

## **CERTIFIED GROUNDS MANAGER**

### **HOW TO APPLY**

This is your official application form furnished by the Certification Committee of the Professional Grounds Management Society. It is necessary that this application form be approved by the Certification Committee. Please take the time to fill in this form carefully providing all of the information requested.

A check for the full amount must be included with the application before it can be processed. Checks should be made payable to the Professional Grounds Management Society. Receipt of your application will be acknowledged with an introduction letter.

The Certification Committee applauds your efforts to become a Certified Grounds Manager.

### **QUALIFICATIONS**

One of the following minimum requirements must be filled in order for an applicant to apply for the Grounds Manager Certification program:

A Bachelor of Science (BS) or a more advanced degree in one of the recognized green industry fields including management, plus four years of experience in the field of grounds maintenance of which two years are supervisory.

OR

A two year Associate Arts (AA) or equivalent degree from a recognized college or junior college, plus six years of experience in the field of grounds maintenance with a minimum of three years of supervisory experience.

OR

Eight years of experience in the grounds maintenance field with a minimum of four years of supervisory experience.

Grounds maintenance experience shall mean working for or with a person, firm or agency engaged in grounds maintenance operations that include the installation, care and removal of outdoor and indoor plant material and supporting non-plant materials and activities.

Supervisory experience shall include those activities which have to do with the management of personnel, budget, time and materials in the planning, implementation, and analysis of a grounds maintenance operation.

The Grounds Manager Certification Committee shall be the sole arbiter in determining if the applicant meets the eligibility requirements for the program.



**PREVIOUS EMPLOYMENT EXPERIENCE**  
**Complete Only The Appropriate Spaces**

**Your Last Job  
Before The One  
You Have Now**

\_\_\_\_\_  
(Organization or Agency)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State or Province)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Name of your Immediate Supervisor)

\_\_\_\_\_  
(Phone)

From: \_\_\_\_\_ To: \_\_\_\_\_

(Dates of Employment)

\_\_\_\_\_  
(Your Position or Title)

**Duties And  
Responsibilities  
(Including Supervisory  
Duties)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Job Before That**

\_\_\_\_\_  
(Organization or Agency)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State or Province)

\_\_\_\_\_  
(Zip Code)

\_\_\_\_\_  
(Name of your Immediate Supervisor)

\_\_\_\_\_  
(Phone)

From: \_\_\_\_\_ To: \_\_\_\_\_

(Dates of Employment)

\_\_\_\_\_  
(Your Position or Title)

**Duties And  
Responsibilities  
(Including Supervisory  
Duties)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CONTINUING  
EDUCATION  
EXPERIENCE  
(Including PGMS  
Annual Meetings)**

Course or Meetings

Location

Date

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**MEMBERSHIP IN  
OTHER  
PROFESSIONAL  
ORGANIZATIONS**

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**CERTIFICATIONS/  
LICENSES  
CURRENTLY HELD**

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I certify that the information contained in this application form is true. I understand that falsification on the application is grounds for revocation. I also authorize the Professional Grounds Management Society to contact employers named in this application for verification of information presented in this application.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Important: Application may be made under auspices of a supervisor who is a PGMS member. However, applying through that person's membership (and thereby receiving the price application cost differential), that member's name and signature are required for verification below:

\_\_\_\_\_  
(PGMS Member's Name - Printed)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\*PGMS annual dues are \$175. If applying for the Certified Grounds Manager program and joining the PGMS simultaneously, the combined cost is \$325, only \$75 more than just applying as a non-member.

To Repeat:	
Application fee if not a PGMS member	\$250
Application fee if a PGMS member	\$150
Application fee if applying thru a PGMS member	\$150
OR	
Join PGMS and apply simultaneously	\$325

Please send the completed application, verification of employment, a copy of your high school diploma or GED and appropriate application fee amount to:

Professional Grounds Management Society  
Certification Committee  
720 Light Street  
Baltimore, MD 21230