Getting to know the new NYSNLA Credit Tracker!

New York State Certified Nursery & Landscape Professional

NYSNLA and the CNLP Program launched its new Credit Tracker in 2022 with the hope of providing our membership an efficient way of tracking all CNLP recertification credits. We are constantly learning more about this new technology and its capabilities. It is our goal to provide the best membership experience possible.

While we understand this new technology may be overwhelming for some members, we would like to provide a helpful guide to use the new Credit Tracker and troubleshoot your recertification experience.

Please remember members can always contact the NYSNLA office at **info@nysnla.com** if they are experiencing any technical difficulties and we would be happy to assist you!

How do I recertify my CNLP?

CNLPs must recertify every three years. Your "expiration date" is listed on your certificate and business card. If you are up for recertification, we will start sending reminders in the fall.

Lifetime CNLP's not subject to recertification. For more information regarding Senior and Lifetime CNLP status please visit **https://www.nysnla.com/cnlp-recertification**.

There are two ways to recertify:

Continuing Education Credits. You need a minimum of 30 credits over a three-year period. You can earn credits by participating in:

- Education programs offered on the state and regional level (including regional education and trade shows, "Work Smarter, Not Harder" webinars, Leadership Forum and **CNLP Day**)
- Any educational program that offers New York State Department of Environmental Conservation (DEC) Commercial Pesticide Applicator Certification credits (all categories)
- International Society of Arborists (ISA) education programs
- National Concrete Masonry Association (NCMA) educational programs
- (ASLA) educational programs
- Interlocking Concrete Pavement Institute (ICPI) educational programs
- Cornell Cooperative Extension Horticultural Education college-level horticultural programs
- Other programs that have received approval to grant CNLP credits
- CNLP review/training programs (as a student or teacher)
- Education programs that you present to professionals or the public (preparation time is not included)

**At least 20 of your 30 credits must be for educational programs

Networking events, such as regional chapter meetings and golf outings, and green industry trade shows, are eligible for one credit per event.
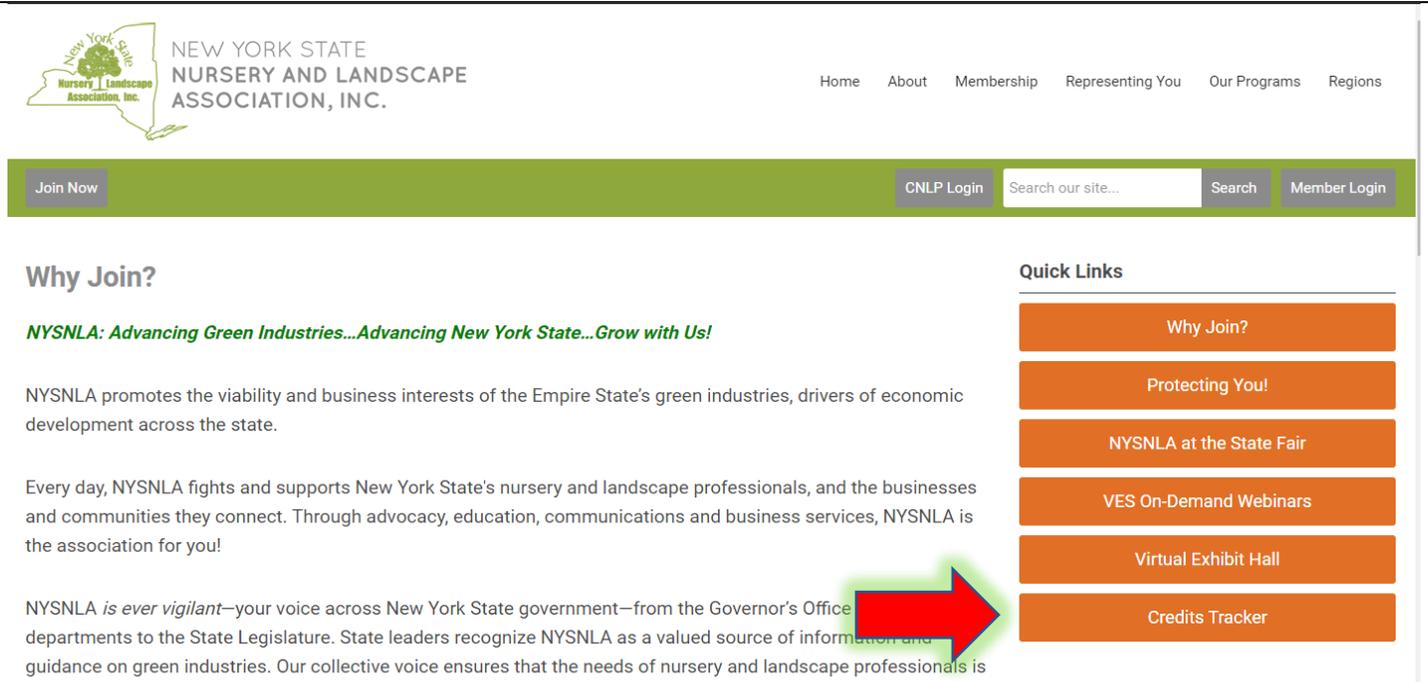
Open-book exam.

