

FNGLA Certified Horticulture Professional (FCHP) Exam

Instructions to Set Up Students for FCHP Testing

1. Make application to the Florida Nursery, Growers and Landscape Association (FNGLA) to be an approved test site, using the form entitled *Application to be an Approved Test Site for FNGLA Certified Horticulture Professional (FCHP) Exam*.
2. Provide FNGLA a signed Online Exam Proctor Agreement.
3. Provide FNGLA a contact for billing. Billing will take place when testing begins.
5. Notify FNGLA of the date testing is scheduled to begin, including the number of students to test and their names. Any necessary testing accommodations should be specified at this time and prior to the student exams being set up.
6. Each student must register for the FCHP Online Exam through the FNGLA website at:
<https://profile.fngla.org/merchandise?id=02230cb7-26dd-ec11-b5cf-0003fff84415>
7. Each student must be registered online individually a minimum of 10 days before the beginning of testing to give FNGLA time set up the proper exams for the students.

Exam application instructions follow:

- It will ask them to log in. They click the bottom of the box to CREATE PROFILE.
 - Be sure they type their name exactly how they want their certificate to be printed. We will not correct spelling or capitalization.
 - They can choose to answer the "Additional Information" or not.
 - On the next screen, under "Your Organization Information" be sure they type in their high school exactly as it should be listed. On the next screen it will verify they want to choose their high school. If they do not choose their high school from the dropdown, they will not be connected to the school and we will not receive their application.
 - Skip the next two screens for the school's address. We already have it.
 - Be sure they fill out "Your Address Information" with their home address, or they will not receive their certification packet in the mail.
 - They can skip the phone number, if they want.
 - Then they will get a screen showing the exam registration they are purchasing. Click in the lower right on the green button which says REVIEW & CHECKOUT.
 - On the next screen, click on the green button which says SUBMIT and they are done!
8. Once FNGLA has received the applications, they will be approved, and their usernames and passwords will be e-mailed directly to the proctor prior to the exam date.
 9. On the day of the exam, the proctor will access the exam site for the students, assist them in logging into the exam with the usernames and passwords provided.
 10. The Florida Department of Education requires a 20-day waiting period between retesting any failed section of the exam. Be sure to plan for this and schedule accordingly.

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Proctor Instructions for Online Exam

The Online FCHP exam requires no additional software, only high-speed access to the internet. Be sure to disable all pop-up blockers because the exam questions and results appear in pop-ups.

While the exam will work in any browser, we recommend using Google Chrome or Firefox for best results. Do not use Internet Explorer prior to version 10. The exam software is hosted “in the cloud” so there should be no connectivity issues associated with the website. However, if you have a power fluctuation or internet interruption, the students’ exams will be affected. Contact FNGLA immediately if this should happen so we may attempt to reset their exams.

There are four sections of the exam. They are each timed and scored separately from each other.

*Horticulture Practices: 60 minutes / 50 multiple choice questions

*Safety: 30 minutes / 30 multiple choice questions

*Plant Identification: 30 minutes / 50 multiple choice questions

*Open Book: 60 minutes / 30 multiple choice questions

Students are not required to complete all four exam sections in one sitting. The instructor or proctor may schedule exam sections on different days. In fact, we have found a higher success rate when splitting the exam into sections and spreading out the testing throughout the year. When a student logs into an individual exam section, however, they must complete that exam section within the allotted time.

Each exam section contains three segments. The computer saves the questions as each segment is completed. That is why it is critical that the student NOT RUN OUT OF TIME. If they do, the final segment they are working on will not be saved. The exam clock is in the upper right of the screen and will turn to red when their time is almost up.

The students may go back and forth between questions. They can mark a question for review and return to that question later in the exam. However, they must be sure they have returned to any question they mark for review before submitting the final exam.

Another word of caution: Be sure the students use the navigation buttons within the exam, not the back button on their mouse or navigation buttons of their browser. It may interrupt their exam progress.

Once they complete all questions of that exam section and hit the submit button, their exam attempt will be automatically registered with FNGLA. The student gets immediate results of their exam, broken down by segment. All exams are graded by the computer and results are final.

If a student does not pass a section of the exam, he or she must only retest on that individual exam section. FNGLA will coordinate with the instructor and proctor for any required retests. The software is set up so it won't allow a student access to a retest prior to the FDOE required 20-day wait. Keep in mind the Florida Department of Education requirement that there be a full 20 days between retakes of the same exam section.

On the day of the exam, the proctor will:

1. Verify the identity of test applicant before they log onto the exam.
2. Verify the student is using no additional notes, text or electronic devices during the exam -- except during the Open Book exam section, when they can use the FCHP Textbook *The Horticulture Professional*", which may include notated tabs within the text.
3. Access FCHP Online Exam at www.fn gla.org, click on 'Professional Development' then 'Certifications'. There is a list of 'quick links' to the right where they choose 'Login to Take Certification Exam.' The direct website is: <https://floridanurserygrowers.csod.com>
4. The student will enter their UserName and Password on the main screen. They are both case sensitive. Be aware that if the student attempts to log in unsuccessfully three times they will be locked out of the exam. This is a security feature which FNGLA will have to override.
5. On the next screen, in the box labeled "My Assigned Exams" is a list of the exams available to the students. They will look to the right of the name of the assignment and under Action, they click the Open Curriculum link. If it is their first attempt at the exam, they will click on "Activate", "Launch Test". If they are taking it again, they will click on "Retest".
6. When the student completes each exam section and submits their answers, they will get a numerical score plus a breakdown of each segment within that exam section. When they close this screen, it will put them on their Transcript page where they will see which sections have been completed and what still needs to be completed. If taking another exam section right away, they may click on "Launch Test" or "Retake" from this window, too.
7. Within the week, it is our goal to provide the proctor and the teacher with a report of the results of each students' exams. Either the proctor or the teacher should contact FNGLA to schedule another testing session.

Call FNGLA at 800-375-3642 or 407-295-7994 with any questions or concerns. Contact Merry Mott directly at 407-832-8277 or mmott@fn gla.org.

Application to be an Approved Test Site for FNGLA Certified Horticulture Professional (FCHP) Exam

Name of Location: _____

Type of Location: School Private Company UF Extension

Contact Person: _____

Address: _____

City: _____ State: _____ Zip _____

E-mail: _____ Phone: _____

Test Site: Testing Center Computer Lab Classroom

Exam Proctor: _____

(Cannot be instructor.)

Proctor's Position/Job Title: _____

Proctor's E-mail: _____ Phone: _____

Number of Students to Test: _____ *(You will be billed for this number of students)*

If any students need special accommodations for testing, please indicate when submitting names.

Manual used: FCHP Manual (3-ring binder) *The Horticulture Professional* textbook

Contact Person to Bill: _____

Address: _____

City: _____ State: _____ Zip _____

E-mail: _____ Phone: _____

Procedures for scheduling an FCHP exam: Test site must be approved by FNGLA at least 10 days in advance of beginning to test. Provide to FNGLA: 1) the date testing will begin, 2) a confirmation of the Proctor, 3) the billing contact 4) the number students to test with a list of their names, and 5) which version of the manual the students used to study. Each student to test must complete an online FCHP exam application, available at <https://secure.fn gla.org/certifications/Preparation/registration.aspx> a minimum of 10 days prior to the first test date. Schools will be billed for the number of students who are set up for testing. Alert FNGLA of any special testing accommodations when list of names is submitted.

I have read the above and agree to the procedures for scheduling an exam.

Signature: _____

Name: _____ Date: _____

Return to Merry Mott at FNGLA. Information: 407-295-7994
By Mail: 1533 Park Center Drive, Orlando, FL 32835
By Fax: 407-295-1619
By e-mail: mmott@fn gla.org



FNGLA Certified Horticulture Professional (FCHP)

Online Exam Proctor Agreement

The undersigned exam proctor of the Florida Nursery, Growers and Landscape Association's (FNGLA) FCHP online exam understands and agrees to the following statements:

1. FNGLA has determined that there is a continuing and critical need to control, limit, and protect its online certification exams from unauthorized or improper disclosure. Accordingly, FNGLA has developed and implemented an FCHP Online Exam Proctor Agreement to effectively and fairly address these important interests.
2. All FNGLA Online Exam Proctors accept the responsibility for maintaining strict test security, and for keeping confidential and secure all certification test information.

Therefore, I agree to the following terms and conditions related to my FNGLA Online Exam Proctor service. In consideration of the FNGLA decision to recognize me as an FNGLA Online Exam Proctor, I agree to abide by all terms set forth in this Agreement.

1. I agree that under no circumstances will I release, or cause to be released, FNGLA certification test information.
2. I will not examine, copy, download, print or otherwise use test items or allow it to be done by others.
3. I agree that I will be present during the entire exam and monitor all testing activities.
4. I will verify the identity of the test applicant before they log onto the exam.
5. I will ascertain that the test applicant does not use any electronic devices, notes, manuals or other items during the exam, except during the Open Book portion, when the FCHP manual/textbook is allowed.
6. I accept and enter into this Agreement voluntarily and understand that my failure to comply may result in discipline by FNGLA. This could include loss of testing authority for the school district, organization or company.

By signing below, the parties represent that they are authorized to enter into this Agreement by, and on behalf of, themselves and, if appropriate, their respective organization or company.

The proctor agrees to administer the FCHP exam according to these procedures. Further, the proctor will not reveal or disclose any information about test items or engage in any acts that would violate the security of the FCHP exam and cause achievement to be inaccurately measured now or in the future.

Proctor Name _____ Date _____

Proctor e-mail _____ Phone _____

Proctor signature _____ School _____

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FNGLA Office Use: