

January 2021

**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 2021, there will be a Statewide Virtual Purdue EMG Basic Training from March 3 – June 2 (with completion of final exam after June 2). Many counties have come together to offer this program which includes a local county connection hour. The statewide live webinars will be held on Wednesdays, from 1:30 – 3:30 pm (ET)/12:30 – 2:30 pm (CT). Here in Whitley County (along with folks from Allen, Steuben, LaGrange and Noble Counties), the local county connection hour will be the next day (Thursdays) from 1:30 – 2:30 pm each week. This will be offered via virtual connection 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 the Purdue Extension – Whitley County office, 524 Branch Court, Columbia City, IN. You may download the policy guide here: <https://extension.purdue.edu/extmedia/mg/mg-5-w.pdf> or we'll provide a copy. The Purdue EMG Application and Approval Form (Form EMG-1) is enclosed, but can also be found within the policy guide as Appendix B (see link above), or at: <https://www.extension.purdue.edu/whitley/article/1926> (bottom of page - fillable pdf). 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 simplest way is to drop off your application in person, and show us your ID then.

**The application deadline is February 12, 2021, 11:59 pm (ET).**

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

**Registration with payment of fees to open early January.**

**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:

- \$175.00 for an individual registration which includes a print version of the Purdue EMG Manual.

- \$270.00 for two people sharing the Purdue EMG Manual. (*Sharing option works best for two people living in the same household.*)

Once your payment is confirmed, your copy of the Purdue EMG Manual will be shipped to you prior to the start of the training. Information about the about the availability/cost of adding a digital version of the manual will be provided when available.

**Deadline for online registration and payment of fees is February 22, 2021, 11:59 pm (ET).**

**Refund Policy**

If you cancel your registration prior to February 22, 11:59 pm (ET), you will be charged 12% of the registration fee + \$5.00. There are no refunds after February 22, 2021. 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**

March 3	Purdue EMG Orientation	April 21	Invasive Species
March 10	Plant Science	April 28	Pesticide Safety and Alternatives
March 17	Soils and Plant Nutrition	May 5	Herbaceous Ornamentals
March 24	Animal Pests	May 12	Woody Ornamentals
March 31	Plant Disease Diagnosis	May 19	Fruit Gardening
April 7	Weed ID and Control	May 26	Lawn Care
April 14	Insect ID and Control	June 2	Vegetable Gardening

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 me, John Woodmansee, at least 2 weeks prior to the program.

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

Sincerely,

John E. Woodmansee  
 Extension Educator  
 Agriculture and Natural Resources  
 Whitley County Master Gardener Coordinator  
[jwoodman@purdue.edu](mailto:jwoodman@purdue.edu)

*Return application by Feb. 12 to:*  
 Purdue Extension – Whitley County  
 524 Branch Court  
 Columbia City, IN 46725  
**260.244.7615**



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