

**Dear Prospective Purdue Extension Master Gardener:**

Thank you for your interest in the Purdue Extension Master Gardener (EMG) Statewide Basic Training. Our main objective is to train volunteers to assist Purdue Extension with home horticulture education in local communities. Purdue EMG's receive training in horticulture to equip them to fulfill this educational role through volunteering in a variety of projects approved by their local EMG County Coordinator (Purdue Extension Educator). The requirements for Purdue EMG certification include acceptance into the training through an application and screening process, payment of registration fee, completion of the EMG Basic Training which includes passing the open-book final exam with a score of 70% or higher, and contributing at least 40 hours of volunteer service approved by the local EMG County Coordinator within two years. Purdue Extension Master Gardeners are also required to complete at least 12 volunteer and 6 continuing education hours every year in order to stay active.

**Program Information**

For Spring 2025, there will be a Statewide Virtual Purdue EMG Basic Training from February 4 – May 6 (with completion of final exam after May 6). Many counties have come together to offer this program which includes a local county connection hour. The statewide live webinars will be held on Tuesdays, from 6:30 – 8:30 pm (ET)/5:30 – 7:30 pm (CT). Here in (YOUR)County, the local county connection hour will be on (DATE) at (TIME) each week. This will be offered live at (LOCATION/Virtually through a link you will receive).

**Application and Registration Information (Two-Step Process to participate)****Step 1: Application approval by local EMG County Coordinator**

Please read the Purdue Extension Master Gardener Program Policy Guide and complete, sign, and return the Purdue Extension Master Gardener Volunteer Application and Agreement (Form EMG-1) to (COUNTY OFFICE INFO). You may download the policy guide here: <https://extension.purdue.edu/extmedia/mg/mg-5-w.pdf> or contact (COUNTY OFFICE INFO) to receive a copy. The Purdue EMG Application and Approval Form (Form EMG-1) can be found here: (or attached). All applicants are also required to show evidence of a government issued photo ID to your local EMG County Coordinator or designated Purdue Extension staff prior to approval of their application. Virtual options or an in-person appointment can be utilized to complete this requirement.

**The application deadline is January 13, 2025, 11:59 pm (ET).**

**Step 2: Registration and payment of fees through online registration portal**

**Upon approval of your application and providing evidence of government issued photo ID, an online registration link will be sent to you.** The registration options are listed below:

- \$185.00 for an individual registration which includes a print version of the Purdue EMG Manual.

- \$290.00 for two people sharing the Purdue EMG Manual. (*Sharing option works best for two people living in the same household.*)
- Participants can add a digital version of the manual for an additional \$25.00.

Once your payment is confirmed, your copy of the Purdue EMG Manual will be shipped to you prior to the start of the training.

**Registration site to open by early December, 2024.**

### **Refund Policy**

If you cancel your registration prior to January 21, 2025, 11:59 pm (ET), you will be charged 12% of the registration fee + \$5.00. There are no refunds after January 21, 2025, 11:59 pm (ET). Purdue University is not responsible for expenses incurred due to cancellations by registrants. Purdue University reserves the right to cancel any program. Registrants will receive a full refund in the event that Purdue University cancels the program.

### **Statewide Live Webinar Schedule**

February 4	Purdue EMG Orientation	April 1	Pesticide Safety and Alternatives
February 11	Plant Science		
February 18	Soils and Plant Nutrition	April 8	Herbaceous Ornamentals
February 25	Herbaceous Ornamentals	April 15	Woody Ornamentals
March 4	Plant Disease Diagnosis	April 22	Fruit Gardening
March 11	Weed ID and Control	April 29	Lawn Care
March 18	Animal Pests	May 7	Vegetable Gardening
March 25	Insect ID and Control		

Purdue is committed to making all programs accessible to participants. If you require auxiliary aids or services, or if you have other program-related concerns, please contact **(LOCAL EDUCATOR INFORMATION)** at least 2 weeks prior to the program.

Thank you for your interest in the Purdue Extension Master Gardener Program!

Sincerely,

**(LOCAL EDUCATOR INFORMATION)**