



Northeastern New York Section

Updated 2016

Professional Golf Management Program

Steps to Becoming a PGA Member: Steps, Timeline & Costs

In order to become a PGA member, you will need to become a registered apprentice and go through the PGA Professional Golf Management (PGA PGM) Program. Registrations will be processed through PGA of America Head Quarters (*not the NENY PGA Section*). To register into the PGA PGM Program, you must:

- 1) **Background Checks via Validex (\$59):** All individuals registering or re-registering as an apprentice must complete a Background Check. To complete the Background log into PGALinks.com or <https://www.validex.com/pgasp>
 - *Background check is good for one year from the date results are received*

(If you have been convicted of a felony, misdemeanor or equivalent, you should submit documentation to the PGA Membership Department to determine your eligibility for PGA Membership prior to proceeding. Per the PGA Code of Ethics, certain transgressions are cause for permanent preclusion to PGA Membership.)

- 2) **Access Qualifying Level Courses (\$200):** Access the 3 Qualifying Level Courses on the PGA Knowledge Center at <http://apps.pgalinks.com/pgapgm/index.cfm>

Courses: Introduction to the PGM & Golf Profession
PGA History & Constitution
Rules of Golf 1 (no writing) – no decisions book

- *6 month window after registering for these courses to take the test*
- *Once you open each course, the ACT Testing Center will receive notification that you have "opened" your courses and will automatically send you an email inviting you to take your test.*
- *Following are ACT Testing Centers within 100 mile radius of Albany, NY*
* *To find alternate centers <http://www.act.org/actcenters/locate/index.html>*

DGS Advanced Training Center

(5.2 miles away)
4 Pine West Plaza
Albany, NY 12205

Dutchess Community College

(74.4 miles away)
53 Pendell Road
Office of Community Svc Bowne Hall 124
Poughkeepsie, NY 12601

Holyoke Community College

(75.6 miles away)
303 Homestead Ave
Holyoke, MA 01040

Springfield Technical Community College

(82.0 miles away)
One Armory Square
Building 2 Room 304 Yartzia Ortiz
Springfield, MA 01105

Bioinfo Systems LLC

(94.6 miles away)
146 Wyllys Street
HARTFORD SQUARE WEST Bldg One Ste 101
Hartford, CT 06106

3) **Take & Pass Qualifying Level Test (@ ACT Test Center) \$40**

* You are permitted to take in a rules book (not a decisions book) and cannot have any written information in it

4) **Satisfy the 36-hole Playing Ability Test Requirement** (\$100 per attempt for PGA HQ registration (paid at time of registration) + any applicable on-site green fees (paid the day of) for host sites which for NENY PGA Section tests are generally \$50/per attempt)

* Pass P.A.T outright or

*Shoot one 18-hole score in a PAT that is equal to or less than the PAT target score for 18-holes, plus 5 strokes.

PAT sites & dates can be taken in any PGA Section:

* Click here for PAT schedule <http://www.pgalinks.com/patinfo/patsearch.cfm>

Note: Each PAT score has a validity date of two years and then expires.

5) **Meet the Eligible Employment requirements described:**

- Individuals shall be eligibly employed in one of the following Classifications – see chart definition at the end.
- You must be full-time eligibly employed at the time of registration.
- Participation in an amateur even will forfeit all work experience credits earned prior to the event.

6) **Complete Apprentice Registration Application & Submit all Applicable Fees (PGA National & Section Dues and** - Requires signature of you and Class A supervising PGA Member if applicable.

For registration form click <http://pdf.pgalinks.com/regmemos/form202.pdf>

- Use the Fees Calculator to calculate approximate dues at time of application submittal

LEVEL 1

PORTAL ACCESS TO ONLINE LEVEL 1 COURSES.....	\$560.00
SEMINAR SESSION AT THE PGA EDUCATION CENTER	\$2,000.00
LEVEL 1 TESTS AT TEST CENTER (INCLUDES ALL 5 COURSES).....	\$78.00
LEVEL 1 RETAKES	\$32.00 per course
(Business Planning, Customer Relations, Tournament Operations, Golf Car Fleet Management)	
LEVEL 1 RETAKE (Intro to Teaching/Golf Club Performance).....	\$40.00

