



APPLICATION FOR AGCSA CONTINUING EDUCATION POINTS (Allied Trade)

Complete this form to apply for AGCSA education points with the Australian Golf Course Superintendents Association (AGCSA) for non-AGCSA developed educational seminars or learning opportunities.

Name Allied Trade/Company :		
Contact Name:		
Phone: ()	Fax: ()	
Email Address:	Website Address:	
Mailing Address:		
Event Title		
Event Type:	Workshop (single topic) or single day (multi topic) seminar	Conference: Multiple day/topic program
Chapter Education: Education held during a chapter meeting.		
Seeking Approval for the Calendar Year of:		
Date(s):	Event Location:	
City State		

An application fee of \$55 is required for the review of each external education event. This fee must be paid with the submission of this application and is **not refundable**. Should the event be awarded education points a further flat fee of \$135 for members and \$245 for non members will be charged. This fee covers the marketing of your event by the AGCSA to the membership. The marketing opportunities include use of the AGCSA Accredited Education logo for your promotional material, posting the event on the AGCSA web site and advertising in our online weekly newsletter.

AGCSA Education Points: To qualify, a program must meet the following requirements:

- 1) Provide education relevant to the profession of golf course management.
- 2) Have clearly defined learning objectives.
- 3) Have a minimum program length of 1 hour.
- 4) Must be non-commercial.
- 5) Cannot be conducted during the Australian Turfgrass Conference and Trade Exhibition.**

The following items must be submitted with your completed application, to the address listed below, **no later than 90 days prior to the event**. Applications received less than 90 days prior to the event can be subject to automatic denial.

_____ is a current allied trade member of the AGCSA and is exempt from the non member penalty fee of \$110.00.

- Enclosed is the application fee of \$55.00
 \$55.00 has been directly debited to the AGCSA BSB 083091 A/c No. 047362797
 Please charge the \$55.00 application fee to the below
 Visa MasterCard

Credit Card _____ Expiration Date __ / __

Card Holder Name _____ Signature _____
(Please Print)

YOU MUST COMPLETE ALL PAGES OF THIS APPLICATION.

- Timed schedule/outline of the educational activity including the name and affiliation of each speaker and topic.
- Written statement of intended learning objective.
- Draft** promotional flier, brochure or program for event. (For seminars, workshops and conferences only.)



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Hours of Event: The program must be a minimum of 1 contact hour. Please indicate the hours of education your event will contain. Remember to attach a draft brochure of the proposed event.

Total Education Hours: _____

Instructor/ Speaker Information: Please include the speaker/instructor(s)' name, employer and position description, and topic/presentation title. Please attach an additional sheet if required.

Example

Name: Dr Robert Fairweather

Employer: C.S.I.R.O - Director of climate and environment.

Presentation topic/title: The changing face of Australia's Eastern Coast (Study of climatic indicators)

Length of Presentation: 90 minutes

Speaker 1

Name:

Length of Presentation

Employer:

Presentation topic/title:

Speaker 2

Name:

Length of Presentation

Employer:

Presentation topic/title:

Speaker 3

Name:

Length of Presentation

Employer:

Presentation topic/title:

Learning Objectives: The course content should be current, relevant and meet or exceed the quality standards of the AGCSA. All events must have clear and concise learning objective. To discuss the learning objectives please complete the following: At the end of this _____, participants will be able to / will be more informed / shall have the results of/ be proficient in:

- 1) _____
- 2) _____
- 3) _____

Non-Commercial:- The event must be non-commercial in nature. Events on the use, management or maintenance of a product that are educational in nature can qualify.

By initialing this statement, I attest that this program is not sales-oriented. _____

Value to Facility: It is important that facilities receive value from education attended by their employees and understand that value. The AGCSA is committed to encouraging clubs and facilities to support accredited events. To this end, please answer the following questions:

How will the club/facility benefit by having their employee(s) attend?

What strategies will be provided to attendees to communicate this value back to their club/facility?



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Competency – The program content must address one or more of the competency requirements listed below. Tick all competencies this event encompasses. Please add any additional competencies' not listed

Communications		Communicate effectively
		Manage conflict
		Facilitate information flow
		Network with peers and promote industry awareness
		Establish and maintain positive communication with stakeholders
Leadership		Empower staff
		Establish and maintain a positive work climate
		Manage time effectively
		Determine and work to club expectation
		Problem solving and decision making skills
Operations Management		Develop OH&S, environment, water or crisis management plans
		Develop and manage purchasing and inventory programs
		Operate computer hardware, software and state of the art diagnostic equipment
		Document compliance with local/state regulations and laws
Resource Utilisation		Manage turf
		Manage soil
		Manage plants, shrubs and trees
		Manage & train staff
		Operate and manage irrigation system
		Operate and manage machinery and equipment
		Handle hazardous materials
		Use fertilisers and plant protectants
		Manage water resources
		Disease and pest management
Personal Skills		Personal finance management
		Career planning
		Stress management

I _____ attest that the information provided on this application is accurate and reflects the event being offered. I agree to forward a the names of all those who attend the day to the AGCSA within 7 days of staging the event, to ensure members are awarded continuing education points.

Signed: _____

Send Completed Applications to:

AGCSA - Attn: Manager, Events and Education

1/752 Blackburn Road, CLAYTON VIC 3168 Ph: (03) 9548 8600, Fax: (03) 9548 8622