



# **Canadian PGA ELITE Apprentice**

## **Policies and Frequently Asked Questions**



Canadian PGA ELITE Apprentice  
Policies and FAQ – August 2004

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## **National Office – List of Important Dates**

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The important dates listed below are administered by the Canadian PGA National Office. This list does not include key dates and/or deadlines administered by your respective Zone.

- Apr. 1**      **Last day for a resigning Apprentice to request a refund of Association dues.**
- May 1**      **Last day to rewrite previous year's Class "A" Examination.**
- \$25 fee applies to rewrites
- May 1**      **Last day for Reinstatement applications to be sent to the Zone Offices.**
- June 1**      **Last day for new Candidates to register with the Zone Office, which includes proof of employment from Class "A" Head Professional.**
- June 30**     **Last day for a resigning Apprentice to request a refund of Association dues, minus the amount paid for insurance.**
- Jun – Sept.**   **Logbook submission deadlines**
- All Apprentices joining prior to 2003:
- September 1
- Apprentices joining 2003 and forward:
- June 1      British Columbia, Alberta, Saskatchewan
  - July 1      Manitoba, Northern Ontario, Ontario
  - August 1    Ottawa, Quebec, Atlantic
- Aug. 15**     **Dues notices to be mailed by the National Office.**
- Nov. 1**      **Last day for Association dues to be received by the National Office.**
- Nov. 2<sup>nd</sup>**     **Late Dues Payment Letter mailed by Registered Mail to unpaid Apprentices.**
- Late payment fee of \$115 applies
- Nov. 15**     **Membership cards sent from National to Zones for distribution to Apprentices.**
- Dec. 1<sup>st</sup>**     **Suspension Letter mailed to unpaid Apprentices.**



## **ELITE – Eight Required Steps Enhanced Learning and Innovative Training and Education**

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The ELITE Program is designed to raise the skills and qualifications of the Apprentices within the Canadian PGA. The Program is an eight step process which leads to the writing of the Class "A" Examination. The entry requirements for ELITE are:

1. The person must be at least 18 years of age;
2. must have a grade 12 education or a provincially recognized equivalent or proof of acceptance into a community college business program or university;
3. must be employed by a Canadian PGA Head Professional (Master Professional, or Head Teaching Professional), and;
4. completion of a Playing Ability Test. The scores will be determined each year by the Canadian PGA Board of Directors.

### **The eight ELITE steps are as follows:**

1. Completion of a **minimum** of three seasons of eligible employment. At least one season must be at a \*Canadian PGA Golf Course. Tour Players can meet this requirement by maintaining their Tour Card for two years and working for at least one season at a Canadian PGA Golf Course (not a Driving Range or Teaching Facility). The Apprentice must stay eligibly employed to remain in the program.

*\*"C.P.G.A. Approved Golf Course" Bylaw definition - a golf course in Canada with a minimum of nine holes and a minimum total playing length of 1,000 yards at which the golf shop is operated by a Head Professional or is being constructed and meets the requirements established by the Board from time to time. Only a "Head Professional" may register at a "C.P.G.A. Approved Golf Course" under construction.*

2. Completion of a three-year community college business diploma, Canadian PGA Endorsed Professional Golf Management Program or a university degree. If the university degree is not in a business discipline, the person will be required to complete additional courses as outlined on page seven. If an Apprentice is not clear as to which courses they will be required to complete, they should send a copy of their transcript to their local PGM, or obtain a prior learning assessment from their local community college or university. Upon request, the National Office can also assist with transcript evaluation. The National Office cannot conduct a prior learning assessment.

The Canadian PGA currently has five Endorsed Professional Golf Management Programs: Grant MacEwan Community College, Lethbridge Community College, Humber College, Camosun College and Georgian College.



3. Apprentices must complete four Teaching and Coaching Certification Programs, (TCCP Workshops #1-4) before writing the Class "A" exam. Workshop #1 and #2 are required before an Apprentice can teach. Assignments do not need to be completed before the Apprentice can teach, however assignments must be completed in order to write the Class "A" exam. All four workshops, including exams and assignments, must be complete before "CPGA Certified Instructor" status will be awarded.
4. Completion of a minimum of thirty-six (36) hours of seminars from an identified content list. A bank of recognized educational sources is listed on page eight and posted in the Members'-only section of [www.cpga.com](http://www.cpga.com). Apprentices in CPGA-endorsed PGM Programs can access the required seminar hours as part of the PGM program. Seminars are recognized beginning January 1 of the year in which the Apprentice registered as a Candidate of the Canadian PGA.
5. Apprentices must successfully complete a Canadian PGA-recognized Rules of Golf Seminar. Programs must be at least two days in length and facilitated by a RCGA-approved Rules Official. The seminar must include an exam and/or assignment component that the Apprentice must pass. Apprentices attending an endorsed PGM can access the Rules of Golf requirement as part of the PGM program. Rules of Golf Courses offered by non-endorsed PGMs will qualify for the ELITE program as long as the course is taught by a Certified RCGA Rules Official and the curriculum meets the minimum learning outcomes identified by the CPGA.
6. Apprentices must successfully complete a Canadian PGA-recognized club fitting seminar. The program must be a minimum of six hours in length with a hands-on component. Apprentices attending an endorsed PGM can access the club fitting requirement as part of the PGM program.
7. Apprentices must successfully complete a Canadian PGA-recognized club repair seminar. The program must be a minimum of six hours in length with a hands-on component. Apprentices attending an endorsed PGM can access the club repair requirement as part of the PGM program.
8. Class "A" Examination – When an ELITE Apprentice feels that he/she has completed all the requirements of the program he/she should notify the National Office in writing of their intent to write the exam. The logbook should be submitted with this letter. Logbooks are due on the date assigned by the National Office to qualify for the fall exam times and March 1 for the spring writing. The activity listed in ELITE record will be verified and Apprentices will receive confirmation in writing of their eligibility to write at the next scheduled Class "A" examination date in their Zone. The Zone will receive a copy of this letter. No Apprentice will be allowed to write the ELITE examination unless the Zone has received a copy of the letter confirming eligibility from the National Office. There is a \$75 fee payable to the National office to write the Class "A" exam.



To achieve Class "A" status, an Apprentice must achieve a minimum score of 65%. If failed, the Apprentice is eligible to rewrite the portion that was failed. There is a \$25 fee payable to the National Office for rewrites. Score summaries are returned within approximately four weeks of writing the exam. Marked exams are not returned.

There is no information provided to Apprentices for study purposes. The exam does include some questions about TCCP content, CPGA By-Laws and the Rules of Golf. Old exams are not to be given out to Apprentices for study purposes. On exam day, Apprentices may bring the CPGA By-Laws, RCGA Decisions on the Rules of Golf Book and the RCGA Rules of Golf Book.



## Additional Courses for a Non-Business Degree or Two-Year Program

**Marketing 1** - The student will be able to define, explain and use the terminologies of marketing and apply basic marketing theories to various incidents of current business activities. The course concentrates on the subject areas of marketing environments, market segmentation, buying power and product mix.

**Marketing 2** - This course is a continuation of Marketing 1. The remaining components of marketing strategy, i.e. distribution, promotion and pricing are examined.

**Computers 1** - This course introduces students to microcomputers and their major application areas - word processing and electronic spreadsheets. Also commonly called Introduction to Personal Computing.

**Computers 2** - The intent of this course is to provide the student with the concepts, tools and techniques of systems analysis and design in a business environment. Also referred to as Information Systems.

**Communication 1** - This course will encourage the development of skills in thinking, reading, writing, listening and speaking, with particular emphasis on effective communication. Writing formats will include letters, memoranda, resumes and reports. Also referred to as English, or Language Studies.

**Communication 2** - This course is designed to develop further the reading, thinking, writing and speaking skills of the student. Also referred to as Business Communication, Language Studies 2 or English 2.

**Business Math 1** - Topics include simple interest, compound interest, ordinary annuities due, simple and general perpetuities, capitalization, amortization, sinking funds, bonds and investment opportunities. Also referred to as Mathematics (may then include such topics as algebra, trigonometry, exponents, logarithms, complex numbers), Personal Finance and Quantitative Methods.

