



**PGA**

Northeastern New York Section

**PGA Apprentice  
Supervisors  
Guide Manual  
~2014~**

## PGA PGM PROGRAM 2.0

The PGA Professional Golf Management Program provides world-class training for aspiring golf professionals by offering skill-based training programs that provide state-of-the-art skills and knowledge. Graduates of this program will become outstanding golf professionals who provide exceptional service to their customers, employers, fellow professionals and the game of golf.

The PGA PGM Program is a three-level program based on The People, The Business and The Game. To be eligible to advance within the program, assessments must be passed at each level. Graduates of the program who have passed the PAT, met employment requirements and education/work experience credits are eligible for election to PGA Membership.

PGM PROGRAM AT A GLANCE			
QUALIFYING LEVEL	LEVEL 1	LEVEL 2	LEVEL 3
<b>Requirements</b>	<b>Pre-Seminars:</b> Accessed through the PGA Knowledge Center		
<ul style="list-style-type: none"> <li>Register for Qualifying Level</li> <li>Complete Qualifying Level Courses:               <ul style="list-style-type: none"> <li>- Introduction to the PGA PGM</li> <li>- PGA History and Constitution</li> <li>- The Rules of Golf</li> </ul> </li> <li>Pass Qualifying Test</li> <li>Document qualifying PAT score</li> <li>Document eligible employment or PGA Golf Management University enrollment</li> <li>Register as a PGA Apprentice and purchase Level 1 materials and online access</li> </ul>	<b>Golf Car Fleet Management</b>	<b>Turfgrass Management</b>	<b>Food and Beverage Control</b>
	<b>Customer Relations</b>	<b>Golf Operations</b>	<b>Human Resources--Supervising &amp; Delegating</b>
	<b>Introduction to Teaching &amp; Golf Club Performance</b>	<b>Intermediate Teaching &amp; Golf Club Alteration</b>	<b>Advanced Teaching &amp; Golf Club Fitting</b>
	<b>Business Planning</b>	<b>Merchandising &amp; Inventory Management</b>	<b>Player Development Programs &amp; Teaching Business</b>
	<b>Tournament Operations</b>		<b>Career Enhancement--Final Exp.</b>
	<b>Pre-Seminar Activities:</b> 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.		
	<b>Seminars:</b> Held at the PGA Education Center for PGA Apprentices and on campus for PGA Golf Management University students		
	<b>Customer Relations</b>	<b>Golf Operations</b>	<b>Human Resources—Supervising &amp; Delegating</b>
	<b>Introduction to Teaching &amp; Golf Club Performance</b>	<b>Intermediate Teaching &amp; Golf Club Alteration</b>	<b>Advanced Teaching &amp; Golf Club Fitting</b>
	<b>Business Planning</b>	<b>Merchandising and Inventory Management</b>	<b>Player Development Programs &amp; Teaching Business</b>
	<b>Tournament Operations</b>		<b>Final Experience</b>
	<b>Work Experience Portfolio:</b> 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.		
	<b>Knowledge Tests:</b> 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.

- Be sure to utilize the NENY PGA Apprentice Committee Members or section staff with any questions
- NENY PGA Apprentice Committee Members will be assigned to every NENY PGA Apprentice as a mentor guide



## Professional Golf Management Program 2.0 Associated Costs

### QUALIFYING LEVEL

PORTAL ACCESS TO ONLINE COURSES .....	\$200.00
(Valid for 6 months-If the Qualifying Test is not passed within 6 months of the purchase date, a renewal fee of \$200.00 will be required.)	
QUALIFYING LEVEL TEST FEE AT TEST CENTERS.....	\$40.00
(A passing score is valid for 12 months. Failure to register as an Apprentice with that time period will invalidate the test and require re-purchase of the online access and re-test)	

### APPRENTICE FEES

PLAYING ABILITY TEST ENTRY FEE.....	\$100.00 Per Attempt
Plus additional fees required by the Section/Facility	
ASSOCIATION DUES AND FEES.....	Refer to Fees Calculator on PGALinks.com
BACKGROUND CHECK FEE.....	\$60.00

### 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.....	\$2,000.00
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

SEMINAR TRANSFER OR CANCELLATION FEE..... \$300.00  
+ airline transfer fees

SEMINAR RE-ATTEND FEE per day.....\$250.00 per class  
Fee does not include travel and/or lodging  
(All classes must be attended in their entirety to receive credit)

SINGLE ROOM FEE paid at the time of registration into the seminar session.....\$500.00  
This fee is non-refundable

Test fees are paid directly to PSI (the PGA's testing center) and are based on current seat time rates and are subject to charge.

Note: All fees are subject to change.