LEVEL 2

PORTAL ACCESS TO ONLINE LEVEL 2 COURSES.....	\$350.00
SEMINAR SESSION AT THE PGA EDUCATION CENTER.....	\$2000.00
LEVEL 2 TESTS AT TEST CENTER (INCLUDES ALL 4 COURSES).....	\$78.00
LEVEL 2 RETAKES (Merchandising and Turfgrass Management).....	\$32.00 per course
LEVEL 2 RETAKES (Golf Operations and Intermediate Teaching).....	\$40.00 per course

LEVEL 3

PORTAL ACCESS TO ONLINE LEVEL 3 COURSES.....	\$350.00
SEMINAR SESSION AT THE PGA EDUCATION CENTER.....	\$2,000.00
LEVEL 3 TEST FEES AT TEST CENTERS (INCLUDES ALL 4 COURSES).....	\$78.00
LEVEL 3 RETAKES (Food and Beverage, HR/Supervising and Delegating and Player Development).....	\$32.00 per course
LEVEL 3 RETAKE (Advanced Teaching/Golf Club Fitting).....	\$40.00

NOTES of Importance!!!

Acceptable Progress in the PGA PGM Program is defined by the successful completion of each Level and matriculation into the subsequent Level.

- Level 1 must be successfully completed within two years of the Level 1 start date
- Level 2 must be successfully completed within two years of the Level 2 start date
- Level 3 and election to PGA Membership must be successfully accomplished within eight years of the Level 1 start date

Apprentices have eight years from their Level 1 start date to graduate from the PGA PGM Program, meet all election requirements and become elected to PGA Membership. Failure to complete Level 1 or 2 within two years of the Level’s start date will result in suspension. Failure to complete Level 1 or 2 within four years of the Level’s start date will result in termination from the PGA PGM Program.

* Have a high school diploma or be at least 18 years of age and have the equivalent of a high school education. You are eligible for educational credits toward PGA membership with a college degree.

* An individual must be either a U.S. Citizen or resident alien to be elected to PGA membership.

* A total of 36 work experience credits must be earned in addition to fulfilling the PGA PGM Program. (One credit per month while eligibly employed full time.) 12 credits are awarded for a four year college degree and six credits for a two year college degree.

* Individuals previously terminated for failure to purchase the Level 1 Kit, **must** now access the Qualifying Level and pass the Qualifying Test to be eligible to register as an apprentice.

In order to be a eligible to register as an apprentice, individuals must be employed in one of the following classifications:

Classification	Description
Member: A-1 Apprentice: B-1	<i>Head Professional at a PGA Recognized Golf Course</i> The term "Head Golf Professional" shall refer to an individual whose primary employment is: the ownership and operation of a golf shop at a PGA Recognized Golf Facility; or the supervision and direction of the golf shop and supervision of teaching at a "PGA Recognized Golf Facility."
Member: A-2 Apprentice: B-2	<i>Head Professional at a PGA Recognized Golf Range</i> The term "Head Golf Professional" shall refer to an individual whose primary employment is: the ownership and operation of a golf shop at a PGA Recognized Golf Facility; or the supervision and direction of the golf shop and supervision of teaching at a "PGA Recognized Golf Facility."
Member: A-3	<i>Exempt PGA Tour, Champions Tour, Nationwide Tour, LPGA Tour and Futures Tour players</i>

