APPLICATIONS DUE FEBRUARY 13TH, 2015

OSU Extension Master Gardener™ recertification is defined as: *Completing educational training to further or enhance the individual’s skill in the areas of community horticulture deemed important to the OSU Extension Master Gardener™ Program.*

In order to retain the “OSU Master Gardener” title, individuals must recertify annually. The privilege and responsibility of wearing the “OSU Master Gardener” name badge at public events is reserved for individuals who are current in their recertification.

Why do we require recertification?

As time goes by, we all forget details of diagnosis and appropriate advice. Also, information changes rapidly as new research is presented, and appropriate/available cultural and chemical treatments are ever-changing. The goal is to keep Master Gardeners updated and able to provide high quality and up-to-date advice to the public through the Master Gardener Program.

Recertification Requirements for Klamath County

1. Complete 6 or more hours of continued education training through the following:
   - Participation in specified classes. These classes are usually identified with an asterisk (*) in registration information or on event schedule.) These classes are of high importance because they support a Master Gardener’s ability to properly diagnose plant problems, identify plant pests, and recommend prevention or control options that support OSU Extension’s least-toxic approach to pest control. These classes are available at the following events:
     - Klamath County Master Gardener Training (February to May)
     - OMGA Mini-College (August)
     - County-sponsored advanced training session, such as Winter Dreams/Summer Gardens in Jackson County
     - Other classes approved by the Program Coordinator.

2. Score 70% or better on the annual open-book, take-home exam.

3. Complete 25 or more hours of volunteer service for educational outreach within the community at events and activities approved by the Program Coordinator. 12 of the 25 hours must be spent serving in the OSU Extension Plant Clinic or at OSU Plant Clinics at specified community events throughout the summer.
4. Choose one of the following options:

- **Option 1: Classroom Mentor/Unlimited Training Sessions - No fee required**
  
  OSU is seeking positive, caring, and dedicated veteran Master Gardeners to serve as mentors during the 2014 classroom training. Veterans who serve as mentors can attend the full training at no charge. The idea of the Mentor Program is to provide a welcoming atmosphere for new Master Gardeners from the time they register for the training through graduating from their first year in the program. Mentors are the keystone of a successful program and play a vital role in retention. Mentors will receive additional training and support from the Program Coordinator to ensure their role is understood and that they are able to Mentor effectively. It is preferable that mentors be able to attend as many classes as possible to ensure they are present to provide their mentees with the sufficient support and interaction. Mentor responsibilities include:
  
  1. Attend Mentor orientation on **February 18th, 2015 from 10 AM to noon**.
  2. Contact mentee prior to the first class.
     
     a. Provide mentee with your contact information and let them know what your role as Mentor is.
     b. Provide mentee with useful information such as how to get to the Extension office, where to park, what to expect, what to do about lunch etc.
  3. Meet mentee at first training class – make them feel welcome.
  4. Mentor mentee during first 4 Plant Clinic experiences, at minimum. Work with mentee(s) to schedule these together.
  5. Follow-up contact during the training year.
     
     a. Contact mentee if they miss more than two consecutive classes.
     b. Invite mentee to join you at your favorite volunteer event.
     c. Inform mentee about what to expect during the Graduation ceremony.

- **Option 2: Trained Volunteer/Limited Class Sessions - $10 class fee required**

  Veteran Master Gardeners who cannot, or do not wish to, commit to being a Mentor, must complete at least 6 hours of educational training. One way of meeting this requirement is by attending at minimum 2, and up to 4, 3-hour sessions during the training. Selected classes approved for continued education purposes are marked with an asterisk (*) on the 2014 class schedule. These classes will support a Master Gardener’s ability to diagnose plant problems, identify plant pests, and recommend the most up-to-date control/prevention methods. There are also several resource trainings scheduled throughout the training that veterans are strongly encouraged to attend.

