



Continuing Education Hours

Continuing Education (CE) is defined as an organized class, workshop, or seminar where YOU are the student. It may or may not be fee-based. You are encouraged to look for CE opportunities about subjects that are new to you and that will benefit your work as a Master Gardener.

What Qualifies as CE?

- The CE event must be an organized class, workshop, seminar, or lecture. For example, you cannot count a coffee date in which you discuss Integrated Pest Management (IPM) with a fellow Master Gardener as CE. You can count a lecture on IPM as CE.
- The CE event may be taught face-to-face or online.
- If you are attending a class, workshop, or seminar to advance your own commercial interest, you cannot count the event as Master Gardener CE. For example, if you own a landscape design company and attend a conference on landscape design practices, you cannot count this time as Master Gardener CE because your primary reason for attending the conference was to help your business.

Instructors may include, but are not limited to:

- University Extension educators and/or faculty from the UMN or other Universities
- Experts from government agencies (such as Watershed Districts, DNR, MDA, and S&WCD, etc)
- Industry or association professionals in the horticulture industry (such as MLA, MTGF, AHS, MSHS etc)

Some examples of CE Opportunities are:

- Attending Master Gardener-sponsored Horticulture Days and update meetings
- Viewing and completing horticulture-related live and/or online classes offered by the University, eXtension, the Arboretum, or other Universities and colleges
- Viewing online educational presentations by UMN Extension Educators and/or faculty

How to Enter Continuing Education Hours

- Go to the Master Gardener volunteer Google website: z.umn.edu/mgweb
- Click on "Volunteer Database" in the left hand navigation; under "Ready to log hours" click on "Volunteer Database"
- Enter your login information. Select "Submit."
- On the top line click on "Report Hours"
- To add CE hours, click "ADD"
- Select a date
- Enter the number of hours you attended a CE event. Travel time does not count as part of continuing education hours.

- Enter the title of the educational event you attended. If you attended more than one class or lecture at a particular CE event, you only need to enter the event name. You do not need to enter each individual class session you attended.
- Enter the name(s) of the instructor(s), including their institution or organization.
- For the location, enter the site, city, and state where the event was held.
- To save your work, click “Enter Hours.”

[Log into the database.](#)