PGM Seminar Schedule July 2013 – June 2014 (revised October 7, 2013)

Date	Deadline date	Program #	Level 1	Level 2	Level 3
7/15-19/2013	6/5/2013	13S101	X		
7/22-26/2013	6/12/2013	13S202		X	
7/29-8/2/2013	6/19/2013	13S303			X
8/5-9/2013	6/26/2013	13S104	X		
8/ 12-16/2013	7/3/2013	13S205		X	
8/26-30/2013	7/24/2013	13S106	X		
9/9-13/2013	8/7/2013	13S107	X		
9/23-27/2013	8/21/2013	13S308			X
9/30-10/4/2013	8/28/2013	13S109	X		
10/7-11/2013	9/4/2013	13S210		X	
10/21-25/2013	9/18/2013	13S111	X		
10/28-11/ 1/2013	9/25/2013	13S312			X
11/4-8/2013	10/2/2013	13S213		X	
11/18-22/2013	10/16/2013	13S114	X		
12/9-13/2013	11/6/2013	13S214		X	
12/9-13/2013	11/6/2013	13S315			X
12/16-20/2013	11/13/2013	13S116	X		
1/13-17/2014	12/11/2013	13S217		X	
1/27-31/2014	12/18/2013	13S118	X		
2/3-7/2014	1/2/2014	13S219		X	
2/3-7/2014	1/2/2014	13S320			X
2/10-14/2014	1/8/2014	13S121	X		
2/24-28/2014	1/22/2014	13S122	X		
3/3-7/2014	1/29/2014	13S223		X	
3/10-14/2014	2/5/2014	13S124	X		
3/17-21/2014	2/12/2014	13S325			X
3/31-4/ 4/2014	2/25/2014	13S126	X		
4/7-11/2014	3/5/2014	13S227		X	
5/5-9/2014	4/2/2014	13S128	X		
5/12-16/2014	4/9/2014	13S229		X	
5/19-23/2014	4/16/2014	13S330			X
6/2-6/2014	4/30/2014	13S131	X		
6/9-13/2014	5/7/2014	13S232		X	

Registration is open for all seminars. Registration will close when maximum enrollment has been met or when the deadline date has been reached. The PGA reserves the right to cancel any program that does not meet minimum registration. If you find it necessary to transfer or cancel your registration, a fee of \$300 plus airline ticket change fees will be charged.

Fee: \$2000 payable by American Express, MasterCard or Visa. The fee includes round trip air travel and ground transportation to the PGA Education Center, lodging for six nights at the Hilton Garden Inn, continental breakfast and lunches and five days of seminars.

Call PGA Membership at 1.800.474.2776 to register for the session you would like to attend. Please refer to the dates, event # and level. You must register by the registration deadline listed above. Have available your credit card information, name of the airport from which you would like to travel, your name as it appears on your official identification document (for airline security reasons) and your current email address. You will share a room with another apprentice attending the session. A limited number of single rooms are available at an additional fee collected during the registration process.

(10/4/2013)

## **PGA Acceptable Progress Policy for Apprentices (Definition & Understanding)**

Acceptable Progress in the PGA PGM Program is defined by successful completion of each Level and matriculation into the subsequent Level. You can check the status of your apprentice online @ PGALinks.com or contact the NENY PGA Section Office.

### **Successful Completion of Level 1 - Two years (24 months) from Level 1 Start Date**

- Level 1 Testing must be successfully completed within two years of the Level 1 Start Date. If the Level 1 Testing is not successfully completed within two years of the Level 1 Start Date, the apprentice is put on suspension until the Level 1 Testing is completed. If the Level 1 Testing is not completed within four years of the Level 1 Start Date, the apprentice is terminated. After termination, if the Level 1 Testing is completed within six years of the Level 1 Start Date, the former apprentice may re-register and continue in the PGA PGM Program. If not completed within six years, the former apprentice may request early termination of Acceptable Progress or must wait until eight years past the Level 1 Start date to re-register and must complete the PGA PGM Program in its entirety.

### **Successful Completion of Level 2 – within Two years (24 months) from Level 2 Start Date**

- Level 2 Testing must be successfully completed within two years of the Level 2 Start Date. If the Level 2 Testing is not successfully completed within two years of the Level 2 Start date, the apprentice is put on suspension until the Level 2 Testing is completed. If the Level 2 Testing is not completed within four years of the Level 2 Start date, the apprentice is terminated. After termination, if the Level 2 Testing is completed within eight years of the Level 1 Start Date, the former apprentice may re-register and continue in the PGA PGM Program, however, Level 3 Testing and election to Membership must occur within eight years of the Level 1 Start date. If not, the former apprentice must wait until eight years past the Level 1 Start date to re-register and must complete the PGA PGM Program in its entirety.

### **Successful Completion of Level 3 and Election to PGA Membership – within Eight years (96 months) from the Level 1 Start Date**

- Level 3 Testing and election to PGA Membership must be successfully accomplished within eight years of the Level 1 Start Date. If the apprentice does not become elected in within eight years of the Level 1 Start Date, the Apprentice is terminated from the program and must complete the PGA PGM Program again in its entirety, including passing the PAT.

**Note:** Individuals who have not successfully completed their Testing requirement at the end of their 2-year suspension period will be terminated from the Apprentice program.

## Outline Steps that an Individual Follows in the PGA Apprentice Program

**Pre-Requisites for Registering (no particular order but take note that some of these EXPIRE so dates are important)**

1) Pass 36-hole P.A.T. test or Pass with an 18-hole qualifying score of the 36 hole P.A.T.

\* If an individual enters the PGA PGM Program via the 18-hole qualifying score route he/she MUST pass the 36-hole P.A.T. prior to ever registering into Level 3 of the program

2) Complete the Required PGA Background Check (good for 1 year)

3) Register for Access to and Take the Pre-Qualifying Test (once registered testing access is only available for 6 months of registration and testing scores are valid for 1 year)

4) Complete and return PGA Apprentice Application with full payment required

