



## Pennsylvania Certified Horticulturist (PCH) CEU Guidelines

**Recertification:** Effective January 1, 2011 individuals holding PCH certification must recertify every two years AND report 24 CEUs within the recertification period AND pay the required renewal fee. CEUs may be earned and reported in both Educational and Service Categories. Reminders for CEU reporting will be sent via email and regular mail.

**NOTE:** Viewing exhibits and time on a trade show floor **DOES NOT** qualify for CEUs for the PCH program. A structured education program is required.

### EDUCATION – a minimum of 16 of the required 24 CEUs

Category	Description	CEUs
Educ1	<b>Description:</b> Continuing education, conferences, and seminars presented by national, regional, or state green industry associations or Penn State Extension. Subject matter must be green industry or job related. Other PRE-APPROVED programs are included in this category. (See instructions for PRE-APPROVAL).	1 CEU per hour of instruction (max of 6 CEUs per day)
	<b>Documentation Required:</b> Copy of event brochure or flyer with sessions attended indicated and proof of registration.	
Educ2	<b>Description:</b> College/University course work – horticulture based classes	15 CEUs per credit hour
	<b>Documentation Required:</b> Proof of completion (certificate or transcript)	
Educ3	<b>Description:</b> Education supporting green industry license completion or renewal; e.g. pesticide applicator license.	1 CEU per hour of instruction (1 pesticide credit equals .5 CEUs)
	<b>Documentation Required:</b> Proof of completion or CEU statement	
Educ4	<b>Description:</b> Successful completion of another green industry certification program. i.e. PLANET, APLD, RLA, ISA, Irrigation Association	8 CEUs for each new certification
	<b>Documentation Required:</b> Copy of completion certificate or award letter.	
Educ5	<b>Description:</b> Writing articles or books for publication, presentation preparation or self-study. Subject matter must be green industry related. Each article, presentation and self-study material may be counted only once during a two-year recertification period. For CEUs for actual presentation, see Serv4 category.	1 CEU per hour of article writing, course preparation or reading time (Limit of 12 CEUs)
	<b>Documentation Required:</b> Speaking Documentation Form, Writing Documentation Form and/or Book Reporting Form.	

### SERVICE – a maximum of 8 of the required 24 CEUS

Category	Description	CEUs
Serv1	<b>Description:</b> Participation in a PRE-APPROVED service events. (See instructions for PRE-APPROVAL.)	.5 CEU per hour on site
	<b>Documentation Required:</b> Documentation of participation from sponsoring organization with date/location of event.	
Serv2	<b>Description:</b> CLT exam judge or JTA (Credit is for test day only). Proctor for PCH or CLT written exam.	.5 CEU per hour on site
	PLNA will verify.	
Serv3	<b>Description:</b> Service on Board of Directors or Committee for a national, regional or state green industry association.	.5 CEU per hour
	<b>Documentation Required:</b> Official Leadership Roster, schedule of meetings attended	
Serv4	<b>Description:</b> Teaching or presenting at schools, professional conferences, workshop or programs. Subject matter must be green industry or job related. For CEUs awarded for preparation of presentation, see Educ5 Category.	1 CEU per hour
	<b>Documentation Required:</b> Speaker Documentation Form	
Serv5	<b>Description:</b> Participation on PLNA.com and OutdoorLivingPA.com Blogs and Forums. Contact PLNA to acquire login information and guidelines.	CEUs awarded based on level of participation (min .5 CEU, max 4 CEUs)
	PLNA will monitor participation	

**PRE-APPROVAL:** Pre-approved programs can include In-House Training. In order to receive pre-approval for Education or Service category CEUS contact Cathy Corrigan, Certification Administrator, at [ccorrigan@PLNA.com](mailto:ccorrigan@PLNA.com).

**Questions?** Contact PLNA at 800.898.3411 or email [ccorrigan@PLNA.com](mailto:ccorrigan@PLNA.com) or visit the FAQs regarding PCH recertification at [www.PLNA.com](http://www.PLNA.com).

RETAIN FOR REFERENCE