



Professional Certified Florist (PCF)[®] Recertification Guide



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PROFESSIONAL CERTIFIED FLORIST RECERTIFICATION OVERVIEW

The Professional Certified Florist (PCF[®]) (TMF[®]) certification is maintained through a required recertification process. Recertification ensures that certified professionals stay up to date in the evolving floral environment. Through recertification, PCF and TMF certified individuals demonstrate their continued competency and current qualifications.

To recertify, individuals must earn a specified number of Continuing Education Units (CEUs) during a 3-year certification cycle. The initial recertification cycle for newly credentialed individuals (i.e., individuals who have earned their first credential) is three years beginning on the day the exam was passed.



CONTINUING EDUCATION UNITS

Continuing Education Units (CEUs) must be earned within your recertification cycle and must be relevant to Professional Certified Florist education. Eighty (80) percent, at minimum of all CEUs must be earned within Texas State Florists' Association events or classes. The remaining twenty (20) percent may include participation in continuing education activities on topics not included in the TSFA domain, but relevant to your professional position.

Thirty CEU credits required to recertify each three-year certification cycle.

“Don’t say it can’t be done’ because it can.”
— 3rd President of TSFA W.J. Baker (1919)



CALCULATION OF & APPROVED CONTINUING EDUCATION UNITS

Calculation of CEUs are based upon clock hours. 0.5 CEUs are given for every thirty (30) minutes of attendance or participation that is fixed in length.

A session lasting 30 to 44 minutes will be accepted for 0.5 CEU credits; a session lasting less than 30 minutes will not be accepted for CEU credit. CEU credit should be calculated according to the following method:

PARTICIPATION IN CONTINUING EDUCATION ACTIVITIES RELEVANT TO PROFESSIONAL POSISTION

Twenty (20) percent of continuing education credits may include participation in continuing education activities on topics not included in the TSFA domain, but relevant to your professional position. (See page two of PCF® Recertification Guide)

Session Length	CEU Credits
0–29 minutes (0-0.49 hrs.)	0 CEUs
30–44 minutes (0.50–0.74 hrs.)	0.5 CEUs
45–89 minutes (0.75–1.49 hrs.)	1 CEU
90–104 minutes (1.50–1.74 hrs.)	1.5 CEUs
105–149 minutes (1.75–2.49 hrs.)	2 CEUs
150–164 minutes (2.50–2.74 hrs.)	2.5 CEUs
165–209 minutes (2.75–3.49 hrs.)	3 CEU

TSFA INVOLVEMENT

Eighty (80) percent, at minimum of all CEUs must be earned within Texas State Florists' Association events or classes. (See page two of PCF® Recertification Guide)

TSFA Involvement	Session Length	CEU Credits
Attend TSFA EXPO	360 minutes (6 hrs.)	5 CEUs
TSFA EXPO Designer Assistant	360 minutes (6 hrs.)	5 CEUs
Design Workroom Assistant	360 minutes (6 hrs.)	5 CEUs
High School Certf. Volunteer	360 minutes (6 hrs.)	5 CEUs
Showcase Chair	Time may vary	10 CEUs
Texas Floral EXPO Chair	Time may vary	20 CEUs
Showcase Attendance	See page 3	2 CEUs
TSFA Classroom Assistant	See page 3	2 CEUs

RECERTIFICATION FEES WAIVED FOR TEXAS STATE FLORISTS' ASSOCIATION CONSECUTIVE MEMBERSHIP

Recertification Fees will be waived if a TSFA members holds Active membership within the three-year certification cycle. PCF certified individuals will pay their recertification fees in addition to their annual membership renewal.

In the event a TMF Certified florist does not retain consecutive membership status within the three-year recertification cycle there will be a mandatory Reactivation Fee of \$500. TSFA Board of Directors must approve the reactivation. The Texas State Florists' Association will reissue a dated certificate validating recertification status.

RECERTIFICATION CHECKLIST

1. Obtain the required number of CEUs during your recertification cycle for each credential (at least 80% of required CEUs for each credential must be related to one of TSFA's events or classes.
2. Participate in accepted and qualified CEU activities.
3. Enter your CEUs on time.
4. Keep all CEU certificates and activities documented for auditing purposes.
5. Submission of CEU credits to the Texas State Florists' Association office.

RECERTIFICATION STATUS

Certified individuals will hold the status of Active, Revoked, Retired, or Voluntary Relinquished, depending on factors listed below.

Active

Active status is based on meeting the recertification requirements within the two (2) year recertification cycle.

Inactive

Inactive status is based on failure to complete the recertification requirements within the three (3) year recertification cycle following the end of the recertification cycle. Inactive status lasts for a 6-month Inactive Period, after which the status moves to Revoked if recertification requirements are not met (see details of Revoked status below).

The credential(s) may not be used during the period of inactive status. To reactive a credential to Active status, credential holders must meet original recertification requirements and pay a late fee of \$35.00.

Revoked

Credentials are revoked after failure to complete recertification requirements and report CEUs within the three (3) year recertification cycle and six (6) months of the Inactive Period.

Revoked status can also be based on decisions by the TSFA Appeals Committee.

Individuals may not use their certification once revoked. Individuals must meet reinstatement requirements to reactivate a credential to Active status.

Retired

Retired status is based on a voluntary request of a fully retired individual who is no longer working in the floral industry.

Voluntary Relinquished

This status is based on a voluntary request of an individual who no longer wishes to maintain his or her credential and voluntarily withdraws from the recertification process. The individual's credential must be active and in good standing at the time of the request. In order to re-activate a voluntarily relinquished credential to Active status, the certification examination must be passed again if one full recertification cycle has passed while in Voluntary Relinquished status.

Individuals may not use the applicable credential(s) once the credential has been voluntarily relinquished.