

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 forms.
2. Provide to FNGLA a signed Online Exam Proctor Agreement.
3. Notify FNGLA of scheduled test date(s), including the number of students to test, their names and their instructor's names.
4. Once test site is approved, each student must register online for the FCHP Online Exam through the FNGLA website at www.fn gla.org, click on 'Certifications', choose 'Online Certification Testing' then choose 'Apply To Take Exam' and then click on 'FNGLA Online Exam Application'. The direct website is:
<https://www.fn gla.org/certifications/preparation/registration.aspx>
5. Each student must be registered individually a minimum of 2 weeks before the proposed test date to give FNGLA time to assure all the proper applications have been received and the students are tied to the proper school, instructor and proctor.

Exam application instructions follow:

- *Log onto FNGLA's Online Certification Exam Application using website above.
 - *Indicate which exam the student will be taking, e.i. FCHP north, central or south.
 - *Indicate that "employer" is an FNGLA member.
 - *Indicate Number of Years in Industry (number of years as a horticulture student).
 - *Ignore the "Retest" question.
 - *Be sure they include their full legal name in the first field as well their preferred name in the second field. It is imperative that they spell the name correctly with correct capitalization. Be sure they include their **home** address on the application.
 - *Under "Company Name" they list their school. This is how we tie the students together for reporting purposes.
 - *Be sure they read the Code of Ethics and check the box below that they agree.
 - *Scroll to the bottom past the credit card information and check the box that says you will be sending a check to FNGLA, then hit Preview Registration and Submit.
6. Once FNGLA has received the applications, their online exams will be set up, and the students' Usernames and Passwords will be e-mailed directly to the proctor.
 7. On the day of the exam, FNGLA will activate the students' exams so the proctor can access the exam site for the students and assist them in logging into the exam.
 8. Students receive an immediate notification of their grade and FNGLA will send a report to each proctor and instructor via e-mail.
 9. There are no charge for retests and each student may take each section of the exam up to three times within a year according to FNGLA policy.