

How to become a CPGA Member

Becoming a Canadian PGA Professional is an exciting and rewarding career path in which the steps to becoming one are designed to support and assist candidates in achieving his or her goals.

The Canadian PGA's philosophy is to provide the Canadian golf industry with the highest quality professional administrators, teachers, players and promoters of the game, through superior training, education and member development.

The Canadian PGA believes it takes time and focus to develop the type of Professionals who are the best, most effective and productive in the golf industry. That is why it sometimes takes a Canadian PGA Apprentice many years to achieve their Canadian PGA Class 'A' status.

The Canadian PGA *ELITE (Enhanced Learning and Innovative Training and Education)* is the Canadian PGA's Apprenticeship Program. It involves an intensive seven stage process that will provide aspiring Canadian PGA Professionals the opportunity to acquire the knowledge and skills necessary for success in the golf industry through formal education studies, teaching certification, professional development and golf-specific workshop studies.

Candidates

Prior to becoming a Canadian PGA ELITE Apprentice, applicants must first successfully complete the following Candidate requirements and Player Ability Test. Anyone wishing to register as a Candidate must do so at their local CPGA Zone no later than June 1 of each year. No applications are accepted after this date.

Candidate requirements:

- a) the person must be at least 18 years of age;
- b) have a grade 12 education or a provincially recognized equivalent (GED) or proof of acceptance into a community college business program or university;
- c) be employed by a Canadian PGA Class "A" Head Professional or Head Teaching Professional in Canada,
- d) submit a Candidate Memorandum and;
- e) attend a Candidates' meeting held by the local CPGA Zone.

Playing Ability Test

New applicants are required to successfully complete a Playing Ability Test comprising two 18-hole rounds meeting the standard of acceptance of 2 x course rating + 15 for males and females or 30% of the field, whichever is greater, providing the field has a minimum of 10 participants (who may be asked to present an official handicap card of eight, or less, signed by the presenting Head Professional).

The tests will be organized and supervised by the local CPGA Zone Office. Candidates may not attempt a playing ability test outside of their own Zone. Failure to successfully meet the standard will result in the applicant not being accepted. If a candidate tries all available tests in their Zone in the fall and fails and the Zone is having a spring playing test, those candidates may try again at the spring test and if successful will be accepted into the ELITE program.

Playing Ability Test Exemptions

In recognition of demonstrated playing ability, a Candidate will be awarded an exemption from the Playing Ability Test requirement based on the following criteria:

- Current Canadian Amateur exemptions published by the RCGA (except host club exemption):
Canadian Men's Amateur Champions for the past 10 years, 2009 Canadian Junior Boys Champion, 2008 Canadian Junior Boys Champion, 2009 Canadian Mid-Master Champion, 2009 Canadian Men's Senior Champion, Playing members of the 2009 Willingdon Cup Teams ('09 Prov. Quota), Current provincial Men's Amateur Champions (Part of provincial quota), Top 5 players on the 2009 CN Future Links Junior Order of Merit, 2009 Barrett East Coast Amateur Champion, 2009 British Amateur Champion, 2009 Australian Amateur Champion, 2009 New Zealand Amateur Champion, 2009 Glencoe Invitational Champion, 2008 Western Amateur Champion, 2008 Porter Cup Champion, 2009 Monroe Invitational Champion, 2008 US Amateur Champion, 2008 North South Amateur Champion, 2008 US Public Links Champion, 2008 Players Amateur Champion
- Documented qualifying PAT score from a foreign PGA within the past three years that meets the current Canadian PGA Playing Ability Test standard
- Shooting a 36-hole score in a recognized tour event within the past year that meets the current Canadian PGA Playing Ability Test standard

Please note: It is the responsibility of the Candidate to apply for a PAT Exemption by forwarding the appropriate documentation to the local CPGA Zone Office. These candidates must complete and meet all other PAT requirements, i.e. payment of the PAT Fee and meeting all deadlines, and regulations from their local CPGA Zone Office.

ELITE Apprenticeship Program - 7 Step Process

1. Employment

Individuals must be employed on a full-time basis by a CPGA Class "A" Head Professional or Head Teaching Professional in Canada for a minimum of three seasons. At least one of the minimum three seasons must be at a Canadian PGA-Approved Golf Course. After completing three years, the Apprentice is able to write their Class "A" Examination. If an Apprentice should choose to not write their Class "A" Exam after three years, the Apprentice must remain eligibly employed until they choose to write their Class "A" Examination. The Apprentice must stay eligibly employed to remain in the program, even if they have completed the minimum three year requirement.

2. Education

A three-year community college business diploma, Canadian PGA-endorsed Professional Golf Management Program or a university degree in Business is necessary to complete the program. Any applicant that has obtained a university degree in a faculty other than business will be required to obtain additional business courses.

