2018 Application and Training Information

Thank you for your interest in the Colorado Master Gardener Program (CMG) and Colorado Gardener Certificate Training in Pueblo County. Enclosed is information about the two programs and application materials.

CMG Application deadline in Pueblo County: Friday, December 29, 2017

Email application as attachment to: valdez@pueblocounty.us

Mail application to:
CSU Extension/Pueblo County
Attn: CMG
701 Court Street, Suite C
Pueblo, CO 81003

Training dates and location:
Thursdays
January 18 through April 5, 2018
CSU Extension/Pueblo County
701 Court Street, Suite C
Pueblo, CO 81003

For additional information, contact:
Sherie Caffey
caffeys@pueblocounty.us

Carolyn Valdez
valdez@pueblocounty.us
Educational Materials and Tuition

Printed information obtained online is required in one of the following forms. It is up to you to decide the form, acquire it prior to class and be prepared for class each day. Student options for course materials include the following:

1. Download and print the class materials and handouts from the Colorado Master Gardener website: [www.cmg.colostate.edu/GardenNotesUpdate.shtml](http://www.cmg.colostate.edu/GardenNotesUpdate.shtml)
   Some counties may have wireless connectivity in the classroom if you do not wish to print the handouts, but prefer to view them online; please check with the local county for specifics.

<table>
<thead>
<tr>
<th>Course Options</th>
<th>Tuition Amount</th>
<th>Payment Options</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Colorado Master Gardener Program Volunteer</strong></td>
<td>$185</td>
<td>Do not send payment, you will be billed if selected as a CMG volunteer. Cash or checks payable to <em>Extension Program Fund</em> through the Extension office or request a link to Eventbrite to pay with a credit/debit card.</td>
</tr>
<tr>
<td>(50 hours of volunteer time plus tuition)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Colorado Master Gardener receiving Limited Income Scholarship</strong></td>
<td>$85</td>
<td>Do not send payment, you will be billed if selected as a CMG volunteer. Cash or checks payable to <em>Extension Program Fund</em> through the Extension office or request a link to Eventbrite to pay with a credit/debit card.</td>
</tr>
<tr>
<td>Do not send payment. This option available to Pueblo County residents only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Colorado Gardener Certificate</strong></td>
<td>$530</td>
<td>Cash or checks payable to <em>Extension Program Fund</em> through the Extension office or request a link to Eventbrite to pay with a credit/debit card.</td>
</tr>
<tr>
<td>(non-volunteer option for higher course fee)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Send payment with registration form.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The CMG/CGC training is equivalent to a four-credit class. In comparison, tuition for an instate resident, undergraduate, four-credit class at CSU is **$1,932**.
Colorado Master Gardener / Colorado Gardener Certificate Training

In Pueblo County, distance education training is held at the Pueblo County Extension office Thursdays for 10 weeks, starting Thursday, January 18, 2018.

Class periods are 6-hours per day, generally from 9 a.m. to 12 noon and 1 p.m. to 4 p.m. Lunch periods are 45 minutes. Classes are taught via Distance Education by CSU Extension campus-based and county-based faculty and staff. Class information is focused toward the non-commercial, home gardener.

Topics usually include the following:

- Plant Health Care and the Diagnostic Process (half day)
- How Plants Grow (basic botany) (full day)
- Soils, Soil Amendments, and Fertilizers (full day)
- Introduction to Plant Pathology (plant diseases) (full day)
- Introduction to Entomology (insects) (full day at El Paso County Extension office)
- Vegetables and Herbs (full day at El Paso County Extension office)
- Lawn Care and Diagnosing Lawn Problems (full day)
- Weed Management (full day)
- Introduction to the Colorado Master Gardener Program* (for Apprentices only)
- Tree Care and the Science of Planting Trees*

*NOTE: NEW THIS YEAR!
In 2018, these classes will be a combination of at-home work including online videos, readings, pre and post tests and worksheets, followed by in-class review and discussion. Your coordinator will provide the online links and schedules. These classes are required for Colorado Master Gardener Apprentices and students that elect not to take them will be dismissed from the program. No refunds will be given.

Participants are expected to attend the 60 hours of training. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials. Make-up of a class at another location/date is not an option. Some class units may be picked-up from CMG Online.

To complete the training as a CMG Volunteer or Colorado Gardener Certificate Student, participants must complete online videos, readings, worksheets, pre and post-tests and attend at least eight out of ten class days.

College credit is not available for CMG/CGC training.
**Colorado Gardener Certificate Information**

Individuals interested in the Colorado Master Gardener training without the volunteer commitment may enroll in the *Colorado Gardener Certificate* option and pay the higher fee.

Upon completion of the course, CGC students receive the *Colorado Gardener Certificate*. However, without the volunteer commitment, participants do not become *Colorado Master Gardeners*.

The *Colorado Gardener Certificate* may be displayed in a place of business and used in business marketing.

To receive the *Colorado Gardener Certificate*, students must satisfactorily complete the CMG training (i.e., complete at-home work including online videos, readings, worksheets, and pre and post-tests and attend at least 80% of classes). Participants are expected to attend all training sessions. However, that is not always possible due to illness, family emergencies, and weather-related travel issues. When missing a class, the student is responsible for the content and should invest extra time with the study materials.

