and before the course begins.

Scholarships are not available for CGC Students.

Note: There is a \$25 late fee for payments made after 12/31/18.

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 basis. Please register by Friday, November 30, 2018.



The Colorado Master GardenerSM Program Information

Colorado Master Gardener (CMG) adult 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 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
 - 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.

Scholarships

Scholarships are available for individuals on limited incomes. (Refer to application.) **Fees for CMG Volunteers selected to receive a scholarship are \$85**, with the student printing or downloading class materials. A limited number of scholarships are available in a county. Selection of scholarship recipients is based on CMG selection criteria.

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 CSU Extension. This request can be withdrawn at any time.