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CGSA MASTER SUPERINTENDENT RENEWAL FORM

June 2008

CGSA MASTER SUPERINTENDENT® RENEWAL FORM

The CGSA has adopted the use of this CGSA Master Superintendent® Renewal Form to submit to CGSA each five (5) year term. The form is due to the CGSA office, with appropriate documentation no later than July 15th of each renewal year. You are encouraged to keep a copy of the completed form for your reference.

Please note that only one form need be submitted within the five (5) year renewal term. It is up to the individual to track the CEC earned within this renewal term. Although there are extra areas to fill in to track your CEC you only need to complete the areas in which you participated and collected your CEC. Should you require more space, please add an additional page to include this information.

Name:	
Date of renewal:	
Title:	
Business Name:	

CEC ACCUMULATION:

METHOD OF ACCUMULATION	ELIGIBLE CEC	TOTAL ACCUMULATED CEC
NOS Post Secondary Courses	no limit	
Post Secondary Courses	30 per renewal term	
Seminars	no limit	
On-Line/Distance Education	no limit	
Conferences	no limit	
Volunteerism	30 per renewal term	
Publishing	25 per renewal term	
Course Development	45 per renewal term	
Teaching	25 per renewal term	
Professional Presentations	25 per renewal term	
Memberships	10 per renewal term	
Research	25 per renewal term	
National Tournament Hosting	6 per renewal term	
Golf Handicap	5 per renewal term	
Completion of CGSA Surveys	10 per renewal term	
Course or Project Review	12 per renewal term	
Internship	10 per renewal term	

A minimum of 60 CEC must be obtained from courses, seminars, on-line instruction or conferences.

The fee of \$100.00 plus 13%HST must be submitted with this renewal. (HST/TPS# R100765106)

Please charge this fee to my credit card: Visa MC AMEX Or Cheque Enclosed

Card Number: _____ Expiry: _____

I certify that the information contained within this renewal is accurate and falls within the guideline of the CGSA Master Superintendent designation program.

Signature _____ Date _____

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

NOS Post Secondary Courses:

1 Hour of instruction = 1 CEC

Post Secondary Courses:

1 Hour of instruction = 1 CEC

Courses in this category that were not NOS related would be eligible for credits to a maximum of 10 CEC per year and 30 CEC per renewal period.

Name of Course:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Course:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Course:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Course:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Course:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Course:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Course:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Course:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Course:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Seminars:**1 Hour of instruction = 1 CEC**

In order to qualify seminars must be a minimum of 3 hours and related to one or more skills/behaviours outlined in the NOS Seminars in this category that were not NOS related would be eligible for credits to a maximum of 10 CEC per year and 30 CEC per renewal period

Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Seminar:			
Date:		Location:	
Number of Hours:		Eligible CEC:	

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Conferences:

National Conferences: 1 Hour of instruction = 1 CEC

Regional Conferences: 1 Hour of instruction = 0.5 CEC

Partial credits are awarded for 30 minute segments. Sessions of less than 30 minutes would not be eligible for credits and sessions of more than 30 minutes but less than an hour would only be eligible for .5 CEC. Participants must send in the course outline that confirms the number of hours spent on instruction.

Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
Name of Conference:			
Date:		Location:	
Number of Hours:		Eligible CEC:	
TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Volunteerism:

Superintendent/Turf Related Organizations:

6 CEC per volunteer assignment of national or international organization

4 CEC per volunteer assignment of provincial or regional organization

2 CEC per volunteer assignment of a local organization

Non-Superintendent/Turf Related Organizations: CEC Value would be half of those listed above

A maximum number of 30 CEC would be allowed using this method during any renewal period.

Name of Organization:			
Date of Assignment:		Title of Assignment:	
		Eligible CEC:	
Name of Organization:			
Date of Assignment:		Title of Assignment:	
		Eligible CEC:	
Name of Organization:			
Date of Assignment:		Title of Assignment:	
		Eligible CEC:	
Name of Organization:			
Date of Assignment:		Title of Assignment:	
		Eligible CEC:	
Name of Organization:			
Date of Assignment:		Title of Assignment:	
		Eligible CEC:	
Name of Organization:			
Date of Assignment:		Title of Assignment:	
		Eligible CEC:	
Name of Organization:			
Date of Assignment:		Title of Assignment:	
		Eligible CEC:	
Name of Organization:			
Date of Assignment:		Title of Assignment:	
		Eligible CEC:	
Name of Organization:			
Date of Assignment:		Title of Assignment:	
		Eligible CEC:	

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Publishing:

Articles published for a national superintendent-related magazine = 10 CEC

Articles published for a regional superintendent-related magazine/newsletter = 6 CEC

Other articles related to superintendent's profession but not published in a superintendent publication = 4 CEC

A maximum number of 25 CEC would be allowed using this method during any renewal period.

Name of Article:			
Name of publication:			
Date of publication:		Eligible CEC:	
Name of Article:			
Name of publication:			
Date of publication:		Eligible CEC:	
Name of Article:			
Name of publication:			
Date of publication:		Eligible CEC:	
Name of Article:			
Name of publication:			
Date of publication:		Eligible CEC:	
Name of Article:			
Name of publication:			
Date of publication:		Eligible CEC:	
Name of Article:			
Name of publication:			
Date of publication:		Eligible CEC:	
Name of Article:			
Name of publication:			
Date of publication:		Eligible CEC:	
Name of Article:			
Name of publication:			
Date of publication:		Eligible CEC:	
Name of Article:			
Name of publication:			
Date of publication:		Eligible CEC:	

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Course Development:**Half Day Course Developed = 10 CEC****Full Day Course Developed = 15 CEC***Each Course must meet the requirements set by the CGSA and must encompass one or more of the NOS skills. Course must be a minimum of four hours of instruction. A maximum of 45 CEC would be allowed using this method during any renewal period.*

Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		
Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		
Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		
Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		
Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		
Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		
Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		
Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		
Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		
Name of Course:			
Type of Course: (Half/Full Day)			
	Eligible CEC:		

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Teaching:**1 Hour of Instruction Time = 1 CEC**

A maximum number of 25 CEC would be allowed using this method during any renewal period. Acting as an on-line instructor would qualify for CEC. Note that marking of assignments would not be included as instruction time.

Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	
Name of Organization:		Title of Course Taught:	
Date of Assignment:		Eligible CEC:	

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Professional Presentations:

Presentations for a national superintendent-related organization = 10 CEC

Presentations for a regional superintendent-related organization = 6 CEC

Other presentations related to superintendent's profession but not presented to a superintendent specific organization = 4 CEC

A maximum number of 25 CEC would be allowed using this method during any renewal period. All presentations would be eligible, regardless of length.

Name of Presentation:			
Name of Sponsoring Organization:			
Date of Presentation:		Eligible CEC:	
Name of Presentation:			
Name of Sponsoring Organization:			
Date of Presentation:		Eligible CEC:	
Name of Presentation:			
Name of Sponsoring Organization:			
Date of Presentation:		Eligible CEC:	
Name of Presentation:			
Name of Sponsoring Organization:			
Date of Presentation:		Eligible CEC:	
Name of Presentation:			
Name of Sponsoring Organization:			
Date of Presentation:		Eligible CEC:	
Name of Presentation:			
Name of Sponsoring Organization:			
Date of Presentation:		Eligible CEC:	
Name of Presentation:			
Name of Sponsoring Organization:			
Date of Presentation:		Eligible CEC:	
Name of Presentation:			
Name of Sponsoring Organization:			
Date of Presentation:		Eligible CEC:	
Name of Presentation:			
Name of Sponsoring Organization:			
Date of Presentation:		Eligible CEC:	

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Research:

Each Year of Hosting a Research Project = 5 CEC

Each Year of Active Participation in a Research Project = 1- CEC

A maximum number of 25 CEC would be allowed using this method during any renewal period.

Name of Research Project:			
Sponsoring Organization:			
Length of Project:		Contact for Project:	
		Eligible CEC:	
Name of Research Project:			
Sponsoring Organization:			
Length of Project:		Contact for Project:	
		Eligible CEC:	
Name of Research Project:			
Sponsoring Organization:			
Length of Project:		Contact for Project:	
		Eligible CEC:	
Name of Research Project:			
Sponsoring Organization:			
Length of Project:		Contact for Project:	
		Eligible CEC:	
Name of Research Project:			
Sponsoring Organization:			
Length of Project:		Contact for Project:	
		Eligible CEC:	
Name of Research Project:			
Sponsoring Organization:			
Length of Project:		Contact for Project:	
		Eligible CEC:	
Name of Research Project:			
Sponsoring Organization:			
Length of Project:		Contact for Project:	
		Eligible CEC:	
Name of Research Project:			
Sponsoring Organization:			
Length of Project:		Contact for Project:	
		Eligible CEC:	
Name of Research Project:			
Sponsoring Organization:			
Length of Project:		Contact for Project:	
		Eligible CEC:	

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

National Tournament Hosting:			
Each Tournament Hosted = 3 CEC			
<i>A maximum number of 6 CEC would be allowed using this method during any renewal period.</i>			
Name of Tournament:			
Sponsoring Organization:			
Date of Tournament:		Eligible CEC:	
Name of Tournament:			
Sponsoring Organization:			
Date of Tournament:		Eligible CEC:	
Name of Tournament:			
Sponsoring Organization:			
Date of Tournament:		Eligible CEC:	

Golf Handicap:			
Each year of Maintenance of Certified Handicap = 1 CEC per year			
<i>A maximum number of 5 CEC would be allowed using this method during any renewal period.</i>			
Handicap:			
Year:			
		Eligible CEC:	
Handicap:			
Year:			
		Eligible CEC:	
Handicap:			
Year:			
		Eligible CEC:	
Handicap:			
Year:			
		Eligible CEC:	

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Completion of Best Management Practices or Compensation Survey:

Each survey completed = 1 CEC

A maximum number of 10 CEC would be allowed using this method during any renewal period. This will be verified by CGSA – individual results are confidential, your name only is shared with CGSA.

Survey:			
Year:		Eligible CEC:	
Survey:			
Year:		Eligible CEC:	
Survey:			
Year:		Eligible CEC:	
Survey:			
Year:		Eligible CEC:	
Survey:			
Year:		Eligible CEC:	
Survey:			
Year:		Eligible CEC:	
Survey:			
Year:		Eligible CEC:	
Survey:			
Year:		Eligible CEC:	
Survey:			
Year:		Eligible CEC:	
Survey:			
Year:		Eligible CEC:	

TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC:

Course or Project Review:**Each course/project review = 6 CEC**

A maximum number of 12 CEC would be allowed using this method during any renewal period. A full report must be submitted in order to obtain the CEC

Title of Project:			
Date Completed:		Eligible CEC:	
Title of Project:			
Date Completed:		Eligible CEC:	

Internship:**Each internship supervised = 5 CEC**

A maximum number of 10 CEC would be allowed using this method during any renewal period.

Name of Intern:			
School Intern Attending:			
Dates of Internship:		Eligible CEC:	
Name of Intern:			
School Intern Attending:			
Dates of Internship:		Eligible CEC:	

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TOTAL CEC for this section			
Office Use only:	Received:	Total CEC:	Verified CEC: