

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.

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.

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, and 4) the number students to test with a list of their names. Each student to test must complete an online FCHP exam application, available at <https://profile.fn gla.org/merchandise?id=02230cb7-26dd-ec11-b5cf-0003fff84415> 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