This is a 100-question written test based on the material in the CNLP Manual. If you choose to recertify by exam, we will mail it to you when we receive your **Recertification Application** and fee.
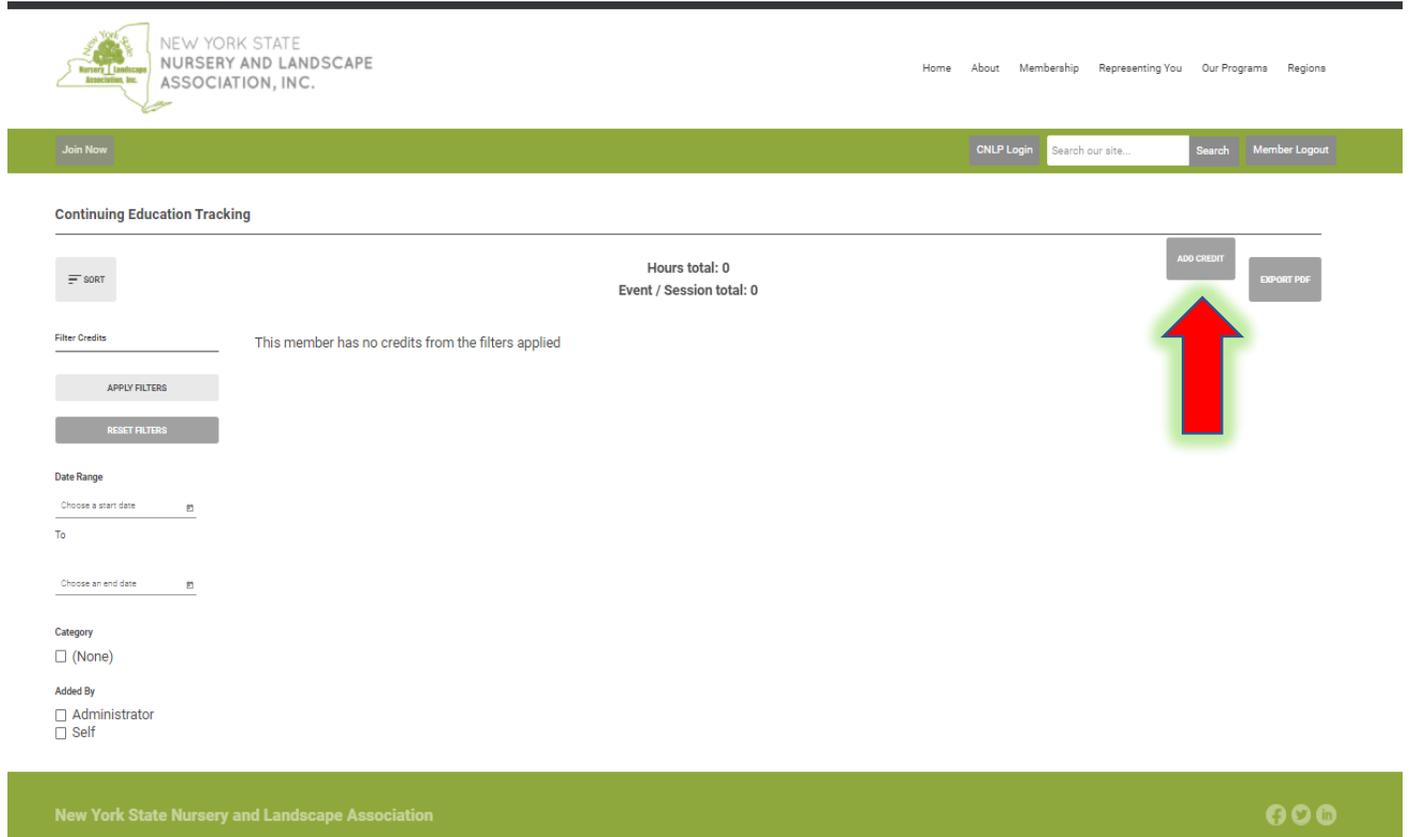
CREDIT TRACKER FAQS

How do I access my CE Tracker?

