

CERTIFIED GROUNDS TECHNICIAN

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 complete the answers, 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 and study materials will be sent to you. Please send verification of current employment and a copy of your High School Diploma or GED.

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

QUALIFICATIONS

The following minimum requirements must be filled in order to apply for the Grounds Technician Certification Program:

High School Diploma or GED

Two years of experience in the grounds maintenance field

Those with supervisory experience plus appropriate college degree or at least eight (8) years in the field should inquire about the PGMS Certified Grounds Manager (CGM) program.

Note: Authorization to begin the program before the two years of experience requirement is met may be given by the Certification Committee. However, certification will not be granted until the experience requirement has been met.

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 material and activities.

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

INFORMATION CHECKLIST FOR CERTIFIED GROUNDS TECHNICIAN PROGRAM

The items on this list must be compiled before the materials for the Certified Grounds Technician program may be sent out. Please carefully review this list. You may send in the list, with each item checked when you send in your application.

- _____ 1. Completed Application
- _____ 2. Copy of High School Diploma or GED
- _____ 3. Verification of Employment
- _____ 4. Two Years of Experience in the Field of Grounds Keeping
- _____ 5. Application Fee
 - A. \$150 for member
 - B. \$250 for non-member
 - C. \$150 if applying through a PGMS member(must have the member signature on the application)
 - D. \$325 to join PGMS and apply simultaneously

To Applicant:

Please review the list and send all information needed to our Headquarters office. When we have received all of the information, your training materials will be sent to you.

Send information to: Professional Grounds Management Society
Grounds Technician Certification
720 Light Street
Baltimore, MD 21230

Thank you.

The Professional Grounds Management Society Certification Committee

**CERTIFIED GROUNDS TECHNICIAN
APPLICATION**

NAME

(Last) (First) (Middle)

(Street Address)

(City) (State) (Zip Code)

(Home Phone) (Email Address)

(Social Security #) (Birth Date)

Are you a PGMS Member? _____ Yes _____ No

**CURRENT PLACE
OF EMPLOYMENT**

(Organization or Agency)

(Street Address)

(City) (State or Province) (Zip Code)

(Phone) (Fax)

(Your Immediate Supervisor) (Title or Position)

(Your Position or Title)

(Date of Employment)

**DUTIES AND
RESPONSIBILITIES**

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)**

EDUCATIONAL BACKGROUND
Complete Only the Appropriate Spaces
(Please include your school/college transcripts)

**TRADE OR
TECHNICAL
SCHOOL**

(School or University)

(Street Address)

(City) (State) (Zip Code)

(Dates Attended) (Degree or Certification)

**JUNIOR OR
COMMUNITY
COLLEGE**

(School or University)

(Street Address)

(City) (State) (Zip Code)

(Dates Attended) (Degree or Certification)

**UNDERGRADUATE
COLLEGE
EDUCATION**

(School) _____
2 Yr Program

4 Yr Program

(Street Address)

(City) (State) (Zip Code)

(Dates Attended) (Degree or Certification)

**POST GRADUATE
COLLEGE
EDUCATION**

(School)

(Street Address)

(City) (State) (Zip Code)

(Dates Attended) (Degree or Certification)

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

Course or Meetings

Location

Date

**MEMBERSHIP IN
OTHER
PROFESSIONAL
ORGANIZATIONS**

CERTIFICATIONS/

**LICENSES
CURRENTLY HELD**

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 Technician 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