*Apprentice: Not Applicable	
Member: A-4 Apprentice: B-4	<i>Director of Golf at PGA Recognized Golf Facilities</i> The term "Director of Golf" shall refer to an individual who directs the total golf operation of a PGA Recognized Golf Facility, including the golf shop, golf range, golf car operations (if applicable) and supervision of the Head Golf Professional.
Member: A-5 *Apprentice: Not Applicable	<i>Past Presidents of the Association</i>
Member: A-6 Apprentice: B-6	<i>Golf Instructor at a PGA Recognized Facility</i> Individuals employed at PGA Recognized Golf Facilities, PGA Recognized Golf Schools, PGA Recognized Indoor Facilities as either golf instructors, supervisors of golf instructors or individuals who instruct PGA Professionals How to Teach.
Member: A-7 Apprentice: B-7	<i>Head Professional at a PGA Recognized Facility Under Construction</i> Individuals employed as Directors of Golf or Head Golf Professionals at PGA Recognized Golf Facilities under construction.
Member: A-8 Apprentice: B-8	<i>Assistant Golf Professional at a PGA Recognized Facility</i> The term "Assistant Golf Professional" shall refer to an individual who is primarily employed at a PGA Recognized Golf Facility and spends at least 50% of the time working on club repair, merchandising, handicapping records, inventory control, bookkeeping and tournament.
Member: A-9 Apprentice: B-9	<i>Employed in Professional Positions in Management, Development, Ownership Operation and/or Financing of Facilities</i> Individuals who are employed in professional positions in management, development, ownership, operation and/or financing of facilities. (Employment at more than two facilities: Individuals who are involved in the management of more than two facilities, regardless of positions, titles or responsibilities shall be classified A-9 or B-9.)
Member: A-10 Apprentice: B-10	<i>Golf Clinician</i> The term "Golf Clinician" shall refer to an individual whose main source of income is golf shows or clinics.
Member: A-11 Apprentice: B-11	<i>Golf Administrator</i> Individuals who are employed by the Association, a Section or the PGA Tour in an administrative capacity and individuals who are employed full-time as employees of golf associations recognized by the Board of Directors.
Member:	<i>College or University Golf Coach</i>

<p>A-12</p> <p>Apprentice: B-12</p>	<p>Individuals who are employed as golf coaches at accredited colleges, universities and junior colleges.</p>
<p>Member: A-13</p> <p>Apprentice: B-13</p>	<p><i>General Manager</i> Individuals who are employed as General Managers/Directors of Club Operations who have successfully completed the requirements set forth by the PGA Board of Directors. (General Managers/Directors of Club Operations shall manage the entire golf facility including golf operations, golf course maintenance, club house administration, food and beverage operation and other recreational activities at the facility.)</p>
<p>Member: A-14</p> <p>Apprentice: B-14</p>	<p><i>Director of Instruction at a PGA Recognized Facility</i> The term "Director of Instruction" shall refer to an individual who is managing, supervising and directing the total teaching program at a PGA Recognized Golf School or PGA Recognized Facility.</p>
<p>Member: A-15</p> <p>Apprentice: B-15</p>	<p><i>Ownership or Management of a Retail Golf Facility</i> Individuals whose primary employment is ownership or management of golf products or services at a "PGA Recognized Retail Facility" provided such employment specifically excludes primary employment as a clerk.</p>
<p>Member: A-16</p> <p>Apprentice: B-16</p>	<p><i>Golf Course Architect</i> Individuals who are primarily employed in the design of golf courses as architects or individuals who are primarily employed in an ownership or management capacity as golf course builders.</p>
<p>Member: A-17</p> <p>Apprentice: B-17</p>	<p><i>Golf Course Superintendent</i> Individuals primarily employed in the management of all activities in relation to maintenance, operation and management of a golf course. Individuals in this classification are required to satisfy the criteria of either a Golf Course Superintendent or Assistant Golf Course Superintendent as defined by the Golf Course Superintendent's Association of America.</p>
<p>Member: A-18</p> <p>Apprentice: B-18</p>	<p><i>Golf Media</i> Individuals primarily employed in the reporting, editing, writing or publishing of golf-related publications in any form of media (inclusive of, but not necessarily limited to, newspapers, magazines, the Internet) or in the broadcasting or commentating about golf events on network television, cable networks, the Internet or any other form of related media.</p>
<p>Member: A-19</p> <p>Apprentice: B-19</p>	<p><i>Golf Manufacturer Management</i> Individuals primarily employed in an executive, administrative or supervisory position with a golf industry manufacturer or golf industry distributor.</p> <p>Regulation: The A-19/B-19 classification may include</p>

