

**Georgia Master Gardener Extension Volunteer Program
Continuing Education Log Sheet**



Name: _____
 Month: _____
 Year: _____

Date	Training Title	Training Location	Brief Description of Class or Training	Number of Hours	Unreimbursed Contributions*
Totals:					

*Unreimbursed contributions include: travel hours and mileage
GA MGEVs are required to complete 10 hours of Continuing Education each year. These hours should be recorded in MGLOG using the "Report Continuing Education" option (mglog.org) on a monthly basis. Contact your Extension Agent for assistance.

Georgia Master Gardener Extension Volunteer Program Continuing Education Log Sheet



What is Continuing Education (CE)?

Continuing Education (CE) is informal instruction on a gardening or related topic. It keeps the MGEV informed and knowledgeable about the latest gardening topics and research. CE tends to be informal education events, such as an organized class, workshop, or seminar, where the MGEV is the student. The event should have some structure to count, like a speaker, defined time and place, and a specific topic.

What are some examples of CE?

Examples include presentations given by speakers at the meetings of horticultural organizations, including MGEV organizations; national and international conferences; Extension workshops and presentations; and classes at Georgia public gardens. Just meeting someone for coffee and talking about a horticultural topic is not considered continuing education. The best CE opportunities cover subjects that are new to the MGEV and benefit their teaching as a Master Gardener.

There are lots of opportunities to acquire continuing education. Some topics are specific to the MGEV role. Some topics are more horticulturally focused, like how to prune Japanese maples, the “good bugs/bad bugs” series, or presentations about conifers. Other training topics may be more specific to the MGEV role, such as how to use MGLOG or about risk management training for working with youth. All of these topics are legitimate for expanding the MGEV knowledge base and staying up-to-date.

Should MGEVs attend CE opportunities as often as possible?

Yes! You are required to complete at least 10 hours of continuing education each year. You can track CE by entering training hours in MGLOG. The number of hours spent learning is entered as number of hours CE credit under “Report Training Hours.” Travel to/from training is not included as CE, but there is a specific place to report this on the same page. Lunch breaks are not included as CE. Attendance at events where the MGEV is the student does not qualify as volunteer service.