

# ***Virginia Master Naturalist Program***

## **Pins and Certificates**



### **Certificates**

#### **Course Completion (Virginia Master Naturalist Members)**

Chapters may choose to provide certificates to those individuals who complete the VMN Basic Training Course. The participants may appreciate receiving a “diploma” during their last day of class, particularly if the chapter is holding a graduation event. A template for a Course Completion Certificate is available on the website. The template is a Microsoft Word file and has places to fill in the Chapter’s name, the graduate’s name, the signature of the Chapter Advisor and/or other chapter leaders, and the date. The certificate confers the title of “Master Naturalist Member”, and it should be provided only to those individuals who have completed the course requirements and satisfactorily passed the assessment. Course Completion Certificates are made by the chapter when they are ready to give them to their Basic Training Course graduates. The template can be found here: <http://www.virginiamasternaturalist.org/volunteer-management.html>

#### **Certification (Certified Virginia Master Naturalists)**

We will provide state-level certificates to those individuals who complete all the requirements to become Certified Virginia Master Naturalists. This certificate is provided upon initial certification and confers the title of “Certified Master Naturalist”. Volunteers who re-certify each year will receive the recertification pin for that year. You can request certificates from the state office twice a year, in January and July. (Exact timeline and procedures are outlined on page 2 of this document).

### **Pins**

#### **Recertification Pins**

In 2011, we began issuing a limited edition recertification pin for Virginia Master Naturalists who have qualified for recertification. Recertification pins will be mailed in one batch to each chapter in February based on the number of volunteers recertifying according to the chapter’s Certification Spreadsheet. Volunteers whose initial certification already extends through that calendar year are not eligible for a recertification pin unless they have done an additional 40 hours of service and 8 hours of continuing education in that same calendar year, after completing their **initial** certification requirements. For example, if a volunteer completes the requirements for initial certification in April 2016, he or she is a Certified Virginia Master Naturalist through the end of 2017 and is not eligible for the 2017 recertification pin. If that same volunteer completes an additional 40 hours of service and 8 hours of continuing education between May 2016 and December 2016, he or she may receive a 2017 recertification pin as recognition for going above and beyond the requirements.

#### **Milestone Pins**

We have special milestone pins for volunteers who complete 250, 500, 1000, 2500, and 5000 hours of service. At 250 hours, the volunteer receives a VMN base pin with a rocker that says ‘250 hours’. For subsequent milestones, the rocker is changed out to 500, 1000, etc., but the volunteer keeps the same original base pin. If volunteers choose, they may give back their previous rockers to their Chapter Membership chair for reuse/recycling. Milestone pins will be distributed twice a year to each chapter following the same template, procedures, and deadline as for certificates.

VMN Pins and Certificates  
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## Timeline for Requesting Pins and Certificates

### **Certification Spreadsheets are sent to the State Office twice annually.**

- **DUE DATE 1: JANUARY 31**
  - This due date is MANDATORY for all chapters
  - You are reporting on certificates, re-certifications and milestones through December 31.
  - The most recent copy of your chapter's Certification Spreadsheet will be sent to your chapter's current Membership Chair, President, and Chapter Advisor by December 10.
  - You may send in your updated Certification Spreadsheet any time between January 1 and January 31. However, none will be accepted after January 31.
  - Certification Spreadsheets will be reviewed and approved as they come in.
  - Packages will be put together and mailed out in February.
  
- **DUE DATE 2: JULY 31**
  - This due date is OPTIONAL for all chapters. Please note that although this due date is optional for all chapters, keep in mind that you may have volunteers who would like to receive their recognition items mid-year.
  - You are reporting on certificates, re-certifications (if any were missed in the January spreadsheet) and milestones through June 30.
  - The most recent copy of your chapter's Certification Spreadsheet will be sent to your current Membership Chair, President, and Chapter Advisor by June 10.
  - You may send in your updated Certification Spreadsheet any time between July 1 and July 31. However, none will be accepted after July 31.
  - Certification Spreadsheets will be reviewed and approved as they come in.
  - Packages will be put together and mailed out in August.