**Business Math 2** - This is a continuation of Business Math 1. Also referred to as Mathematics 2.

**Business Law** - This course covers the basic laws pertinent to business with particular emphasis on contracts, sale goods, partnership and corporation law.

**Accounting 1** - An understanding of the underlying role of accounting as an information system for planning and controlling business operations.

**Accounting 2** - The application of generally accepted accounting principles to financial statements. Also referred to as Financial Statement Analysis, Financial Accounting and Small Business Financial Accounting.

**Principles of Management** - This course examines the role of an administrator/manager within the Canadian business setting. The course includes coverage of the internal and external environments of business and functions of managers in planning, organizing, influencing and controlling.

**Microeconomics** - An introduction to microeconomics dealing with the laws of supply and demand, the costs of production and profit determination under various market conditions.

**Macroeconomics** - An introduction to macroeconomics which examines the impact of aggregate supply and demand on the determination of employment, prices and national income.

**Organizational Behaviour** - This course emphasizes the development of individual and interpersonal skills necessary for successful interaction in an organization. The course focuses on learning, perception, attitudes, values, motivation, job satisfaction and job design.

*The descriptions and course names provided above have been compiled from the course calendars of various community colleges across Canada. Course names may vary from one institution to the other, therefore checking the course description is important. If in doubt, provide this list of descriptions to the college and ask them to assess their programs.*



### 36 Seminar Hours – List of Qualified Sources

The Canadian Professional Golfers' Association recognizes the educational programs of the following associations and/or organizations for seminar hours provided that the program addresses one of the topic areas specified below. If a CPGA Apprentice wishes to earn seminar hours for a seminar not on the recognized list, information on the seminar and a course outline must be submitted 30 days in advance of the seminar to the CPGA's Education Department (education@cpga.com). Written approval must be received from the Education Department prior to attendance at the seminar in order to receive credit.

Accepted university/community college course taken in addition to the formal education requirement.  
Any CPGA-conducted Seminar  
Canadian/American Society of Club Managers  
Canadian/National Golf Foundation  
Canadian/US Golf Course Superintendents' Ass.  
CareerTracks  
Club Car  
CPR course (accredited)  
GolfWorks Canada  
Dale Carnegie  
Dynacraft Clubmaking Institute  
E-Z-Go  
First Aid course (accredited)  
Fred Pryor  
Henry Griffitts  
Hogan  
Keye Productivity Centre  
Ladies Professional Golf Association (LPGA)  
National Seminars of Canada  
National Amputee Golf Association  
National Golf Course Owners' Ass. (NGCOA)  
PGA of America  
Ping  
Pro Train  
Professional Golfers Career College  
Professional Clubmakers' Society  
Ralph Maltby Golf Club Fitting and Repair

Royal Canadian Golf Association (RCGA )  
San Diego Golf Academy  
SkillPath  
The Plotkin Group  
Titleist  
Toastmasters  
United States Golf Association

#### **SEMINAR HOURS CONTENT LIST**

**business:** organizational behaviour, employee relations, personnel management, marketing, event management, merchandising, accounting, finance, computers, contract negotiations, food and beverage management, program development, public relations, managing public/private/resort facilities, workplace safety.

**golf specific** - junior programs, handicapping, rules, golf instruction, agronomy, range operations, club repair, club fitting, golf cars, course maintenance.

**Interpersonal skills** - public speaking, report writing, ethics, deportment, communication skills, organizational skills



## **Alternative Class “A” Examination**

An alternative Class “A” examination is available based on the following qualifications;

- a) medical condition supported by a doctor's note confirming a condition that affects the Apprentice's ability to physically write an examination.
- b) language issue where the preferred language is neither French nor English and the employing Class “A” member verifies that the inability to communicate in writing in French or English is not a deterrent to the Apprentice's ability to perform their job.

In order to apply for an Alternative Class "A" Examination, Zone staff is requested to complete a request form and forward it to the National Office. The Apprentice will be informed of the decision, including the form the examination will take, in writing with a copy of the letter being forwarded to the Zone Office.

## **Class “A” Diplomas**

Class “A” members who write and pass the Class “A” examination will receive a framed Class “A” diploma. The National Office assumes the cost of this diploma and will distribute them to the Zone Offices for distribution at Zone events.

## **ELITE - Minimum Activity Level**

By the end of four years in the ELITE Program, an Apprentice must have completed TCCP 1-4, Rules of Golf, Club Fitting, Club Repair and 36 hours of seminars. After four years in the Association, an Apprentice must show a minimum activity level of six academic credits per calendar year (two 3-credit courses). Credits are defined as community college or university credit courses leading to the completion of the ELITE post secondary education requirements.

## **Reinstating**

Apprentices who decide to leave the Association may apply to reinstate into the ELITE program. Applications for reinstatement occur at the Zone level. The qualifications for reinstatement include being employed at a Canadian PGA Approved Golf Course, teaching facility or driving range. Apprentices must also pay the \$400 reinstatement fee, insurance premiums and annual dues. Reinstatement must take place on or before May 1<sup>st</sup>.



## **Tournament Players**

Under the ELITE Program, Tournament Players will follow the same five steps as Apprentices. The only difference is under step one, where a Tournament Player must maintain their tour card for two years and then work one season at a Canadian PGA Approved Golf Course. The rest of the requirements are the same. Tournament Players who elect to participate in the ELITE program stay as a Tournament Player Members; they do not become an ELITE Apprentice unless they leave the Tour and formally transfer. They relate to the National Office and should not be listed as Candidates or Apprentices of a Zone. If they wish to participate in Zone events, that is at the discretion of the Zone and may entail the payment of a secondary membership fee directly to the Zone.

## **Leave of Absence including Maternity Leave**

Any Retained or Employed Member/Apprentice may apply at any time that he/she is in good standing and is not indebted to the Association in any manner whatsoever, for a Leave of Absence. This Leave of Absence is subject to Zone approval and shall have a twelve-month time limit and must be pre-approved.

Members on Leave of Absence do not pay membership dues, however they must pay insurance premiums to ensure they are properly protected while on Leave. No reinstatement fees apply. Upon return, pro-rated membership dues will be charged based on the month of reactivation.

A Member on a Leave of Absence shall not be eligible to enter nationally conducted tournaments and shall not be entitled to vote at any Annual General Meeting or special general meeting or hold office as a Director of the Association. Zone privileges will be determined by the Zone Board. Approval for a Leave of Absence is at the sole discretion of the Zone Board.

Members and Apprentices on a Leave of Absence will not receive a membership card.

## **Change of Information**

All Members and Apprentices must inform their respective Zone about any address and/or employment-related changes. The Zone Office will inform the National Office of such changes.



## **CPGA Core Insurance Program**

The CPGA Core Insurance Program is a mandatory benefit extended to all Members and Apprentices of the Association. No Member or Apprentice may opt out of the insurance program – no exceptions. Insurance coverage for Apprentices begins the year after passing the PAT (Example: If you pass your PAT in 2004, insurance coverage begins January 1 of 2005). Insurance premiums are negotiated based on a group policy and annual insurance fees are charged at the same time as membership renewals (due November 1).

There are four components to CPGA's Core Insurance Program:

1. **Life Insurance** - Provides coverage of \$10,000 in the event of death from any cause up to the age of 65.
2. **Accident Death and Dismemberment (AD&D)** - Provides coverage of \$15,000 up to age 65 for accidents resulting in death, dismemberment or loss of use of limbs or eyes.
3. **Long Term Disability (LTD)** - Provides a benefit of up to \$1,000 per month following a four-month waiting period in the event of disability and the loss of earnings. Coverage and benefits continue until age 65 or retirement.
4. **Liability Insurance** - Provides \$5,000,000 of protection for members who may be sued or otherwise held liable for accidents resulting from their activities as golf professionals such as teaching at CPGA facilities, playing anywhere around the world, practicing, officiating, pro-shop operations and management, including golf carts. This coverage is not available to Class "A" Non-Resident Members.

Optional programs exclusive to CPGA Members and Apprentices are available from Simmlands Insurance. Visit the Members'-only section of [www.cpga.com](http://www.cpga.com) (Insurance) for more details.