	<p>individuals primarily employed in an executive, administrative or supervisory position with a golf industry company that provides direct consumer distribution of golf goods or services that benefit PGA Members and/or PGA Member affiliated facilities.</p>
<p>Member: A-20</p> <p>Apprentice: B-20</p>	<p><i>Golf Manufacturer Sales Representative</i> Individuals primarily employed by one or more golf manufacturing or distributing companies involved in the wholesale sales and distribution of golf merchandise or golf-related supplies to golf facilities, retail stores or any other golf outlets.</p> <p>Regulation: The A-20/B-20 classification may include individuals primarily employed by a golf manufacturing or distributing company that provides direct consumer distribution of golf goods or services that benefit PGA Members and/or PGA Member affiliated facilities.</p>
<p>Member: A-21</p> <p>Apprentice: B-21</p>	<p><i>Tournament Coordinator/Director for Organizations, Businesses or Associations</i> Individuals primarily employed in the coordination, planning and implementation of golf events for organizations, businesses, or associations.</p>
<p>Member: A-22</p> <p>Apprentice: B-22</p>	<p><i>Rules Official</i> Individuals primarily employed in the provision of services as a rules official for recognized golf associations, recognized golf tours or recognized golf events.</p>
<p>Member: A-23</p> <p>Apprentice: B-23</p>	<p><i>Club Fitting/Club Repair</i> Individuals primarily employed in the business of club fitting must use a recognized fitting system or a comparable system, must have all the necessary equipment normally associated with club fitting and must have access to a PGA Recognized Golf Range or a range at a PGA Recognized Golf Course to monitor ball flight. Individuals primarily employed in club repair must have an established place of business with all necessary equipment normally associated with club repair, or must service one or more golf tours or series of golf events.</p>
<p>Member: A-24</p> <p>Apprentice: Not Applicable</p>	<p><i>Employed within the golf industry and not eligible for another Active classification</i> Individuals primarily employed in the golf industry and not eligible for another Active classification. THIS CLASSIFICATION IS NOT ELIGIBLE FOR ELECTION, IT IS A TRANSFER CLASSIFICATION ONLY.</p>

PGM PROGRAM AT A GLANCE

QUALIFYING LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
Requirements	Pre-Seminars: Accessed through the PGA Knowledge Center		
<ul style="list-style-type: none"> • Register for Qualifying Level • Complete Qualifying Level Courses: <ul style="list-style-type: none"> - Introduction to the PGA PGM - PGA History and Constitution - The Rules of Golf • Pass Qualifying Test • Document qualifying PAT score • Document eligible employment or PGA Golf Management University enrollment • Register as a PGA Apprentice and purchase Level 1 materials and online access 	Golf Car Fleet Management	Turfgrass Management	Food and Beverage Control
	Customer Relations	Golf Operations	Human Resources--Supervising & Delegating
	Introduction to Teaching & Golf Club Performance	Intermediate Teaching & Golf Club Alteration	Advanced Teaching & Golf Club Fitting
	Business Planning	Merchandising & Inventory Management	Player Development Programs & Teaching Business
	Tournament Operations		Career Enhancement--Final Exp.
	Pre-Seminar Activities: PGA Apprentices and PGA Golf Management University students are required to complete and document pre-seminar activities prior to attending seminars. These activities are designed to facilitate discussions during seminar learning exercises.		
	Seminars: Held at the PGA Education Center for PGA Apprentices and on campus for PGA Golf Management University students		
	Customer Relations	Golf Operations	Human Resources—Supervising & Delegating
	Introduction to Teaching & Golf Club Performance	Intermediate Teaching & Golf Club Alteration	Advanced Teaching & Golf Club Fitting
	Business Planning	Merchandising and Inventory Management	Player Development Programs & Teaching Business
Tournament Operations		Final Experience	
Work Experience Portfolio: The work experience portfolio emphasizes activities linked to on-the-job application and performance. There is a combination of subject specific tasks as well as integrated projects that the PGA Apprentice and the PGA Golf Management University student must accomplish.			
Knowledge Tests: PGM participants must pass Knowledge Tests at each level before moving on to the next level. The tests will be comprised of multiple-choice and true/false items linked to each of the content domains listed above. Test registration is available on the PGA Knowledge Center and tests are taken at one of many sites available through a national network of testing centers.			
Register and purchase Level 2 materials and online access	Register and purchase Level 3 materials and online access	Receive notification of PGM completion and PGA membership.	