Make-up of a class at another location/date is not an option. Some class units may be picked-up from *CMG Online*.

---

**Tuition and Training Materials**

Tuition for the course as a *Colorado Gardener Certificate Student* (non-volunteer) is $530 plus the text materials. To obtain course materials:

1. Download and/or print classroom handouts and materials online at [www.cmg.colostate.edu/GardenNotesUpdate.shtml](http://www.cmg.colostate.edu/GardenNotesUpdate.shtml)

Scholarships are **not** available for CGC Students.

**Enrollment**

To enroll in the *Colorado Gardener Certificate* training, send in the completed *Colorado Gardener Certification Enrollment Form* with the tuition ($530). Space is limited and available on a first come (paying) basis.
Colorado Master Gardeners are trained volunteer educators who support and assist CSU Extension staff in delivering research-based gardening information. The CMG Volunteer’s audience is home gardeners. Examples of CMG volunteer activities include answering inquiries through the County Extension office, providing education, providing recommendations and troubleshooting of plant problems, staffing information booths and diagnostic clinics, writing for local newspapers, mentoring youth groups and mentoring community gardening and greening projects. Colorado Master Gardeners enjoy educating others and networking with other gardeners and educators.

For additional background on the CMG program, refer to the web site at www.cmg.colostate.edu.

Application Process

CMG programs operate at the county level, with primary financial support from the county government. Applicants should generally apply to their home county. In special situations, a potential volunteer may apply to a neighboring county. However, priority is given to county residents, being responsive to the local county budget and taxpayers. **Applicants who apply to multiple counties will not be considered.**

The program requires that the volunteer work be completed for the county/area program for which the applicant applied.

Extension programs are available to all without discrimination. Colorado State University does not discriminate based on race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Students requesting Disabled Student accommodations should directly contact the

CSU Resources of Disabled Students Office at 970-491-6385.

**Steps in the CMG application process**

1. **Attend one of two scheduled recruitment meetings through the CSU Extension - Pueblo County office** to meet the staff, current CMGs, get program information and application forms. Contact Sherie if unable to make recruitment meetings.

2. **Submit a completed CMG application form** by the application deadline. The application form asks for the following items:
   - Background information on volunteer and teaching experiences
   - Background information on gardening experience
   - General availability for volunteer work
   - Interest in CMG projects
   - Contact information for three references

   The application includes a section where you as an Apprentice agree to volunteer 50 hours minimum volunteer time in exchange for the fee reduction for the CMG training.

3. **Background Check** – Colorado State University requires background checks, including driver’s license checks, of all new volunteers. A criminal record or poor driving record does not bar an individual as a volunteer, but will be considered as it relates to the specifics of the volunteer position.

   The potential volunteer receives an e-mail from CSU Human Resources with a hotlink to the screening company, **HireRight**.

   The volunteer logs into a secure site, enters their social security number, answers some questions about where they have lived, etc. and logs off.
**HireRight** conducts a national background check, including driver’s license check, and shares the results with CSU Human Resources. Applicants cannot be accepted into the program until CSU Human Resources give approval based on the background check.

If the applicant elects to ignore the email from CSU Human Resources or elects to not provide HireRight with the needed information, they also elect not to be considered for a CSU Extension Colorado Master Gardener volunteer.

If you do not respond to the email in a timely manner and it has to be requested a second time, you will be responsible for the additional fee assessed.

If the applicant does not receive the email from CSU Human Resources with the link for HireRight within 3 BUSINESS DAYS of submitting your application, please call the Extension Office so staff can check on the situation. (Depending on your email filters, it may be found in the junk mail box or blocked in your email system.)

If you do not have email, contact your County Extension Office to process the background check forms by mail.

4. **Preliminary screening** will begin with the application form. Primary consideration is based on:

   1) Interest in volunteer work
   2) Availability for volunteer work
   3) People skills and teaching skills
   4) Gardening experience.

Staff will send confidential reference letters or emails to the references listed on the application. **At least two must be returned before the applicant can be accepted into the CMG program.**

5. **Interview** – Most counties invite applicants in for an informal interview giving the applicant a chance to learn more about the CMG Program.

6. **Applicants will be advised if they were selected for the CMG Program.** In counties with a larger population base, significantly more people apply than can be accommodated. Applicants who are not selected as CMG volunteers may elect to enroll as **Colorado Gardener Certificate Students** (non-volunteer enrollment).

7. **Pay program fees** – If accepted into a local CMG Program, payment of program fees is the final enrollment step.

   In summary, interested individuals **apply** to become a CMG volunteer representing CSU Extension. The decision to accept or not accept any individual as a CMG volunteer is the right of CSU Extension.

   Additionally, CMG volunteers serve at the request of Colorado State University Extension. This request can be withdrawn at any time.

**Tuition**

Tuition as a CMG volunteer is **$185**. Refer to details about class material options found earlier in this document.

In comparison, the Colorado Master Gardener/Colorado Gardener Certificate Training is comparable to a four-credit class. CSU Tuition for a four-credit class is $1,932 plus fees and books.

**Scholarships**

Scholarships are available for individuals on limited incomes. (Refer to application for details.) **Fees for CMG Volunteers who are selected to receive a scholarship are $85,** with the student purchasing, printing or downloading the class materials.

A limited number of scholarships are available. Selection of scholarship recipients is based on CMG selection criteria.