## Teaching and Coaching Certification Program (TCCP)

- In order to be recognized by the CPGA as a “Certified Teacher” and to fulfil the TCCP component of the ELITE Program, an Apprentice must satisfy all requirements of Workshop #1, #2, #3, and #4
- Completion of TCCP requirements includes: attendance at sessions #1 – #4, passing TCCP exams #1 & #2 and completion of all assignments.
- There is one combined test for Workshop 1 & 2, which is conducted at the start of Workshop 3. A passing grade is 75%. The rewrite is free of charge. If the first rewrite is not successful the Workshop must be attended again at full price. Testing requirements for Workshops 3 & 4 will be incorporated into the Class “A” exam. From time to time, Members may request to write the TCCP 1 & 2 exam at a Zone office.
- The general public will be conditioned to seek the services of a “Certified” CPGA Teaching Professional.
- Log onto the Members’-only section of [www.cpga.com](http://www.cpga.com) (education) for the latest information on the TCCP.

<b>Session Duration</b>	<b>Early-Bird Fee</b>	<b>Regular Fee (including GST)</b>	<b>*Material Purchase</b>
TCCP I One Day	\$214	\$267.50	\$65
TCCP II Two Day	\$428	\$535.00	\$75
TCCP III Two Day	\$428	\$535.00	\$75
TCCP IV Two Day	\$428	\$535.00	\$75
TCCP V One Day	\$321	\$401.25	N/A
Material I to IV with Binder			\$300
Binder			\$25

\*TCCP Material is available for purchase to only:

- Current Class “A” Members
- Past Class A Members who have been out of the Association for more than five years and required to write the current Class “A” exam.
- Any international transfers who are not required to take TCCP but required to write the current Class “A” exam.



## **Event Registration Policies and Procedures**

### **Cancellation and Payment Policy**

Full payment must be submitted with event registrations. Registrations are not officially secured unless payment has been successfully processed. A \$75 administration fee will be applied to cancellations received in writing prior to 10 business days of the session. No refunds granted after this time, nor granted for absentee delegates. The CPGA reserves the right to cancel or reschedule sessions due to insufficient registrations or extreme weather conditions and will be responsible for refunding registration fees only.

### **Confirming Registration**

A seminar confirmation will be mailed to each participant. Participant lists and seminar details will be posted in the Members-only section of [www.cpga.com](http://www.cpga.com) (education). Only paid registrations are considered officially registered.

### **Obtaining Confirmation of Seminars in the Event of Extreme Weather Conditions**

1. Phone the National Office at 1.800.782.5764 ext. 236, after 7:00 am on the day of the seminar. There will be a message informing you if the session has been cancelled due to extreme weather conditions.

#### **DEFINITE POSTPONEMENTS:**

- Closure of the facility where the session is held
  - School Board closes schools in the area (not school buses)
2. The National Office will confirm a seminar replacement date within 10 business days. Details about the replacement date will be sent to delegates via email, as well as posted in the Members' Only section of [www.cpga.com](http://www.cpga.com) (Education). Phone calls will be made to anyone without email.
  3. Registration and payment will be automatically transferred to the replacement session date. If delegate cannot participate on the replacement date and wishes to cancel, an email must be sent to [education@cpga.com](mailto:education@cpga.com).



