

# **FNGLA Certified Horticulture Professional (FCHP)**

## ***Online Exam Instructions***

1. Make application to the Florida Nursery, Growers and Landscape Association (FNGLA) to be an approved test site, using appropriate form.
2. Provide to FNGLA a signed Online Exam Proctor Agreement.
3. Provide to FNGLA a contact for billing. Billing will take place when testing begins.
4. 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.
5. Each student must register online for the FCHP Online Exam through the FNGLA website at [www.fn gla.org](http://www.fn gla.org), click on ‘Professional Development’, choose ‘Certification’ and under the Certification Quick Links area, choose ‘Register for Certification Exam’. The direct website is: <https://secure.fn gla.org/certifications/Preparation/registration.aspx>
6. 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:*

- \*Log on to FNGLA Online Certification Exam Application using website above.
  - \*Choose which test to apply, whether FCHP North, Central or South.
  - \*Indicate on application that student is an FNGLA member.
  - \*Please complete all blanks on the form, and list the school name in the “Company Name” location. It is imperative they include their **home** addresses and preferably their e-mail, as well.
  - \*Read the Code of Ethics and check box if they agree.
  - \*Skip the FCLT/FCLMT portion and the credit card information. Mark the box that says they are sending a check to FNGLA by mail so they are not prompted to pay.
  - \*Click the Preview button and if all is correct, click Submit.
7. 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 scheduled exam date.
  8. On the day of the exam, the proctor will access the exam site for the students and assist them in logging into the exam with the usernames and passwords provided.
  9. The Florida Department of Education requires a 20-day waiting period between retesting any failed section of the exam. Be sure to schedule for this.

# 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/Instructor:** \_\_\_\_\_

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 20 days in advance of beginning to test. They must provide to FNGLA the date testing will begin and a confirmation of the Proctor, the billing contact and the number students to test with a list of their names. Each student to test must complete an online FCHP exam application, available at [www.fn gla.org](http://www.fn gla.org) 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: 800-375-3642  
By Mail: 1533 Park Center Drive, Orlando, FL 32835  
By Fax: 407-295-1619  
By e-mail: [mmott@fn gla.org](mailto:mmott@fn gla.org)

