



## ISU SCOTT COUNTY EXTENSION MASTER GARDENER CONTINUING EDUCATION GUIDELINES

Continuing education is an important component of the ISU Extension Master Gardener Program. It is an opportunity to increase or expand your knowledge for the benefit of self and community service. Numerous opportunities are available to help ISU Scott County Extension Master Gardeners earn the required 6 Continuing Education Units (CEUs) per year.

### *How to earn CEUs...*

- Attend a class or program sponsored by the Adult or Continuing Education committee of the Scott County Extension Master Gardeners.
- Attend a horticultural program sponsored by a recognized educational organization, for example, Iowa State University or Scott (Eastern Iowa) Community College.
- Attend a program sponsored by a recognized horticultural organization, for example, Mississippi Valley Hosta Society, Vander Veer Botanical Park, Quad City Botanical Center, American Horticultural Society, etc.
- Attend a program presented by a person with recognized credentials - including education and/or professional experience in the field of horticulture.
- Attend a class presented as a part of the annual Master Gardener training course.
- Develop a new class or presentation: One hour of continuing education will be allowed for each five hours spent developing a new class or presentation up to a maximum of three. Submit a course outline and bibliography to the Continuing Education committee for approval. Teaching the class or giving the presentation will count as Volunteer Service hours. Presentation of a previously developed class earns 1 CEU.
- Work in the Hort Clinic. One CEU, up to a maximum of 3 per year, may be earned for each 6 hours worked in the Hort Clinic.
- Read a book on a horticultural topic. One CEU per book with a maximum of 2 per year can be earned in this manner. Submit the title of the book to the Continuing Education committee for approval. Readers are encouraged to submit a review of the book to the Newsletter and thus earn Volunteer Service hours too.
- View an instructional video from the Scott County Extension Office, Iowa State University or other recognized source. Limit of 2 CEUs per year may be earned this way.

### *Additional facts about CEUs...*

- A good litmus test for a whether a class, book or video may be eligible for CEUs is this: Would the class help you answer horticultural-related questions that may be asked in the Hort Clinic?
- One hour of class time equals 1 CEU.
- CEUs are earned in 1 hour increments and include only time spent in the learning activity. Travel time, registration, meals, etc. are not included.
- If you have a question about CEUs, contact the Extension Horticulturist.
- To request approval for CEUs, a brochure or other information describing the content of the class, the sponsor, the presenter and the actual class time hours should be submitted to the Extension Horticulturist.
- All programs submitted for CEU's must have some scientific basis – for example, travel tours or garden tours generally do not apply.
- CEUs earned in excess of the 6 units required for annual certification may be carried over for one year only.
- The reporting year for CEUs is 1 January to 31 December.
- All CEU's must be submitted on the on line MG hours website or CEU reporting form when the MG does not have a computer, with attention given to the guidelines on the form. (Available on the ISU Scott County Extension web site or hardcopies at the office).