The Canadian PGA currently endorses eight Professional Golf Management Programs (PGM). It is important to note that ELITE requirements #5 and #6 are included in the program content of CPGA-endorsed PGM Colleges. Students attending these programs do not need to repeat these steps. See below for a list of CPGA-endorsed PGM Colleges. Students attending not-endorsed programs will not obtain credit for ELITE requirements #5 and #6.

3. Teaching & Coaching Certification Program

The Canadian PGA in partnership with the Royal Canadian Golf Association and the Coaching Association of Canada offers world class training in the area of Instruction and Coaching. All Apprentices must obtain "certified" status in both Instructor Beginner Golfers & Instructor Intermediate Golfers contexts of the Canadian PGA's Teaching and Coaching Certification Program to be eligible for Class "A" status. All Apprentices must obtain "trained" status in the Instructor Beginner Golfers context before they are eligible to provide golf instruction. This program is administered by the Canadian PGA's national office in conjunction with the Coaching Association of Canada.

4. Specified Seminars

Apprentices must participate in a minimum of thirty-six (36) hours of seminars from the Canadian PGA Specified Seminar List.

5. Rules of Golf Seminar

All Canadian PGA Apprentices must complete their Level 2 Rules of Golf online through the RCGA.

Therefore, it is mandatory that all Apprentices complete the online Level 2 rules seminar through the RCGA and complete all online assignments and examinations before they are eligible to write their Class "A" exam as this is now the National standard requirement that everyone must complete.

This seminar can be taken at any point throughout the year and is being offered to Canadian PGA Apprentices at a 30% discount through the RCGA at a cost of \$34.95. The course enrolment fee also includes the Rules of Golf and Decisions Book.

To register, Apprentices should go to www.rulesofgolf.ca and use their Canadian PGA Identification Number to register.

6. Club Fitting Seminar

Apprentices must successfully complete the Canadian PGA-recognized club fitting seminar.

7. Class "A" Examination

Upon Completion of all ELITE Program requirements, Apprentices will be subject to a final written exam. The exam is four hours in length. Successful completion is necessary to become a Class "A" Member.

Professional Golf Management Program Contacts - For More Information - Contact the National Office of the Canadian PGA at (519) 853-5450, or the Zone Office for your area.



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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
- Coaching Association of Canada or Provincial Coaching Associations
- 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, department, Communication skills, organizational skills

PLAYING ABILITY TEST – APPLICATION STEPS

Step 1: Find a job at a golf facility that employs a CPGA Head Professional or Head Teaching Professional, as of **June 1st** of the calendar year. Your hours of employment must be a minimum of 910 hours over the 12 month BC golf season (January 1-December 31). This works out to an average of 35 hours per week over a 6 month period.

Step 2: Your Head Professional or Head Teaching Professional must notify the PGA of BC of your employment in writing. You must use the attached memorandum. The **memorandum form** (which states your intention to apply to the ELITE apprentice program), **your resume and a money order or cheque made out to the “PGA of BC” for \$25.00** must be received before **June 1st** of that year.

Step 3: The PGA of BC will forward those candidates that meet the June 1st deadline an application form, additional information on the ELITE apprentice program, the program requirements and detailed instructions on what is required to complete the application package.

Step 4: The candidate must submit the above mentioned application package to the PGA of BC by **July 31st** of that year. Please note that this deadline is firm and not negotiable. Application packages received on or after August 1st will not be considered.

Step 5: All candidates must attend an orientation and interview session (date to be determined – usually late June or early July). Details will be included in the application package. Only those who have attended the orientation/interview the previous year will be exempt from attending this year.

Step 6: Those candidates that meet the July 31st deadline will be eligible to attempt the PGA of BC Playing Ability Test (held in mid to late August every year). A passing score for the 36-hole Playing Ability Test (PAT) is 15 strokes above the course rating, or 30% of the field – whichever is the greater percentage.



2010 MEMORANDUM

TO: **PGA of British Columbia Zone Office**

FROM: _____
(*print name of sponsoring Head Professional*)

FACILITY: _____

CANDIDATE EMAIL ADDRESS: _____

This is to confirm that _____
(*print name of Candidate*)

is employed on a full-time basis (910 hours over 12 months during the BC golf season, January 1-December 31, or an average of 35 hours per week for 6 months during the golf season) and wishes to be registered for the 2010 season as a Candidate. I shall ensure that the candidate meets the CPGA employment standards as outlined in the CPGA By-Laws and Rules and Regulations.

Signed by:
Executive Professional,
Head Professional,
or Head Teaching Professional:

(*signature*)

Date: _____

Fax to PGA of BC office at (604) 303-6765