Your Credit Tracker can be accessed from the *Quick Links* on the NYSNLA website (see arrow below). The *Quick Links* are a collection of orange buttons the run vertically on the right-hand side of the website. *Please note: button placement may vary based on web browser.*

How do I add credit to my Credit Tracker?

Once members are in their Credit Tracker, they will be able to add any credit they wish to be evaluated for their recertification. To add credit, simply click on the *Add Credit* button in the upper right-hand side of your tracker page (see arrow below).

The pop-up screen below will appear to add all credit information. Members are required to list the following fields within the pop-up:

- **Event Name –** Title of the Course, program, event, etc.
- **Credit Hours –** Total number of credit hours received.
- **Location –** Where the event/session took place (i.e., institution, online, etc.)
- **Instructor –** Who presented the information at the event/session.
- **Date Range –** If this was a one-day event, put the same date in both fields.
- **Category –** Please select who offered the credit from the available list.
- **Description –** A brief description of the event/session.

*Please Note: The *Expiration Date* field is an optional field.

Credit submissions that do not indicate all required information below will not be reviewed for recertification.

Once members have filled out *all required information,* they must save their credit information by pressing the save button in the lower right-hand corner of the pop-up (see arrow below).

Add Education Credit

Event / Session Name *	Date Range *
Foundations of Landscaping	11/12/2021 11/14/2021

Credit Hours	Category
5.0	CNLP

Location

Treehouse Institute

Description

A basic 101 course that outlines the key components of landscaping.

Instructor

Dr. Eve R. Green

Expiration Date

10/20/2025

SAVE

How do I know if my credit was added properly?

Once members save their added credit, they will see it will load to the main page of their tracker (see arrow 1 below). All credit shown in the tracker is *sorted by date*, so members may need to scroll to see added credit. Members can change how their tracker is sorted by selecting the *Sort* button on the upper right-hand side of the screen (see arrow 2 below).

How do I upload documentation to my credit entires?

Members can upload a certificate/documentation for any credit hours added to their tracker. Each credit addition will have an *Upload Certificate* button located at the bottom of the credit section (see arrow 1 below). If there are multiple pages of documentation to upload, we recommend combining files and saving under the event name to upload. Members can always download or replace any certificate they have uploaded into the tracker (See arrow 2 below).

How do I know how many credit hours I have earned?

Members can export a PDF of all credit hours listed within their tracker at any time. An **Export PDF** button can be found in the upper right-hand corner of your main tracker page (See arrow 1). The total number of credit hours and event/sessions will also be listed at the top of the main track page (See arrow 2). Please note:

- **Hours Total:** Refers to the **credit hours** that are currently in the tracker. For example: Below there are 9.0 credit hours in this tracker.
- **Event/Session Total:** Refers to the **number of credit additions** made in the tracker. For example: Below there are 2 Event/Sessions in this tracker.

How can I see how many credits I have earned in a particular category?

Members can filter their credit hours by category, date range and how their credit was added to the tracker. The left-hand side of the main tracker page allows members to apply a filter, reset filters and sort what is showing on the main page.

To apply a category filter, member should reference the **Category** section *(see arrow 1 below). C*heck which credit category you wish to view credit hours for and click the apply filter button (See arrow 2 below).

To apply a date range filter, members should reference the **Date Range** section (see arrow 3). Input the dates you wish to filter for credit hours and click apply filter (see arrow 2 below).

To apply a filter of who added the credit, members should reference the **Added By** section. There are two options in this area (see arrow 4):

- **Self** - refers to any credit the member has manually added to the tracker.
- **Admin** - refers to any credit the NYSNLA Administrator has added to the tracker.

Check which option you wish to view credit hours for and click the apply filter button (See arrow 2 below).

To reset your filters and return to the full list of credit select the *Reset Filter* button (see arrow 5).

Can I edit/delete CE credit from my tracker?

Currently members can only edit any credit in their tracker. Clicking the *Edit* button will bring up the pop-up window noted previously (see arrow below). Deleting credit additions from your tracker can only be done through the NYSNLA office.

Members can always reach out to the NYSNLA if credit has been added incorrectly or there are any questions regarding credit at **info@NYSNLA.com**.