

Transfers of Master Gardeners into OCMGA

Transfer of In-State MGs:

- a. Must give enough info so the Treasurer can verify the Transfer's original certification & year; when required volunteer hours were completed; volunteer agreement is on file; mandated training is completed.
- b. Must complete a background check* and volunteer agreement if one has not been done previously. The background check costs \$7.
- c. Must submit a \$20 fee for OCMGA and WIMGA dues, unless WIMGA dues have already been submitted for the year.
- d. Must have the Treasurer provide the Transfer's contact information to the WIMGA Program Office for inclusion in the statewide database. Treasurer will also provide Transfer's contact information to the OCMGA Secretary and Communications Chair to ensure they are on member list and emailing list. Membership Committee Chair will also be copied.
- e. Must complete during the first year seeking OCMGA certification, the minimum number of volunteer hours plus 10 hours of continuing education.
- f. If in "inactive" status for more than five years when transferring in, the Transfer should review the current WI MG training manual for the Level 1 Course and audit the MG Level 1 classes. The Continuing Education requirement is 20 hours minimum which would include auditing the Level 1 classes.
- g. These provisions also apply as needed for MGs who are lapsed OCMGA members.

Transfer of Out-of-State MGs:

- a. Must verify their original certification by giving the Treasurer a copy of their original MG course certificate or a letter from the certifying body in their transfer state stating the date MG training was completed, final exam was passed and required volunteer hours were completed.
- b. Must complete a background check*, volunteer agreement and mandated training.
- c. Must submit a fee of up to \$40 to cover the background check, badge, and current WI MG manual if desired.
- d. Must submit a \$20 fee for OCMGA and WIMGA dues.
- e. Must have the Treasurer provide their contact information to the WIMGA Program Office for inclusion in the statewide database. Treasurer will also provide Transfers' contact information to the OCMGA Secretary and Communications Chair to ensure they are on member list and emailing list. Membership Committee Chair will also be copied.
- f. Must complete during the first year they seek Wisconsin certification, the minimum number of volunteer hours and 20 hours of continuing education that is approved by UWEX. This is to better acquaint them with Wisconsin Extension bulletins and gardening conditions in WI. Wisconsin MG recertification guidelines apply once Transfer MGVs are certified in WI.
- g. Should review the current WI MG training manual for the Level 1 Course.
- h. Are strongly encouraged to take the next available UWEX MG training session in their area. This requirement may be relaxed for MGVs coming from adjacent states with similar gardening conditions and similar training materials. This is left up to the discretion of the local facilitator.

*Not all states have open records laws like Wisconsin does. Criminal background checks cannot be completed for residents of certain states. Only the National Sex Offender Registry will be checked for those transferring from states where BCs are not permitted.