## Frequently Asked Questions

### THREE SEASONS OF EMPLOYMENT

- Q: *I am having trouble finding a job. Can I work for free in order to gain experience?*
- A: No, the By-Laws define retained or employed apprentice as a person as being **PAID** by the Golf Professional or the club.
- Q: *If I work for someone and attempt the playing ability test and fail, but pass it the following year will that first season of employment be credited to me?*
- A: No. The only thing that an Apprentice can gain credit for prior to passing the Playing Ability Test is post secondary education and credit for their candidate year of employment (if they pass their PAT). You may receive credit for club fitting, club repair and rules of golf taken up to one academic year prior to passing the PAT. Even if you attend and pass a spring PAT (if the Zone has one), you still would not get credit for the previous year.
- Q: *I will be returning to school in order to fulfil the post secondary education requirement of ELITE. How can I still work a full season?*
- A: Since seasons are defined by the Zones, this is not a concern in all areas. There may be some leniency on an Apprentice who finishes earlier in September if the reason is to go to school. The PGM programs all start later in the year to try to assist with this problem. Distance Education is also an option.
- Q: *I can't afford to go to school full time for three years. I have to work in the off-season to supplement my income. How can I get my degree or diploma?*
- A: You may decide to complete a three-year program part time or go full time for some of it and part time for the remainder. The fastest way through ELITE is three years, but there is no requirement to do it that fast.
- Q: *The requirement is for three seasons of eligible employment. Is that all I have to do? Once I've worked for three seasons, can I just do the other requirements and not work?*
- A: No. In order to stay in the Apprentice Training Program, you must be fulfilling the Apprentice requirement, which is to have eligible full-time employment each season. If you aren't working, you aren't in the program and therefore cannot accumulate any credit except post secondary education. Three seasons is a minimum.



## **PLAYING ABILITY**

Q: *Are the playing ability requirements any different for ELITE Apprentices?*

A: No. All Apprentices are subject to only one test done for entry with scores of 2 x course rating +15 or 30% of the field (if there are 10 or more in the field) whichever is greater. Male and female fields are considered separately.

Q: *I am a Tournament Professional who is transferring to the Apprentice category and entering ELITE. Do I have to do an entry playing ability test?*

A: Not if you are a CPGA member and are transferring directly over. However, if there is a lapse of time between when you are a TPD and when you become an Apprentice, a playing ability test will be required by the Zone.

Q: *Those who joined prior to 1998 - What if I did not pass the Final Playing Ability Test after seven years of apprenticeship?*

A: You will cease to be an Apprentice in the Association. You may re-apply, however only post-secondary education will apply. You will need to complete all ELITE components again, including the PAT.

Q: *If I take the test and fail, can I keep trying until I pass?*

A: Those attempting the Entry Playing Ability Test will be given a maximum of two opportunities to attempt the test in one year. Zones must conduct within their Zone a minimum of one (1) Playing Ability Test. Eligible Apprentices must be given a minimum of one (1) opportunity and a maximum of two (2) opportunities to attempt the Playing Ability Test in one year. If they fail at all fall tests, they may try again in the spring test (if the Zone offers one) of the following year. If they pass they will pay dues for the current year and receive their card, but will not receive credit for the previous year.

Q: *I passed my Entry Playing Ability Test three years ago, but decided later to leave the Association. Now I would like to be reinstated as an Apprentice. Do I have to take the Player Ability Test again?*

A: No.

Q: *Can I go to another Zone to attempt my PAT?*

A: No.



## **THREE YEAR COMMUNITY COLLEGE BUSINESS DIPLOMA OR UNIVERSITY DEGREE IN BUSINESS**

Q: *I have a two-year business diploma from a community college. Does that count?*

A: No, not on its own. What you need to do is take the necessary courses to upgrade that diploma to a three-year diploma (see page 7). You will need to contact a college with a three-year business program and have them evaluate the credits you have already. They will be able to determine what additional courses are required to complete a three-year business diploma. The additional requirements will vary in each case but the college through which you would be doing the upgrade must do the evaluation.

Q: *I live in Saskatchewan and we do not have three-year community college programs. How can I get my three-year business diploma?*

A: There are a couple of options here. You could complete a two-year business program from a college in Saskatchewan and then go to another facility in another province with a three-year program in order to take the additional courses or you could go to another facility for the entire three-year program. Many community colleges offer programs in a distance education format that does not require you to physically go to the facility. Many colleges, including some endorsed PGM Colleges already have business diplomas on correspondence.

Q: *I have a university degree in physics with a business minor. Does that count?*

A: Yes and no. Again you would need to ensure completion of the fifteen additional courses as outlined on page seven. If you are not sure you should send a copy of your transcript to the National Education Advisor at the National Office for review and assistance.

Q: *I ran my own business for years. How do I get credit for experience?*

A: All colleges have a procedure called a Prior Learning Assessment. This is a process that they use to determine whether or not someone's experience (both academic and practical) should be accepted. The National Office cannot grant credit for experience.

