

REQUIREMENTS FOR RENEWAL OF CERTIFICATION

To renew CPH certification, a Certified Practising Horticulturist (CPH) will need to fulfil **both** requirements before expiry date of his/her certification:

1. Accumulate at least thirty (30) CEUs within three-year certification period; **AND**
2. Pay the recertification fees of S\$214/- (inclusive of GST).

NOTICE OF RECERTIFICATION

The CPH Secretariat will send CPHs a notification three (3) months prior to his/her certification expiration date. The notice is to remind CPHs to accumulate enough CEUs for recertification.

For a CPH who has sufficient CEUs for recertification, the notice will remind him/her to make payment for recertification fee of S\$214/- (inclusive of GST).

Any excess CEUs will not be carried over to the new certification period. Once a CPH has been recertified, the Secretariat will inform him/her to collect the new card and certificate at designated collection venue.

EXTENSION OF CERTIFICATION PERIOD

CPH who has insufficient CEUs for recertification and requires additional time to accumulate sufficient CEUs may request an extension by sending email to: cph_secretariat@nparks.gov.sg. If the request is granted, he/she will be given a ninety (90) day extension only.

Once the CPH meets CEUs requirement and pays the recertification fees within the 90-day extension, his/her certification will be renewed. The renewed certification period starts from the original expiration date, not the extended expiration date.

For example: certification expiration date was 31 December 2015, if 90-day extension is granted, new expiry date of recertification will still be 31 December 2018.

DECERTIFICATION

If a CPH does not meet either of the following criteria before expiry date (both extended and non-extended), his or her certification will expire.

1. Did not meet minimum 30 CEUs requirement;
2. Did not pay recertification fees

To regain certification, CPH will need to retake the CPH exam as part of the recertification process. Retest fee is S\$107/- (inclusive of GST) per exam per candidate. Once he/she has passed the exam, he/she will regain the certification and CPH certification number assigned previously.

CHANGE IN CONTACT DETAILS

If you have a change in your email address and mobile phone number, please update the Secretariat at cph_secretariat@nparks.gov.sg.

Any other enquiry pertaining to CPH CEUs and recertification, please write in to: cph_secretariat@nparks.gov.sg.