

HOW TO BECOME A Canadian PGA MEMBER

Being a Canadian PGA Professional is an exciting and rewarding career path and the steps to becoming one are not easy. 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 eight 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 not 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 or proof of acceptance into a community college business program or university;
- c) be employed by a Canadian PGA Head Professional or Head Teaching Professional,
- d) submit a Candidates Application and Employment Verification Form, 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. If there are ten or more candidates in a field (separate fields for male, female) then the 30% parameter shall also apply. If the percentage is used then all those meeting the standard of acceptance or 30% of the field whichever is greater shall be accepted.

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.

ELITE Apprenticeship Program - 8 Step Process

1. Employment

Individuals must be employed on a full-time basis by a Canadian PGA Class "A" Head Professional or Head Teaching Professional for a minimum of three seasons. In BC, a season is defined as a minimum of 6 months, averaging 35 hrs per week, between February 1st and November 30th of the same calendar year. At least one of the minimum three seasons must be at a Canadian PGA-Approved Golf Course.

2. Education

A three-year community college business diploma, Canadian PGA-endorsed Professional Golf Management Program or a University degree is necessary to complete the program. If the university degree is not in a business discipline, the person will be required to obtain additional business courses.

The Canadian PGA endorses five Professional Golf Management Programs (PGM). It is important to note that ELITE requirements #5 to #7 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.

3. Teaching & Coaching Certification Program

Workshops One, Two, Three, and Four of the Canadian PGA Teaching and Coaching Certification Program must be completed. Workshops One and Two must be completed before Apprentices may provide golf instruction. These sessions are administered exclusively by the Canadian PGA.

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

Apprentices must successfully complete a Canadian PGA-recognized rules of golf seminar. The seminar must be a two day program with exam, and be RCGA-approved. PGM rules courses are also accepted.

6. Club Fitting Seminar

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

7. Club Repair Seminar

Apprentices must successfully complete a Canadian PGA-recognized club repair seminar.

8. 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

Camosun College	Lethbridge Community College
Troy Dunning 4461 Interurban Road Victoria, BC V9C 2E1 PH: 250.370.4168 FX: 250.370.4104	Dean Spriddle 3000 College Drive South Lethbridge, AB T1K 1L6 PH: 403.329.7203 FX: 403.380.2832
Grant MacEwan Community College	Humber College
Alan Riley 10700 - 104 Avenue Edmonton, AB T5J 4S2 PH: 780.497.5257 FX: 780.497.5269	Ray Chateau 205 Humber College Boulevard Etobicoke, ON M9W 5L7 PH: 416.675.6622 x 3220 FX: 416.252.0689
Georgian College	For More Information
Brad Doey 825 Memorial Avenue Orillia, ON L3V 6S2 PH: 705.325.2740 x 3075 FX: 705.329.3104	Contact the National Office of the Canadian PGA at 519. 853.5450, or the Zone Office for your area.

PLAYING ABILITY TEST APPLICATION STEPS

Step 1: Find a job at a golf facility that employs a Canadian PGA Head Professional, as of **June 1st** of the calendar year. Your hours of employment must be an average of at least 35 hours per week over a six month period.

Step 2: Your Head Professional must notify the BC PGA of your employment in writing. You may use the attached memorandum. The **memorandum form** (which states your intention to apply to the ELITE apprentice program), **your resume and a cheque made out to the "CPGA" 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.



2009 EMPLOYMENT VERIFICATION FORM

CPGA PROFESSIONAL'S NAME: _____

GOLF FACILITY: _____

HEAD PROFESSIONAL OR HTP: _____

EMPLOYEE'S MEMBERSHIP CATEGORY: _____

2009 EMPLOYMENT START DATE: _____

2009 EMPLOYMENT END DATE: _____

PLEASE LIST THE EMPLOYEE'S DUTIES AT YOUR FACILITY (i.e. Teaching, Pro Shop, etc.)

- _____
- _____
- _____
- _____

PLEASE LIST THE EMPLOYEE'S AVERAGE WORK HOURS PER WEEK _____ HRS/WK

CPGA EMPLOYEE'S SIGNATURE _____

HEAD PROFESSIONAL'S OR HTP'S SIGNATURE _____

DATE: _____

** I understand that by signing this form I am responsible for the employee listed above and will contact the PGA of British Columbia office to notify of any changes. As the Head Professional, if called upon, you may have to provide proof of hours worked. "Full time" shall mean working not less than an average of thirty-five hours per week (for a minimum of six months) at that facility in the generally accepted golfing season for that geographical location. In British Columbia, the golfing season is February 1 to November 30. Please attach a job description for any changes in category or new employee.*

ELITE APPRENTICE TRAINING PROGRAM

SEMINAR REQUIREMENT

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)
Golf Association of Ontario (GAO)
GolfWorks Canada
Green Grass One sales/merchandising seminars
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, going after a scholarship, conducting a competition.

Interpersonal skills: public speaking, report writing, ethics, deportment, communication skills, organizational skills.