Q: *Why can't the Canadian PGA tell me what courses I will have to take to upgrade my diploma?*

A: Community colleges have an established system for evaluating transferability of credits. In some cases experience is transferred as well. Their systems are continually upgraded to stay in touch with changes that other institutions are making. It would be impossible for the Canadian PGA to stay as up to date. If the Canadian PGA were to make an assessment, the college that you wish to attend would not accept its assessment and would do their own evaluation. They are regulated by the government that funds them in order to make transferability a fair process. As well, if the Canadian PGA were to be making the assessment it would be done on an individual basis. Post secondary institutions do this on a regular basis and look only at the person's education and experience. It is all done by computer to be as objective as possible.



Q: *Do I have to have my degree or diploma in order to get into ELITE?*

A: No. As long as you are eligible to enter one of the required programs (i.e. can meet the college or university's entrance requirements) that is all that is required on entry. By the end of your fourth season however, you will be asked to submit proof of either completion of the post secondary component (if you haven't already done so) or enrolment in a program. If proof is not submitted, you will be removed from the program.

Q: *Do I have to go to a PGM program to get my diploma?*

A: No, PGM programs are one option as they grant three-year community college business diplomas. The advantage to a PGM is that in addition to completing the three year diploma, Apprentices in these programs will have the opportunity to access the required seminars hours, rules of golf, club fitting and club repair courses as a part of the PGM.

## **SEMINAR HOURS**

Q: *What do I have to do to complete the seminar hours requirement?*

A: An Apprentice in ELITE must attend thirty-six hours of seminars from a Canadian PGA recognized list as well as a Canadian PGA recognized rules of golf seminar, a club fitting seminar and a club repair seminar. Apprentices attending endorsed PGMs have access to these requirements through the endorsed program. PGM students are required to have their logbook signed by the college instructor and the instructor of any other seminars they attend. Apprentices must successfully complete a Canadian PGA-recognized rules of golf seminar. Programs must be at least two days in length, facilitated by a RCGA-approved Rules Official and include a testing or assignment component. The club fitting and club repair seminars must be from a certified and approved source. They must each be at least six hours in length and must each contain a hands-on component.

Q: *I took lots of these seminars on this list before I entered ELITE. Do they count?*

A: Qualified rules of golf, club fitting and club repair seminars taken within one year prior to joining as an Apprentice count. Seminars are recognized beginning Jan. 1 of the year in which the Apprentice registered as a Candidate of the Canadian PGA. Proof of attendance must be supplied upon request. If an Apprentice leaves the program for a period of time, even if they are coming back, any seminars they attend while not in the program do not count towards this requirement.

Q: *What if I want to go to a seminar that is not on the recognized list, but I think it should be?*

A: Contact the National Office and request recognition in writing. The Canadian PGA will investigate the seminar and if it is appropriate it will be added to the list. Approval from the National Office must be received prior to attendance at the seminar in order to ensure that your hours will be recognized.



Q: *What if I take a community college night school course in theatre arts. Does that count towards my hours since a community college course is on the recognized list?*

A: No. Not only does the institution offering the course need to be on the approved list, the content of that course must be on the seminar hours content list. This list is included in the information pamphlet on seminar hours (see page 8).

Q: *How do I prove I took one of these courses?*

A: You would have the course conductor of the seminar sign your Logbook and indicate the number of hours. Your Logbook is submitted annually to the National Office. It is highly recommended that Apprentices keep all records of attendance.

Q: *Does watching a Careertracks videotape or listening to one of their audio tapes count?*

A: No. Seminar hours are only granted for actual attendance at a workshop or course. Videos, tapes and books are not recognized as seminar hours.

Q: *How did the list of recognized opportunities get developed?*

A: The list is the same as what the PGA of America recognizes under their continuing education program plus seminars that have been investigated due to member requests for recognition.

Q: *Can I go to one thirty-six hour seminar and complete my entire seminar hours at once?*

A: Yes. Provided that the seminar is from the Canadian PGA recognized list and includes content from the content list.