**Dismissal of a Master Gardener Volunteer**

A volunteer may be reassigned or dismissed at the sole discretion of OSU Klamath Basin Research and Extension Center. Disregard for the policies and guidelines established by OSU Klamath County Master Gardener™ Program are grounds for dismissal of a Master Gardener Volunteer. Other examples of conduct which could lead to disciplinary action include, but are not limited to: illegal activity; behavior which compromises the health and safety of volunteers, OSU employees, or clientele; being habitually disruptive to the overall program; unwilling or unable to work amicably with agents, program coordinator, and/or volunteer leaders; conduct which is harmful to the Master Gardener program’s reputation; or failure to relinquish/rotate leadership roles. The nature and seriousness of the infraction or violation will determine whether the option of reassignment or dismissal should be considered.

Before any official action is taken, the County Extension Agent and/or immediate Extension supervisor should counsel with a volunteer(s) when reassignment or dismissal is being considered. If dismissal is decided by Extension, communication with the volunteer(s) will be done in confidentiality.
MASTER GARDENER™ ANNUAL RECERTIFICATION APPLICATION
OSU Klamath Basin Research & Extension Center

Please print legibly

Name: ____________________________________________________________

Mailing Address: ______________________________________________________________________________________

City: __________________________________ State: ___________ Zip Code: __________________

Phone Number (please list your preferred number): __________________________

E-mail address: __________________________________________________________

I consent to the above information being made available to my fellow Master Gardeners for volunteer-related purposes.

( ) Yes. My information may be shared.

( ) No. Please do not share my information.

Please select a recertification option:

( ) Option 1: Classroom Mentor, Unlimited Class Sessions (No fee)

( ) Option 2: Trained Volunteer, Limited Class Sessions ($10 fee due with application)
   Please include the $10 class fee payment with your application. Checks should be made payable to OSU Extension Service.

Please return the Application and Letter of Agreement no later than February 13, 2015

Mail or hand-deliver pages 5 & 6 to: Klamath Basin Research and Extension Center, 6923 Washburn Way, Klamath Falls, OR 97603. ATTN: Keely Moxley

Or fax pages 5 & 6 to: 541-883-4582, ATTN: Keely Moxley, Program Coordinator

Please retain the first two pages of this document for your records.
**Letter of Agreement** (please print and return with application)

The Oregon State University Master Gardener™ Program is a voluntary, educational opportunity designed to meet our community's gardening needs. The purpose of the program is to teach interested individuals more about growing plants. Specifically, we aim to provide information and technical assistance about gardening and horticultural practices through qualified, certified volunteers.

In order to keep my certification as an OSU Master Gardener™ current, I am aware that I must meet the following requirements on an annual basis:

1. Complete a minimum of 6 hours of continued education in the field of horticulture.
2. Pass the annual open-book, take-home exam with a 70% or better.
4. Demonstrate a commitment to diversity and to ensuring equal opportunity for those wishing to benefit from OSU Extension programs and services.
5. Select one of the two recertification options (Classroom Mentor or Trained Volunteer).
6. Have my application approved by the Program Coordinator of the OSU Master Gardener™ Program in Klamath County.

I understand the requirements listed above. I agree to follow all policies and procedures of the Oregon State University Master Gardener™ Program in Klamath County. If, for reasons beyond my control, I am unable to fulfill my commitment, I will make a voluntary, tax deductible donation of $10 to the OSU Extension Service. I understand it is my responsibility to collect the donation form from the OSU Extension office if I want it for tax purposes. Please note – this is not in addition to $10 class fee – if class fee is paid, OSU Extension will simply retain it and consider it a donation.

_____________________________________________________________   ______________________________
Signature of Recertifying OSU Master Gardener™   Date

**Important:** Certified Master Gardener volunteers have an opportunity to join the Klamath County Master Gardener Association (KCMGA) and expand their contributions to the local community by sharing the knowledge they have acquired. The KCMGA sponsors several events throughout the year. It is optional to participate in the Master Gardener Chapter activities. The KCMGA is a separate, non-profit organization focused on supporting the OSU Extension Master Gardener™ Program.