

## **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.

Payment with 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.

**CERTIFIED GROUNDS MANAGER  
APPLICATION**

NAME

\_\_\_\_\_  
(Last) (First) (Middle)

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

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
(Home Phone) (Email Address)

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



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 (please circle your selection):

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

**Payment Information:**

Check \_\_\_\_\_

Cash \_\_\_\_\_

Credit Card \_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ American Express \_\_\_\_\_

Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Security Code: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Email Address for receipt: \_\_\_\_\_

Please email or mail 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  
9 Newport Dr., Suite 200 | Forest Hill, MD 21050  
info@pgms.org**