Q: *On the list of recognized seminars, it says, "any Canadian PGA conducted seminar". What does that mean?*

A: Canadian PGA conducted means that the Canadian PGA or the Zone sends out the information on the seminar, handles all the registration, pays the speakers and is the host on-site.

## **TEACHING AND COACHING CERTIFICATION PROGRAM (TCCP)**

Q: *Are any other teaching programs other than the Canadian PGA Teaching and Coaching Certification that will count towards this requirement?*

A: No. All Apprentices in the ELITE program must take Workshops 1, 2, 3 and 4 of the Canadian PGA Teaching and Coaching Certification Program. There are no equivalents. Workshops #1 and #2 must be completed before an Apprentice can teach. NCCP is not a replacement for the Teaching and Coaching Certification Program. Although that program was used as a model in the development of our program, it is not a replacement.



- Q: *Does the Canadian PGA recognize any other teaching seminars as part of the seminar requirement?*
- A: Yes, but not as a substitute for TCCP.
- Q: *When can I take the workshops of the Teaching and Coaching Certification Program?*
- A: ELITE Apprentices are required to take Workshop One and Two before they can teach.
- Q: *How long are the Workshops?*
- A: Workshop 1 is a day and Workshops 2, 3 and 4 are two days in length.
- Q: *Can I take the workshops back to back?*
- A: Yes, however, the practical assignments and test must be passed before the workshop is considered complete.
- Q: *Can someone who is not in the Canadian PGA take the Canadian PGA Teaching and Coaching Certification Program?*
- A: No. It is only available to Canadian PGA Members and Apprentices. PGM students will only be allowed to take the workshops if they are also Canadian PGA Apprentices.
- Q: *How are the trainers selected to teach this program?*
- A: Trainers are approved by the National Office. They must complete the TCCP Train-the-Trainer program administered by the National Office.
- Q: *Are there limitations to what assistance an Apprentice can provide a teaching professional?*
- A: Yes, an Apprentice cannot teach until they have completed Workshops 1 and 2 of the Teaching and Coaching Certification Program. They may help or assist but cannot take a lead role during any lessons, clinics or programs.
- Q: *If I take the four workshops of the Teaching and Coaching Certification Program and then leave before I complete the ELITE program and come back again, do I have to take the Teaching and Coaching Certification levels again.*
- A: Depends. There will be a continual evaluation of the program and there may be changes to the program; therefore, you would be required to take the workshops again if they had been significantly revised.



Q. *What if I fail the exam?*

A. The rewrite is free (no charge) and can be written at any future workshop. If you fail the rewrite you must attend the workshop again at full price

## **MISCELLANEOUS ELITE**

Q: *How does everything I do under the ELITE program get recorded?*

A: ELITE Apprentices will be issued a Logbook from the National Office. You will be required to submit that Logbook to the National Office by the assigned deadline. The National Office will record what you have done in the previous year and return the Logbook to the Apprentice. A copy of your record will also be sent to your Zone Office. If you show no activity other than employment in one year, you will be sent a letter of warning from the National Office. If you show no activity for another consecutive year, you will then be asked to leave the Association.

Q: *What if I lose my Logbook?*

A: It is your responsibility to keep track of your Logbooks. If you lose it, unless you can replace the lost information i.e. proof of seminar hours, etc., or it has already been recorded in the database, you will lose that credit. The most you could lose would be one year's worth as we will have annual records at the National Office. There is a \$25.00 charge for a lost Logbook.

Q: *How long will an Apprentice be without their Logbook when it is submitted to the National Office?*

A: It will be returned to you as soon as possible. The National Office ensures that they will be returned before the next season begins.

Q: *How will you be able to tell whether or not I actually completed a requirement?*

A: Each Apprentice must keep receipts from each seminar or program that they attend under the ELITE program. Each year, the National Office will randomly pick 10 Apprentices to audit. Verifications will also be performed when the Apprentice is ready to write the Class "A" exam.

Q: *I am a Tournament Professional. How do I get into ELITE?*

A: You must be a CPGA Member and send a letter to the National Office indicating your wish to enter the program. You will receive confirmation back from the National Office that indicates you are in ELITE as well as receiving your Logbook. At that point you can begin to accumulate the necessary requirements.

